



MISSION STATEMENT | Providing vibrant quality Catholic education  
VISION STATEMENT | In partnership with parents and parish communities we provide a transformational, faith-filled educational experience for each student  
Academic, Spiritual, Emotional & Social  
CORE VALUES | Respect Excellence Joy Compassion Discipleship

## **Site Advisory Council (SAC) Bylaws**

### 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:**

- 1) Active Engagement
  - a. 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.
  - b. Excessive meeting absenteeism (three or more meetings) may result in a member relinquishing membership on the SAC.
- 2) School Community Support and Liaison
  - a. Promote and support our own school's Catholic identity
  - b. Develop a common school identity that encompasses the two school campuses
  - c. Preserve historical traditions while promoting and developing new traditions
  - d. Support the teachers and staff
  - e. Educate parents and teachers on school and GRACE matters
  - f. Promote community among school families
  - g. 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.

- h. Consult the GRACE system on issues related to school policy, the administration of school policy and school program agenda
- 3) Event Coordination
- a. Support the efforts for marketing and retention of school families
  - b. Support and provide extracurricular enrichment opportunities for students and the school community
- 4) Fundraising
- a. Responsible for all site-based fundraising requirements, with the top priority being the GRACE site assessment goal
  - b. Shall consult the GRACE system on issues related to site-based fundraising
  - c. Will support the development and maintenance of extracurricular and extraordinary activities funded by the site-based fundraising (e.g., grant writing)
- 5) Parish and GRACE Representation
- a. Ensure attendance at Parish and GRACE meetings as necessary
- 6) Bylaws
- a. Shall review bylaws at least annually or at the request of any SAC member

#### ARTICLE IV

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

- 1) Meetings
- a. 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.
  - b. SAC meetings shall meet monthly or as deemed necessary by the SAC Chairperson.
  - c. Agenda shall be prepared and distributed to the membership by the Chair or Secretary at least 24 hours prior to the meeting.
  - d. The Principal, GRACE President, teachers, parents, or parishioners may bring topics to the SAC to discuss consistent with the following guidelines:
    - i. Proposed agenda item must be appropriate for consideration by the SAC
    - ii. Agenda items are due five (5) days prior to scheduled meetings and may be put on the agenda at the Chair's discretion.
    - iii. If an agenda item is brought forward within five (5) 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.

- iv. 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.
- v. 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.

2) Members

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

ARTICLE V

**Recommended Composition:**

- 1) 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.
- 2) The voting membership of the SAC shall be comprised of school parents, one non-school parishioner from St. Matthew Parish (at the discretion of the St. Matt's Pastor) and one non-school parishioner from Resurrection Parish (at the discretion of the Resurrection Pastor), the St. Matthew Parish Pastor and the Resurrection Parish Pastor.
- 3) The SAC shall include the following non-voting members:
  - a. School Principal
  - b. One or two teachers to be determined by the Principal if desired

ARTICLE VI

**Term Lengths:**

- 1) 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.
  - a. After a mandatory absence of one year following two consecutive terms, an individual shall become eligible again for an additional three-year membership term.

## ARTICLE VII

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

- 1) SAC Member Nominations & Election
  - a. Announcement of SAC **Executive Committee** vacancies shall be made annually in December.
    - i. If the Chairperson and Vice Chairperson are entering their final year of service, an election will take place in the last January of his/her term. The incoming Chairperson and Vice Chairperson will be voted on in January and will closely observe until July, when they will officially take their elected positions.
  - b. Announcement of all other SAC member vacancies shall be made annually in March.
  - c. Announcements shall occur via school newsletter, website, and Parish bulletins.
  - d. All SAC members are encouraged to share potential candidates with the SAC Executive Committee.
  - e. Potential candidates shall be vetted and nominated by the SAC Executive Committee, Principal and Pastors.
  - f. Final nominees will be presented by the SAC Chair to the full SAC for consideration.
  - g. Approval requires a simple majority affirmative vote from the SAC.
  - h. New members will be elected annually at the May meeting and will start their term in July.
- 2) Committees (Appendix A)
  - a. Activities & Community Outreach
  - b. Catholic Service & Spirituality
  - c. Sunshine
  - d. Marketing & Communications
  - e. Facilities
- 3) Committee Composition
  - a. All members, with the exception of members of the Executive Committee, are required to join a committee or serve in a named role (see Appendix A) and be actively engaged.
  - b. Committee volunteer survey will be presented at the July/August meeting.
  - c. Committee selections will be confirmed after the July/August meeting.
  - d. Committees are responsible for reporting to SAC each month.
- 4) Vacancies
  - a. A vacancy shall occur if a member is no longer eligible as described under Article V.
  - b. In the event of a vacancy, voluntary or involuntary, the SAC Executive Committee will determine if the position shall be filled or if the

position shall remain vacant until the next new member recruitment period as defined in Article VII A. If the decision is made to fill the vacancy, the process identified in Article VII A shall be followed and the person selected to fill the vacancy will serve for the remainder of the term.

- c. 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 VIII

### **Officers:**

- 1) All officers by default are members of the Executive Committee.
  - a. Any SAC voting member is eligible to be nominated for an officer position
  - b. Members can be nominated by another council member or self-nominated
  - c. Elections for officer positions occur in January. The vote is completed by SAC voting members and a simple majority vote will determine each of the officer positions.
  - d. If mutually agreed upon, an officer(s) may serve for one additional year in their current officer role
  - e. If there is an open officer position after January elections, a special election for that officer position will take place at the July meeting with the new members of the SAC

### **Officer Role Descriptions:**

- 2) Chairperson
  - a. Serves a two-year term concurrent with the Vice Chairperson
  - b. Will serve as Past Chair for one year immediately after completion of Chairperson term
  - c. Will serve out remainder of their term accordingly as a voting member of the SAC
  - d. Acts as liaison to the Principal and Pastors
  - e. Shall conduct a pre-agenda meeting with the Principal, monthly
  - f. Shall set and distribute the agenda for SAC meetings
  - g. Shall distribute prior month's meeting minutes for review and approval
  - h. Presides over SAC meetings
  - i. Employs "Robert's Rules of Order" as a guide to maintain efficiency and order as well as a guiding tool for procedures
  - j. Approves all SAC related expenses
- 3) Vice Chairperson
  - a. Serves a two-year term concurrent with the Chairperson
  - b. Assumes duties of Chairperson when Chairperson is unavailable
  - c. Serves as SAC liaison to the annual fundraising campaign

- d. Serves as main liaison of all other fundraisers/benefits/charity events, including requests via the Small Fundraiser Policy
- 4) Secretary
- a. Serves a three-year term
  - b. Records minutes at SAC meetings
  - c. Provides SAC-approved minutes to the school secretary for posting to website and binder
  - d. Emails draft minutes to Chairperson prior to upcoming meeting for review
- 5) Treasurer
- a. Serves a three-year term
  - b. Oversees and reports to the SAC on all financial matters, including fundraising accounts and site restricted funds
  - c. If the Chairperson is unable to approve SAC related expenses in a timely fashion, the Treasurer may approve all SAC related expenses
  - d. Receives reports from the SCRIP team and reports on it to the SAC
  - e. Presents, in writing, monthly, and year-to-date summary reports to all SAC members at each monthly meeting
  - f. Prepares the annual budget for the upcoming year to present to the SAC at the June meeting, with approval in July

**Executive Committee:**

The SAC shall include an Executive Committee of the four officers (chairperson, vice-chairperson, secretary, and treasurer):

- 6) Executive Committee duties include:
- a. Review bylaws
  - b. Vet and nominate potential council members
  - c. Review monthly agenda
- 7) Executive Committee Ex Officio Members
- a. Chair-Elect
  - b. Vice-Chair Elect
  - c. Past Chair

ARTICLE IX

**Budget:**

- 1) The SAC shall draft a budget for the upcoming school year at the June meeting with approval of the budget held in July.
- a. New SAC members for the upcoming year are encouraged to attend the June meeting and will be invited to participate in the budget discussion; however, they shall not have a vote until their term begins July 1.

## ARTICLE X

### **Executive Sessions:**

- 1) Executive Sessions will consist of all voting council members, the Principal and the Pastors, unless guests are invited to attend
- 2) 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
- 3) Executive Sessions may be held upon motion by any member and a majority vote of members present

## APPENDIX A

### **SAC Committees & Committee Assignments (with suggested membership):**

***Note: Committees can include non-SAC members in addition to the suggested SAC membership listed below***

#### **1) Activities & Community Outreach (4 members)**

- a. Serve as the main proponent of community-building among our school families, parish, and local community (focusing largely on uniting the two campuses)
- b. Aid FACS students and families in the importance of goodwill and charitable giving
- c. Coordinate service projects and volunteers needed for events. Some examples of activities (past and present) include:
  - i. Field Day (limited to providing treats)
  - ii. Trunk or Treat
  - iii. Coordinate with Parishes to support their charitable organizations and drives (Feed My Starving Children – Food Packing & Fundraising)
  - iv. Charitable Drives (School Supply Drive, NEW Shelter, St John's – The Homeless Shelter, etc.)
  - v. Parent's Night Out
  - vi. Goodies for Grownups
  - vii. Special Person Day (limited to refreshments)
  - viii. Back to School Night

#### **2) Catholic Service & Spirituality (2 members)**

- a. Serve as the bridge between our community/families and what makes us unique as a Catholic School
- b. All-inclusive: Welcome all families, community members, backgrounds and creeds to join us
- c. Coordinate Catholic Schools Week activities to build focus & awareness for our school community
- d. Additional examples of activities (past and present) include:
  - i. All School Mass Activities

- ii. All Saints Day
- iii. Holy Thursday Retreat
- iv. Birthday of Blessed Virgin Mary

### **3) Sunshine (3 members)**

- a. Serve as the givers of sunshine
- b. Applaud the efforts of FACS & parish staff with gifts & food
- c. Commemorate/celebrate FACS family & staff members with grieving situations (focus on immediate family members of teachers and/or students)
- d. Additional examples of activities (past and present) include:
  - i. Teacher Appreciation Week
  - ii. Parent/Teacher Conferences (provide meal)
  - iii. Back to School Night (provide meal)
  - iv. Open House (provide meal)
  - v. Monthly staff appreciation goodies

### **4) Marketing & Communications (4 members)**

- a. Serve as the consistent voice of SAC through all communication venues
- b. Create content, including an annual new school year “welcome” letter from SAC and monthly SAC meeting highlights, to keep FACS families aware of all SAC-related efforts
- c. Serve as a resource to the Principal on marketing strategies for new student enrollment
- d. Additional examples of activities (past and present) include:
  - i. SAC Facts: Weekly Newsletter
  - ii. Website Upkeep
  - iii. Family Surveys
  - iv. Athletics calendars
  - v. Upcoming events

### **5) Facilities (2 members)**

- a. Serve as SAC representatives to the Facilities Task Force consisting of membership from both parishes, the Principal, and GRACE.
- b. Coordinate regular meetings of the Task Force.
- c. Maintain a schedule of anticipated needed construction/renovation and major equipment upgrades at both school campuses.

## **SAC Roles**

### **1) Spirit Store Coordinator (1 member)**

- a. Coordinate launch of the FACS apparel store with a third-party vendor.
- b. Follow school and GRACE logo requirements.
- c. Seek approval of Principal for all uniform-approved apparel and non-uniform selections.
- d. Conduct sales a minimum of three times annually: summer (in



advance of the start of school), late fall (for Christmas shopping), and spring (for warm weather apparel needs).

**2) Enrollment Contract Liaison (1 member)**

- a. Manage volunteer hours tracking software, serving as point of contact for all family questions and troubleshooting.
- b. Prepare communications to families in January concerning volunteer hours and SCRIP purchase progress towards obligations.
- c. In collaboration with the Principal, prepare letters for families who do not fulfill obligations by May 15th. Insertion of financial information is the responsibility of the Principal.

**Ad-Hoc Committee** (involving all of SAC and led annually by volunteers in conjunction with the Principal):

**1) New Family Orientation**

**Non-SAC Positions:**

**1) SCRIP Coordinators (2-3 members)**

- a. Safekeepers of all SCRIP inventory
- b. Coordinate mass sales, SCRIP pickup & delivery, and SCRIP marketing
- c. Report to the SAC monthly and attend meetings in September and February.

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