

**ST. DOMINIC SCHOOL ADVISORY COMMITTEE  
BY-LAWS**

**ARTICLE I – NAME**

The name of this body shall be the St. Dominic School Advisory Committee.

**ARTICLE II – PURPOSE AND AUTHORITY**

The purpose of the St. Dominic School Advisory Committee is to assist in the development and definition of policies which govern the operation of St. Dominic Catholic School, promote the implementation of said policies under the direction of the Pastoral Council, and advise and provide counsel in the operation of the school. The School Advisory Committee works collaboratively with the Home & School Association, Fine Arts Association, Athletic Association and Parish Marketing Committee.

The recommendations of the School Advisory Committee shall be subject to the approval of the Pastoral Council and the Pastor of St. Dominic Parish as provided by the policy and rules of the Milwaukee Archdiocesan Office of Schools.

**ARTICLE III – RESPONSIBILITIES**

The School Advisory Committee is an advisory body. The effectiveness of its actions and decisions are subject to the establishment of a harmonious, cooperative working relationship with the Pastor, School Principal and Pastoral Council. The basic functions and brief overview are as follows:

1. Educational Planning – Monitor and provide direction on the educational activities of the school. The School Advisory Committee shall work with the School Principal to determine educational requirements established by the Church and Diocese and establish goals and objectives to meet and exceed those requirements. The School Advisory Committee will also review standardized test results and trend results to ensure effectiveness of educational activities.
2. Communication – Work with the School Principal and teachers to articulate the educational goals and objectives. These goals and objectives shall be communicated at the beginning of the school year to all parents by the teachers and the School Advisory Committee Chairperson during curriculum night.

As needed, a representative from the School Advisory Committee shall attend meetings of the Pastoral Council and Home & School Association and provide updates to the School Advisory Committee relative to developments that impact the school.

3. Financing - The School Advisory Committee shall designate at least one member to serve as a liaison to the Finance Committee in advance of the preparation of the school budget. This designee shall be responsible for communicating the needs of the school as recommended by the School Advisory Committee. The designee can be the School Principal.

4. Marketing / Public Relations –In conjunction with the School Principal, the School Advisory Committee shall lead all marketing efforts aimed toward increasing enrollment, while maintaining the confidence of the community in the educational activities of the school.
5. Assists in Hiring of the School Principal – Assist the Human Resources Committee in the hiring of a School Principal to carry out the educational activities of the school. This requires planning, interviewing, checking references, and discernment. The School Advisory Committee shall ensure that a School Principal’s job description exists and shall review it periodically. The final decision of hiring a School Principal rests with the Pastor.
6. Voting, Recommendations and Results – As an advisory body, the School Advisory Committee is responsible for making recommendations that reflect the concerns and beliefs of parents, teachers, staff and students. If the School Advisory Committee votes to make a formal recommendation, the minutes shall reflect the content of the recommendation, the method of communicating the recommendation, and the response to the recommendation. A vote by proxy is permissible for a member who has an excused absence. The singly proxy would need to be given on paper and for the contents of voting on an already pending issue. The proxy could not be used on a new item brought up for vote during a meeting. Proxies are given in writing for one meeting only.

#### **ARTICLE IV – MEMBERSHIP**

The St. Dominic School Advisory Committee shall consist of a minimum of six (6) members and a maximum of nine (9) elected adult “at large” members of St. Dominic Catholic Parish. One (1) additional member shall be elected annually by and from the current faculty of St. Dominic Catholic School. The Pastor shall be an ex officio member of the School Advisory Committee, and the School Principal shall be its executive officer.

The “at large” members of the School Advisory Committee will be elected to hold office for a term of three (3) years. At the end of each school year a parish-wide election will be made for three (3) members. The faculty shall elect the faculty representative in May for the following school year. The faculty representative will serve a one-(1) year term.

Unless otherwise agreed in advance by the School Advisory Committee, the election needed to fill the “at large” positions will take place at the same time and with the same publication requirements as are utilized by the Pastoral Council. A short autobiography written by each nominee will be published in the parish bulletin prior to the election weekend. Unless otherwise agreed in advance by the School Advisory Committee, the election is held the third weekend in May. Voting is open to the entire parish. The three nominees with the highest individual vote count at the conclusion of the elections are the winners of the election. If there is a tie in vote count between nominees, the School Advisory Committee would take a vote to appoint the winner.

The elected School Advisory Committee members will assume the duties of their office at the first regular meeting that occurs following the election of School Advisory Committee members.

In the event that a member of the School Advisory Committee has had an unexcused absence from three (3) regular meetings per year, the remaining members of the School Advisory Committee may, at their discretion, determine and declare that a vacancy exists. Upon such a declaration such members shall be deemed to have resigned. Any member of the School Advisory Committee may resign by filing a written resignation with the School Advisory Committee Secretary.

Whenever a vacancy occurs on the School Advisory Committee, the remaining members shall appoint a replacement to fill the vacancy until the next annual election. The appointment must be approved by the Pastor. This appointment shall then fill the unexpired term, if any, of the vacant office.

Any School Advisory Committee member shall not serve more than one (1) consecutive parish elected three (3) year term. The School Advisory Committee reserves the right, with the approval of the Pastor, to appoint a committee member to an additional one (1) year term to preserve the continuity on special projects.

#### **ARTICLE V – OFFICERS**

The officers of the School Advisory Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary, elected annually from and by the prior year and newly elected School Advisory Committee membership at the first regular meeting, following the annual election. The duties of the officers shall be as follows:

1. The Chairperson shall be the presider at all regular and special meetings of the School Advisory Committee. With the School Principal, the Chairperson shall determine the meeting agendas, providing ample notice and opportunity for consideration by the School Advisory Committee before final action. With School Advisory Committee approval, the Chairperson shall have the authority to assign additional duties and responsibilities to individual members.
2. The Vice-Chairperson, in the absence of the Chairperson, shall perform all of the duties of the Chairperson.
3. The Secretary shall maintain a written record of all acts of the School Advisory Committee; conduct, receive and dispose of all correspondence as directed; preserve all reports and documents committed to its care; in the case of special meetings, provide written or telecommunication notice to the School Advisory Committee members, Pastor and Principal at least 72 hours in advance thereof.

#### **ARTICLE VI – MEETINGS**

Unless otherwise decided upon by School Advisory Committee action, the School Advisory Committee shall meet regularly beginning in August and at a minimum of every other month through June. Special meetings may be called by the Pastor, School Principal, Chairperson, or in the absence of the Chairperson, by the Vice-Chairperson. All subcommittees will meet on the alternating months in which there is not a full committee meeting to ensure progress on tasks.

All regular meetings of the School Advisory Committee shall be open to all interested parties, except if the Chairperson and Principal agree that executive forum is necessary. The School Advisory Committee's faculty member shall likewise be excluded from participation in executive forum.

The School Advisory Committee will set aside the first fifteen minutes of every regularly scheduled meeting for interested parties to address the School Advisory Committee. The School Advisory Committee will annually communicate to the school community the process of utilizing the open forum to address the School Advisory Committee. The School Advisory Committee will allow any party to address the School Advisory Committee as long as the party seeks agenda time from the Chairperson at least 72 hours before any regularly scheduled meeting. The Chairperson has discretion to refuse parties to address the School Advisory Committee if the Chairperson determines the subject inappropriate for the Advisory Committee.

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Advisory Committee, unless otherwise established by the Advisory Committee. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the School Advisory Committee. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

At a minimum, the standard agenda for the Advisory Committee meetings will include time for a parish update from the Pastor, a Principal Report and School Advisory Committee sub-committee reports. Finalization of the agenda requires input from both the Chairperson and the Principal.

Non members of the School Advisory Committee, who wish to speak at a Advisory Committee Meeting, shall be allowed to do so only with the permission of the Chairperson and upon such time and/or other limitations as may be imposed by the majority of the Advisory Committee members present at such meetings.

The Secretary is responsible for documenting School Advisory Committee meetings through minutes. The minutes of each meeting shall be prepared and distributed by electronic mail to each School Advisory Committee member as soon as practicable following each meeting. Minutes of a meeting, and any proposed amendments thereto, may be approved prior to a subsequent meeting by unanimous vote of the School Advisory Committee if each member indicates approval via electronic mail addressed to the Chairperson. Any member may propose amendments to minutes by circulating said amendment(s) to all School Advisory Committee members by electronic mail. The Secretary is responsible to provide approved School Advisory Committee minutes to the appropriate Parish staff person for digital archives and the school secretary for distribution to school families via the family folder.

#### **ARTICLE VII – QUORUM**

Two-thirds of the voting members of the School Advisory Committee shall constitute a quorum for the transaction of business. Unless otherwise provided, when a vote is taken upon any measure before the School Advisory Committee, a quorum being present, a majority of the members voting on such measures shall determine the outcome. The Principal, as executive officer, is considered a voting member of the School Advisory Committee. The Pastor votes only in the case of a tie. The faculty member is a non-voting member.

**ARTICLE VIII – COMMITTEES**

The School Advisory Committee acts as a committee of the whole in its consideration and approval of education policies and procedures.

The School Advisory Committee shall appoint subcommittees as needed for various projects. These can be standing subcommittees or termed. Any deletion or addition of standing subcommittees shall be accomplished by vote of the elected members. Ad Hoc subcommittees may be established during the year by the Chairperson, with the approval of the School Advisory Committee, for the purpose of efficiently distributing the Committee’s workload. The School Advisory Committee shall take into consideration the abilities and desires of School Advisory Committee members in appointing them to subcommittees. Membership to the sub-committees will be determined by the Chairperson and the School Advisory Committee. These Ad Hoc subcommittees shall operate until the duty assigned to them is completed and will be dissolved at the time, or at any earlier date, at the discretion of the Chairperson and the School Advisory Committee. Membership on any subcommittee shall not be limited to members of the School Advisory Committee.

Annually, the School Advisory Committee shall create goals and assign responsibility for completions of those goals through subcommittees. There shall be annual goals sets for all committees and the Advisory Committee shall review progress to plan.

The function of all subcommittees and Ad Hoc Subcommittees shall be fact-finding, deliberative and advisory, but never legislative or administrative. Recommendations by any subcommittee shall be subject to ratification and approval of the School Advisory Committee.

**ARTICLE IX – AMENDMENTS**

This constitution may be amended by a vote of 2/3 of the total membership. All members of the School Advisory Committee shall be presented with a written proposal of the amendment at least two (2) weeks prior to the meeting at which the voting will take place.

This constitution is herewith approved, adopted, and revised this 19<sup>th</sup> day of March, 2018.

Revising Members

*Jeff Hruska - principal*  
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*[Signature]*  
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*Jamie B. Scaglione*  
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*Wendy Schuler*  
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*MSpada*  
*Katie Koriatt*  
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*Paul Duffman*  
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*Parish administration*