

**Holy Spirit Parish School  
Catholic Schools Advisory Commission  
By-Laws**

**Article 1 – Name**

The name of this body shall be Holy Spirit Catholic School Advisory Commission, hereinafter referred to as the Commission.

**Article 2 – Mission Statement of  
Holy Spirit Parish School**

Holy Spirit Parish School, established in 1947 as an educational ministry of Holy Spirit Parish, was administered by the Sisters of Mercy until 1999. The school provides students in grades kindergarten through eighth with a diverse, well-rounded curriculum, modeled by the teachings of Jesus through the values, traditions, philosophies and practices of the Roman Catholic Church. The school cultivates academic excellence, lifelong learning and Christ-like leadership with a passion for peace, justice and service. Its curriculum provides spiritual, intellectual, physical, moral and emotional growth in a liturgically rich environment.

**Article 3 – Purpose**

The Commission shall serve as an advisory board to the Pastor and Principle of Holy Spirit Parish School. The commission is also responsible for assisting in the implementation of diocesan educational policy. The commission will establish goals consistent with the Mission Statement and in the areas of Development, Parent Engagement, Community Relations, Facilities and Catholic Identity. The Commission should follow the guidelines of the Diocese of Sacramento Commission Manual.

## **Article 4 – Membership**

### **Section 1: Members**

- A. The Commission shall consist of the Pastor of Holy Spirit Church, the Principal of Holy Spirit Parish School, the Parent Club President, Commission Chair, and the Committee Chairs for the following Commission Seats: Facilities, Development, Community Relations, Parent Engagement, and Catholic Identity.
- B. Members must be the parent or legal guardian of a child registered at Holy Spirit Parish School.
- C. Only appointed members and the Parent Club President shall be voting members of the Commission.
- D. Members should have a strong and positive commitment to the ministry of Catholic Education and be able to work collaboratively.
- E. Members are required to participate in all scheduled meetings unless excused by the Commission Chair for good reason.
- F. Members of the Commission shall serve without compensation.
- G. Only one member of a family (immediate or extended) is eligible for Commission membership at one time.
- H. Commission members otherwise eligible are permitted to participate in the resolution of all issues that come before the Commission except any which reasonably may be expected to involve or create a personal or family conflict of interest, including any financial stake in the outcome. Commission members have an affirmative duty to divulge the fact of any actual conflict of interest and are to avoid the appearance of conflict in the performance of their duties. In order to avoid any conflict of interest, paid employees of the school or parish or their spouses shall not be eligible to be a voting member of the commission.
- I. Individual Commission members can only act on behalf of the Commission pursuant to an express grant of authority by Commission by-laws, resolution or other specific delegation of authority from the Commission.

D. The duties of the Commission officers shall be as follows:

1. Chair: shall preside at all meetings. The Chair shall also plan the meeting agenda with the Principal.
2. Vice-Chair: shall preside in the absence of the Chair or when the Chair desires to introduce, second or speak to a motion.

## **Article 6 – Meetings**

### **Section 1: Secretary**

The Commission will select a secretary who may be a member or non-member of the Commission. The secretary will keep the minutes of the regular and special meeting. A non-Commission member secretary may not be present during closed executive sessions.

### **Section 2: Regular Meetings**

- A. Regular meetings of the Commission will be once per month as designated by the chair from September through May.
- B. Meetings will be held in a regularly scheduled location on school or parish grounds.
- C. A regular meeting requires a quorum of one half eligible voting members plus one.
- D. The time and place of all Commission meetings, except closed executive sessions, will be publicized in advance by the Chair.
- E. All votes will be oral.
- F. In the absence of a consensus, actions by the Commission will be presented and voted upon before becoming effective.

#### Section 4: Executive Session

A closed executive session may be called for by the Chair whenever the need for confidentiality makes this necessary. Executive sessions may be held before or after regular or special meetings upon adequate notice.

#### **Article 7 – Committees**

The Commission Standing committees are as follows: Development, Facilities, Mission Effectiveness, Community Relations, and Parent Engagement.

- A. Development: The main function of the Development Committee is to support the fundraising goals of the school. Parents should partner with the Development Director and Principal to create and implement strategic fundraising events and programs as well as seek out grant opportunities from both private and public programs.
- B. Facilities: The main function of the Facilities Committee is to advise and support the Pastor and the Principal in order to ensure that the school campus is a safe environment. This committee will ensure that the campus is maintained properly and operates in an efficient manner as well as monitor the safety of campus buildings.
- C. Mission Effectiveness– The main function of the Mission Effectiveness Committee is to support the Principal in examining how well the school carries out its mission to be a Catholic School. Members are encouraged to help evaluate, maintain and grow the Catholic Identity of the school and offer support to the Pastor and the Principal. Members are also responsible for engagement in the WASC and WCEA accreditation process for the school.
- D. Community Relations: The main function of the Community Relations Committee is to help promote the brand and image of the school to the greater community. Members will work closely with the Pastor and the Principal to participate in outreach at various community events in order to support enrollment/recruitment goals and marketing the school.
- E. Parent Engagement: The purpose of this committee is to support the Principal in ensuring that parents are engaged in various volunteer and

## Section 2: Appointment

- A. The Pastor and the Principal of Holy Spirit Parish School shall appoint members to the Commission.
- B. Any interested party may make their interest in membership to the Commission known to the Pastor or the Principal or may recommend an individual to the pastors for appointment to the Commission.
- C. Newly appointed Commission members shall take office at the first Commission meeting following the effective date of their appointment.
- D. Newly appointed Commission members shall be made known to the school community within a reasonable time.
- E. A copy of the by-laws will be provided to new members at the time of their appointment.

## Section 3: Term of Membership

- A. Members serve for a term of two (2) years which begins July 1 and ends two years hence on June 30.
  - 1. Members may be appointed to serve on the board at any time during the year. A Member's term of office shall be calculated to start on July 1<sup>st</sup> date closest to their appointment.
  - 2. Members may serve up to two consecutive terms.
  - 3. The Pastor or the Principal of Holy Spirit Parish School may from time shorten or lengthen an individual member's term in order to maintain continuity of experience and working relationships on the Commission and various committees.
- B. The Chair of the Parent Club shall serve for the length of their term as chair.

C. Resignations shall be submitted to the Pastor, the Principal or the Commission Chair in writing.

D. Members who are appointed to fill a vacancy on the Commission begin a new term.

#### Section 4: Removal of a Member

The Commission may terminate a Commission members' appointment subject to the approval of the Pastor or the Principal for any of the following:

- A. The Commission Member demonstrably has committed an act or acts incompatible with Catholic teachings and principles;
- B. The commission member has been convicted of a crime;
- C. The Commission Member tries to undermine the authority of the Pastor and/or the Principal through breach of confidentiality and disrupting the school community by stirring up gossip, rumors and other unchristian behaviors.
- D. The Commission member has substantially disrupted the working relationship of the Commission, school or parish community;
- E. The commission member has engaged in a prohibited conflict of interest;
- F. The Commission member has three unexcused absences from regular commission meetings during the school year.

### **Article 5 – Officers**

#### Section 1: Officers

- A. The officers of the Commission shall include a chair and Vice-Chair.
- B. The term of office shall be two (2) years.
- C. The Pastor or the Principal shall appoint the Chair and Vice-Chair.

programmatic opportunities at the school. The Parent Club President will be the chair person of this committee.

### **Article 8 – Limitations of the Commission**

The Catholic School Advisory Commission is strictly an advisory board to the Pastor and Principal. As in the past, they do not involve themselves in the following areas:

- School personnel
- Curriculum
- Supervision of Faculty and Staff
- Censorship
- Financial guidelines
- Formulation of Policy
- Representation of position
- Hearing grievances
- Represent any special interest groups
- Determine how funds are spent

### **Article 9 – Amendments**

The Commission by-laws may be reviewed annually by all Commission Members and may be amended by consensus or by vote of the Commission. Any proposed amendment(s) shall be presented at a regular Commission meeting. Amended by-laws shall become effective on the date set by the Commission. The Vice-Chair will be responsible for coordinating this procedure.