



ARTICLE I – NAME

The name of this body shall be the St. Dominic Catholic School Advisory Commission (hereinafter “SAC”).

ARTICLE II – PARISH STRUCTURE

The SAC is a standing commission of the St. Dominic Parish Pastoral Council. It operates under the [Archdiocese of Milwaukee Parish and School Policy Manual \(Section 2103.1\)](#) and the [School Advisory Commission Responsibilities](#) document.

ARTICLE III – PURPOSE

The SAC is an advisory body to the school principal. Its purpose is to assist the principal in:

- Ensuring the school thrives and remains viable for the future;
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and Stewardship of Resources;
- Supporting collaboration between the school and the parish.

The SAC works collaboratively with the Home & School Association, Athletic Association, and Parish Marketing Committee.

ARTICLE IV – AUTHORITY

- **Pastor:** Canonical authority; final approval of all SAC recommendations, policies, and the principal.
- **Principal:** Executive officer and administrator of the school; accountable to the Pastor.
- **SAC:** Advisory only. No individual member or subgroup may speak or act for the SAC unless authorized. All recommendations require Pastor approval.

ARTICLE V – RESPONSIBILITIES

The SAC collaborates with the principal in the nine Archdiocesan areas (detailed in the official [School Advisory Commission Responsibilities document](#)):

1. Mission and Governance (fidelity to mission, member recruitment/training/evaluation).
2. Whole Child Education (spiritual, academic, and holistic formation).
3. Institutional Advancement (development, marketing/PR, enrollment management).



4. Finance (budget, compensation, revenue sources).
5. Long-Range Planning (strategic and school improvement plans).
6. Facilities and Technology (maintenance and capital needs).
7. Policy (propose local policies consistent with Archdiocesan rules; Pastor approves).
8. Emergency Operations Planning (with first responders and parish partners).
9. Principal Search and Selection (assist when needed; Pastor makes final decision).

The SAC is advisory and fact-finding; it does not administer or legislate.

ARTICLE VI – MEMBERSHIP

Voting Members: 7–9 regular members (recommended; elected or discerned). All must be registered parishioners and/or current school parents (at least 70% school parents preferred). Paid school/parish employees, their spouses, or children are ineligible.

Ex Officio Members (non-voting unless specified): Pastor, Principal (executive officer and voting member), Pastoral Council Liaison. Optional: Faculty Representative (elected annually by faculty for 1-year term; non-voting) and liaisons from Home & School, Athletics, etc.

Terms: One three (3) year term. Members may serve a maximum of one term, then must sit out one year. The SAC may recommend a one-year extension (with Pastor approval) for continuity on special projects.

Selection:

- Parish-wide election (or discernment process) coordinated with Pastoral Council timing (typically third weekend in May).
- Nominees submit a short autobiography for the parish bulletin.
- Highest vote-getters are elected (tie broken by SAC vote).
- Pastor gives final approval.
- New members begin at the first regular meeting after election/installation.



Vacancies/Resignation: Filled by SAC recommendation + Pastor approval for the unexpired term. Unexcused absences from three meetings may result in removal by majority SAC vote (Pastor notified). Written resignation accepted by the Secretary.

ARTICLE VII – OFFICERS

Officers (Chairperson, Vice-Chairperson, Secretary) are elected annually by the SAC at the first regular meeting after the annual election (from among voting members). Historically this has been June or September.

- **Chairperson:** Presides at meetings, sets agenda with Principal, assigns duties.
- **Vice-Chairperson:** Assumes Chairperson duties in absence.
- **Secretary:** Keeps minutes, handles correspondence, notifies members of meetings (72 hours' notice for special meetings).

ARTICLE VIII – MEETINGS

Regular meetings: Begin in August and every month school is in session through June (or as decided by the SAC). Special meetings may be called by the Pastor, Principal, or Chairperson.

All regular meetings are open to parishioners/school families (except executive session if needed for sensitive matters; faculty rep may be excluded). First 15 minutes reserved for public comment. To request public comment and attendance, please provide agenda item to SAC Chairperson at least 72 hours in advance of meeting start time.

Quorum: Two-thirds of voting members. Majority vote of those present decides (Pastor votes only to break ties; faculty rep non-voting). Robert's Rules of Order guide proceedings (flexibly applied to encourage participation).

Standard agenda includes: Pastor update, Principal Report, subcommittee reports, and open forum. Minutes are prepared and distributed electronically; approved by the SAC (or Chairperson after review). Approved minutes go to parish archives and school families.

ARTICLE IX – SUBCOMMITTEES

The SAC may form standing or ad-hoc subcommittees (including non-members) for specific work (e.g., finance, enrollment, facilities). Subcommittees are advisory only; recommendations require full SAC approval. Annual goals are set with the Principal; progress is reviewed. Membership on subcommittees is open to interested parishioners at



SAC/Principal discretion. Subcommittees include Marketing, Technology and Catholic Identity. Additional subcommittees may be created on a needs basis.

ARTICLE X – AMENDMENTS

These by-laws may be amended by a two-thirds vote of the total voting membership, with written notice of the proposal provided at least two weeks in advance. Amendments require Pastor approval and must remain consistent with Archdiocesan policy.