

ALL SAINTS SCHOOL ADVISORY COUNCIL

CONSTITUTION

ARTICLE I: TITLE

The name of this body shall be All Saints School Advisory Council, hereinafter referred to as SAC.

ARTICLE II: NAME and FUNCTION

The purpose of SAC shall be to provide policy direction for program needs of the school, especially in planning, finances, and development; to promote the implementation of those policies; and to ensure that all local policies are in accord with the intent and spirit of the policies established for the Catholic schools of the Archdiocese of Portland, as well as the school Mission Statement.

ARTICLE III: MEMBERSHIP of the COUNCIL

Section 1. Number and Composition

- a.) Members of SAC shall be the Pastor (ex officio), the Principal (ex officio), and eleven SAC-elected representatives. Additionally, the Pastor, in consultation with the Principal, may appoint up to two additional members at his discretion.
- b.) The Principal shall be the SAC's Executive Officer, responsible to SAC for carrying out its recommendations and accountable to the Pastor and to the Archdiocese of Portland's Office for the Mission of Catholic Education.
- c.) SAC is advisory to the Pastor and to the Principal and has no governing and/or regulatory power. The Pastor is the enactor of all school policy.
- d.) A majority of members of SAC shall also be members of All Saints Catholic Church, as determined by the Pastor.
- e.) SAC members must be the parent or legal guardian of at least one student currently attending the school.

Section 2. Tenure of Office

Each member shall serve for a term of up to three (3) years, depending on the needs of SAC. Each member may serve for a maximum of two consecutive terms. A member wishing to serve a second term must be reappointed by the Pastor in consultation with the Principal.

Section 3. Appointment, Vacancies, Removal

- a.) The Pastor, the Principal, and the Chairperson of SAC shall guide the Vice-Chairperson in following the application process to seek out and prepare a slate of prospective council member nominees, for consideration and election by the membership of SAC.
- b.) Newly appointed members of SAC shall take office by the end of the school year. Retiring members shall leave office by the end of school year.
- c.) Unexpired terms of SAC members or of disqualified SAC members shall be filled by the Pastor, in consultation with the Principal, through appointment.

ARTICLE IV: OFFICERS

Section 1. Organization

- a.) The officers of SAC shall include a Chairperson, a Vice-Chairperson and a Secretary.
- b.) The Chairperson must be a member of All Saints Catholic Church as determined by the Pastor.

Section 2. Election of Officers

- a.) The positions of Vice-Chairperson and Secretary shall be appointed by the Pastor, in consultation with the Principal, and determined no later than the May meeting of SAC. They shall hold office for one year, beginning at the June meeting.
- b.) The position of Chairperson shall be filled by the immediate past Vice-Chairperson. If the immediate past Vice-Chairperson declines or is ineligible to serve as Chairperson, the position shall be filled by either the outgoing Chairperson or the Secretary, which shall be decided by the Pastor in consultation with the Principal. If both the outgoing Chairperson and the Secretary decline or are ineligible to serve as Chairperson, then the Chairperson position shall be filled by the Pastor in consultation with the Principal from the then-existing members or a member appointed under Article III, section 1, subpart a.

Section 3. Duties of the Officers

- a.) The Chairperson shall preside at all regular and special meetings of SAC.
- b.) The Vice-Chairperson shall perform all the duties of the Chairperson when s/he is absent or unable to act as well as lead the recruitment efforts for future SAC members and run the application and voting process.
- c.) The Secretary shall maintain a written record of all acts of SAC; conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

ARTICLE V: MEETINGS AND OTHER RESPONSIBILITIES

Section 1. Regular and Special Meetings

- a.) The SAC shall meet regularly on a monthly basis, at a publicly designated room.
- b.) Special meetings of SAC may be called by the Chairperson as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time, and the place.
- c.) Because of the advisory nature of the Council, no meeting will be held without the Pastor and/or Principal in attendance.
- d.) Any member of SAC, other than an ex-officio member, who is absent from two regular meetings of SAC during one academic year (August through June) may, unless excused by the Principal or Chairperson, be disqualified and if disqualified, will cease to be a member.

Section 2. Quorum

- a.) For the purpose of transacting official business, a majority of the total voting members must be present and voting. "Voting members" of SAC shall mean the Council-appointed and Pastor/Principal-appointed representatives.
- b.) A simple majority of those present and voting shall carry the motion, decision, and/or election.

Section 3. Open Meetings

All meetings of SAC are to be open meetings unless designated as being closed.

Section 4. Visitors

- a.) Meetings of SAC shall be open. The SAC reserves the right to declare closed sessions whenever confidential matters may be discussed.
- b.) The right of non-members to address the SAC shall be limited to those whose petition has been approved by the Pastor, Principal, and SAC Chairperson.

Section 5. Archives

A written record of all acts of SAC, maintained by the Secretary, shall be preserved in the archives.

Section 6. Rules of Procedure

The SAC may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

Section 7. Event Participation

As ambassadors of the school, SAC Members shall attend important school events, including, but not limited to, New Family Orientation, Back to School Night, the Annual Auction or other fundraising events, and Open House/Registration.

Section 8. Committee Participation

Every SAC member shall serve on at least one SAC committee, as further discussed in Article VI below, and act as a liaison from that Committee to SAC to ensure transparency, communication, and the vision set forth in the Strategic Plan.

ARTICLE VI: COMMITTEES

Section 1. Standing Committees

- a.) The Standing Committees for SAC shall be:
 - a. Finance
 - b. Development
 - c. Safety and Facilities
 - d. Catholic Identity
 - e. Life-Long Learning
- b.) All Members must serve on at least one Standing or Temporary Committee and act as a liaison to SAC from their designated committee.
- c.) Committees shall meet at least three times per year and shall report to SAC at regular meetings.

Section 2. Temporary Committees

- a.) The SAC may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
- b.) Each committee shall have such powers and shall perform such duties as may be assigned to it by the SAC and shall be appointed and vacancies filled in the manner determined by the SAC and school application process. In the absence of other direction, the Chairperson shall appoint all committees.

ARTICLE VII: AMENDMENTS

Section 1. Amendments

This Constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by either a simple majority of the total voting membership, subject only to regulations of the Archdiocese and the approval of the Pastor, or upon request of the Pastor in consultation with the Principal.

Section 2. Presentation

Amendments must be presented to SAC in writing at least one week prior to one meeting for discussion and voted on at a subsequent meeting.