

## Site Advisory Council (SAC) Bylaws, 2021-2022

### ARTICLE I

**Name:** Father Allouez Catholic School – St. Matthew Campus & Resurrection Campus  
Site Advisory Council (SAC)

### ARTICLE II

**Mission:** The SAC exists to...

- 1.) Support the school community (students, parents, teachers, staff, and parish members)
- 2.) Act as a liaison among the Principal, St. Matthew & Resurrection Parishes, the GRACE system president and the GRACE board of trustees.
- 3.) Coordinate all site fundraising activities to make sure FACS's annual assessment from GRACE is met.
- 4.) Sponsor many of the events and activities that make this school a unique and welcoming community.
- 5.) Embody the diversity and inclusivity of our school community by promoting an equitable and supportive environment.

### ARTICLE III

#### **SAC Responsibilities:**

- A. School Community Support and Liaison
  - Promote and support our own school's Catholic identity.
  - Develop a common school identity that encompasses the two school campuses.
  - Preserving historical traditions while promoting and developing new traditions.
  - Support the teachers and staff.
  - Educate parents and teachers on school and GRACE matters.
  - Promote community among school families.
  - Make recommendations and/or support the Principal on matters related to school or system policy, operations, budgets and programming. The SAC will not direct day-to-day operations or make system policy.
  - Consult the GRACE system on issues related to school policy, the administration of school policy and school program agenda.
- B. Event Coordination

- Support the efforts for marketing and retention of school families.
  - Support and provide extra-curricular enrichment opportunities for students and the school community.
- C. Fundraising
- Has the responsibility for all site-based fundraising requirements.
  - Raising the GRACE budget contribution (site assessment) is the SAC's top fundraising priority.
  - Shall consult the GRACE system on issues related to site-based fundraising.
  - Will support the development and maintenance of extracurricular and extraordinary activities funded by the site-based fundraising (e.g. grant writing).
- D. Parish and GRACE Representation
- Ensure attendance at Parish and GRACE meetings as necessary.
- E. Bylaws
- Shall review bylaws at least annually or at the request of any SAC member.

#### ARTICLE IV

##### **Meeting and Membership Guidelines:**

- A. Meetings
- Shall be announced in the Principal's newsletter and church bulletin and shall be open to any parents or parish members to attend, with the exception, of executive sessions.
  - SAC meetings shall meet monthly or as deemed necessary by the SAC Chairperson.
  - Agenda shall be prepared and distributed to the membership by the Chair or Secretary at least 24 hours prior to the meeting.
  - The Principal, GRACE President, teachers, parents, or parishioners may bring topics to the SAC to discuss consistent with the following guidelines:
    1. Proposed agenda item must be appropriate for consideration by the SAC.
    2. Agenda items are due 7 days prior to scheduled meetings and may be put on the agenda at the Chair's discretion.
    3. If an agenda item is brought forward within 7 days of the meeting, the Chair may add it to the agenda as time permits, or the issue may be added to the following month's agenda.
    4. If the proposed agenda item is only appropriate for Executive Session, it may be put on the agenda in a manner consistent with Article X at the Chair's discretion.
    5. The first 10 minutes of every scheduled meeting will be set aside for open forum. The Principal, GRACE President, teachers, parents or parishioners may attend open forum and bring forward any item they would like to bring to the attention of the SAC. SAC will determine appropriate action for open forum items, and they may or may not be discussed and/or addressed by SAC as appropriate.
- B. Members
- Shall be a positive voice for the school, the parishes, and GRACE.

- Use information from SAC meetings and communicate appropriately and respectfully.
- Hold information shared in Executive Sessions in the strictest of confidence.
- All members are expected to regularly attend SAC meetings to retain membership on the council.
- Any member of the SAC may propose the formation of a committee, but it must be approved by the SAC.
- Sign and abide by the Father Allouez Catholic School SAC Member Code of Conduct.

## ARTICLE V

### **Recommended Composition:**

- A. The SAC shall be comprised of **15-25** voting member representative of both campuses. All SAC voting members shall have an equal vote. A majority of the current voting membership shall constitute a quorum.
- B. The voting membership of the SAC shall be comprised of school parents, one non-school parishioner from St. Matthew Parish (if available) and one non-school parishioner from Resurrection Parish (if available), the St. Matthew Parish Pastor and the Resurrection Parish Pastor.
- C. The SAC shall include the following non-voting members:
  - School Principal
  - One or two teachers to be determined by the Principal if desired.
- D. The SAC membership shall mirror the diverse backgrounds of our school community.

## ARTICLE VI

### **Term Lengths:**

All SAC voting members shall serve a three-year term. Members shall have the opportunity to serve one additional term lasting three years, as approved by the SAC, without going through the selection process. After a second term, members may serve again if they are selected through the usual selection process (see Article VII).

## ARTICLE VII

### **SAC Member Selection Process:**

- A. SAC Member Nominations
  - Announcement of SAC vacancies shall be made in March. Announcements shall occur via school newsletter, website and Parish bulletins.
  - New members shall be chosen by the SAC Executive Committee with input from the Principal and Pastors.
- B. Officers
  - Any SAC voting member is eligible to be nominated for an officer position for the following year. Members can be nominated by another council member or by themselves.
  - Election for officer positions by ballot (written or oral) occurs in May. The vote is completed by current SAC voting members and a majority vote will determine each of the officer positions.

- At least one year of SAC experience is recommended for the officer positions, but if there is an open officer position after May elections, a special election for that officer position will take place at the July meeting with the new members of the SAC.
- C. Member Positions and Committee Selections (Appendix A)
- Positions and Committee placements will be decided at the July meeting.
  - Coordinators and Committee liaisons are responsible for reporting to SAC each month.
  - Returning SAC members will have first choice to continue in their existing positions or committee liaison roles.
  - New and returning SAC members will have equal opportunity to select any committee liaison role for which the previous committee chair is not returning.
- D. Vacancies
- In the event of a vacancy or resignation, the SAC Executive Committee will determine if the position should be filled or if the position should remain vacant until the next new member recruitment period as defined in Article VIIA. If the decision is made to fill the vacancy, the process identified in Article VIIA shall be followed and the person selected to fill the vacancy will serve for the remainder of the term.
  - Regular attendance at scheduled or specifically convened Council meetings is expected of all SAC members. If a member is unable to attend a meeting, they should contact the SAC Chairperson in advance of the meeting. Excessive meeting absenteeism may result in a member relinquishing membership on the SAC. A vacancy shall occur if any member is no longer eligible as described under Article V.
  - A vacancy is created if a member is removed from the SAC by a two thirds majority vote of the full voting membership of the board that is eligible to vote. The member whose removal is being proposed is not eligible to vote on that motion.

## ARTICLE VII

### **Officers:**

The SAC shall include an Executive Council of the four members at large: one chairperson, vice-chairperson, recorder secretary and treasurer.

#### A. Chairperson

- Serves a one-year term unless elected to stay on for a second term, with the maximum of three terms.
- Implements/leads all directions of the SAC.
- Acts as liaison to the Principal.
- Presides over SAC meetings.
- Employs “Robert’s Rules of Order” as a guide to maintain efficiency and order as well as a guiding tool for procedures.
- Shall set the agenda for SAC meetings.

#### B. Vice Chairperson

- Will arrange for a SAC member to attend the monthly GRACE meetings and appropriate parish meetings on behalf of the Father Allouez Catholic School SAC as requested.
  - Assumes duties of Chairperson when Chairperson is unavailable.
- C. Secretary
- Distributes agenda for SAC meetings.
  - Records minutes at SAC meetings.
  - Provides minutes to school secretary for posting to website and binder.
  - Emails minutes to Council members prior to upcoming meeting for review.
- D. Treasurer
- Oversees and reports to the SAC on all fundraising accounts and Site Restricted funds.
  - Receives reports from the Scrip team and reports on it to the SAC.
  - Presents, in writing, monthly and year-to-date summary reports to all SAC members at each monthly meeting.
  - Prepares the annual budget for the upcoming year to present to the SAC at the June meeting for approval.

## ARTICLE IX

### **Budget:**

The SAC shall decide on a budget for the upcoming school year at the June meeting. New SAC members for the upcoming year are encouraged to attend and will be invited to participate in the budget discussion; however, they shall not have a vote as their term begins July 1.

## ARTICLE X

### **Executive Sessions:**

- A. Executive Sessions will consist of all voting council members, the Principal and the Pastors, unless guests were invited to attend.
- B. Executive Sessions shall be held only where necessary to achieve the mission and purpose of the SAC; examples would include but not limited to specific personnel matters or sensitive student issues.
- C. Executive Sessions may be held upon motion by any member and a majority vote of members present.

## Appendix A

### **SAC Positions and Committees:**

#### F.A.C.S.

- A. **Fundraising** (all members of SAC)
  - **SCRIP** – Serve as champions for the SCRIP program by working as liaison among the SAC, SCRIP coordinators, school community, volunteers and parishes.
  - **Auction** – Serve as the main supporters and liaison of the auction.
  - **Collection of all other fundraisers/benefits/charity events.**
    - ✓ Auction
    - ✓ SCRIP
    - ✓ Restaurant Nights

- ✓ Popcorn Sales
  - ✓ GB Blizzard/Gambler's night
  - ✓ Box Tops
  - ✓ Spirit Wear
- B. Activities and Community Outreach (6-10 members)
- **S**erve as the main proponent of community building among our school families, parish and local community.
  - **A**id FACS students and families in the importance of goodwill and charitable giving.
  - **C**oordinate service and volunteer projects for the community.
    - ✓ CP Carnival
    - ✓ Discovery Day
    - ✓ Field Day
    - ✓ Trunk or Treat
    - ✓ Coordinate with Parishes to support their charitable organizations and drives (Feed My Starving Children – Food Packing & Fundraising)
    - ✓ Charitable Drives (Veteran's Candy Collection, School Supply Drive, Sips for Tips, NEW Shelter, St John's – The Homeless Shelter, etc)
    - ✓ Parent's Night Out
    - ✓ Donuts for Dads
    - ✓ Muffins for Moms
- C. Catholic Service & Spirituality (4 members)
- **S**erve as the bridge between our community/families and what makes us unique as a catholic school
  - **A**ll-inclusive: Welcome all families, community members, backgrounds and creeds to join us
  - **C**oordinate "All School Mass" activities to build focus & growth in our faith
    - ✓ Catholic Schools Week
    - ✓ All School Mass Activities
    - ✓ All Saints Day
    - ✓ Holy Thursday Retreat
- D. Sunshine (4 members)
- **S**erve as the giver of sunshine
  - **A**plaud the efforts of FACS & parish staff with gifts & food
  - **C**ommemorate/Celebrate FACS family & staff members with grieving situations
    - ✓ Teacher Appreciation Week
    - ✓ Parent/Teacher Conferences (provide meal)
    - ✓ Meet Teacher Night
    - ✓ Open Houses
    - ✓ Step Up Day
    - ✓ Recruiting/Registration
    - ✓ New Family Orientation