



*Diocese of Victoria*



## DIOCESAN SCHOOL ADVISORY COUNCIL CONSTITUTION

### Vision of Diocese of Victoria Catholic Schools

*Christ is the foundation of the whole educational apostolate in a Catholic school. Catholic schools in the Diocese of Victoria are dedicated to teaching minds through educational excellence and touching hearts through apostolic stewardship, as rooted in the Tradition of the Catholic faith. Through Catholic schools, the Church seeks to prepare the people to proclaim the Good News and to translate this proclamation into action.*

*(Statements based on The Catholic School, 1977; To Teach as Jesus Did, 1972)*

### Mission Statement of Victoria Catholic Schools

The mission of the Office of Catholic Schools is to provide the Catholic Schools of the Diocese of Victoria in Texas with the vision and service necessary to: “*Renew All Things in Christ by Teaching Minds and Touching Hearts*”.

## **Article I**

### **Name of Organization**

The name of this body shall be the Diocesan School Advisory Council of the Diocese of Victoria.

## **Article II**

### **Purposes, Authority and Functions**

#### **Section 1. Purpose**

The Diocesan School Advisory Council (DSAC) is established by the Bishop in accordance with diocesan policy to assist him and the Superintendent of Schools in governance of the Catholic schools of the diocese subject to the provisions of Canon Law and the regulations and procedures of the Texas Catholic Conference of Bishops Education Department.

#### **Section 2. Authority**

When the Council meets and agrees on a policy matter, and the policy is approved by the Bishop, the decision is effective and binding on all. The council is consultative in the following sense: the members cannot act apart from the Bishop and Superintendent of Schools and cannot make decisions binding for the schools without approval of the Bishop and the Superintendent of Schools.

#### **Section 3. Functions**

It shall be the responsibility of the Council to recommend policies to the Bishop and to set general standards, goals, and objectives pertaining to the educational mission of the Church, as related to Catholic schools, and to review the implementation and evaluate the effectiveness of such policies. It is advisable that the Bishop consult with the Council before decisions are taken in such matters as opening, closing or changing of status of a school, and appointment or termination of the Superintendent of Schools.

## **Article III**

### **Relationships with Other Groups**

In conjunction with the Office of Catholic Schools, the Diocesan School Advisory Council shall communicate its discussions and recommendations to all local school advisory councils, and the pastors, administrators and staffs of schools, preschools, and extended care programs within the diocese.

## **Article IV**

### **Membership**

#### **Section 1. Number and Composition**

The Diocesan School Advisory Council shall have a total of ten (10) voting members. Six (6) lay representatives who have a vested interest in a particular Catholic school, (e.g., alumni, past/present parents, financial contributors, former employees, etc.) but are not current employees will serve for 3 years each, with a rotation schedule that accommodates two members rotating off each year. Two (2) representatives who are currently principals of a Catholic school, one (1) pastor with a Catholic school, and one (1) pastor without a Catholic school, will serve for one (1) year each with a rotation schedule that complements but does not overlap with the other school representatives.

#### **Section 2. Ex-Officio Membership**

- A. The Bishop of the Diocese of Victoria shall be ex-officio, a member of the Diocesan School Advisory Council.
- B. The Superintendent of Schools shall be an ex-officio member but does not have a vote.
- C. The Bishop may appoint other ex-officio members at his pleasure.

#### **Section 3. Appointment, Vacancies, Removal**

Members of the Council other than ex-officio members shall be recommended by the schools they represent and then appointed by the Bishop after consultation with the Diocesan School Advisory Council. Any member of the Council so appointed who is absent from two consecutive regular meetings of the Council shall, unless excused by action of the Council, cease to be a member and should be replaced by the school they represent. Service on the Diocesan School Advisory Council is not an office but a ministry. Council members who serve are subject to removal by the Bishop.

#### **Section 4. Tenure of Office**

The six lay representatives shall hold office for a term of three years, except for one who is appointed to complete the unexpired term of another member. This rotation schedule will accommodate two members rotating off each year. The Pastors and Principals shall serve on the DSAC for 1 year each with a rotation schedule that complements but does not overlap with the other school representatives. The term of office shall expire May 31 and new terms shall commence on June 1. Members joining in June, are invited to attend the preceding fourth quarter meeting for orientation and installation.

## **Article V** **Officers**

### **Section 1. Officers of the Diocesan School Advisory Council**

The officers of the DSAC shall be a president, a vice-president, both of whom are taken from the group of six (6) lay representatives who are not currently employees of a Catholic School or the Diocese of Victoria. These officers will work with the Superintendent to plan and facilitate the council meetings.

### **Section 2. Selection, Appointment, Tenure, Vacancies**

The president and vice-president shall be selected annually by the Council membership at the meeting of the Council designated for this purpose. The procedures for nominating and selecting these officers are prescribed in the by-laws. Subject to the Bishop's approval, they shall hold office until the next annual selection, and thereafter, until their successors are duly selected. The Superintendent of Schools, appointed by the Bishop, acts as the executive officer of the Council.

### **Section 3. President**

The president shall preside at all meetings of the Council, and shall work with the Superintendent of Schools, to plan the agenda and facilitate the council meetings.

### **Section 4. Vice-president**

The vice-president shall perform the duties and exercise the function of the president in the absence of the president, and shall perform such other duties as delegated by the president.

### **Section 5. Superintendent of Schools**

The Superintendent of Schools shall:

- report the actions of the Council to the Bishop;
- assist the Council president in developing the agenda for meetings;
- recommend policies;
- act as a professional consultant;
- keep the official minutes of the meetings;
- oversee the implementation of Council decisions;
- prepare reports as deemed necessary;
- provide all notification as called for by this constitution;
- maintain all records.

With the approval of the Council, the Superintendent of Schools may appoint a person, not a member of the Council, to act as meeting facilitator and/or secretary of meeting minutes.

## **Article VI** **Committees**

### **Standing Committees:**

The Diocesan School Advisory Council has four (4) standing committees and each member of the council will serve on at least one committee. These areas are the following:

- 1) Finance
- 2) Policies
- 3) Marketing
- 4) Personnel and Governance.

Each committee shall have such responsibilities and shall perform such duties as may be assigned to it by the Council or the Bishop and shall be appointed and vacancies filled in the manner determined by the Council. Members of standing committees need not be school advisory council members. However, the chair of each committee shall be an advisory council member. Standing committees shall meet as needed. All recommendations made by a committee must be approved by a majority of the council prior to being sent to the Bishop.

**Ad Hoc Committees:** Ad Hoc committees will be appointed as needed. Members of ad-hoc committees need not be school advisory council members. However, the chair of each committee shall be an advisory council member. Ad-hoc committees shall meet as needed. The appointment of each ad-hoc committee shall state the duration of the committee.

## **Article VII** **Amendment of the Constitution**

This Constitution may be amended by consensus or alternative by vote of three-fourths (3/4) of all Council members present, subject to the approval of the Bishop. Proposed amendments shall be published in writing to Council members not less than thirty (30) days prior to the meeting at which they are considered, and consideration of such amendment shall be indicated on the agenda.

### **APPROVED:**

---

Signature of Bishop

---

Date



# DIOCESAN SCHOOL ADVISORY COUNCIL BY-LAWS



## Article I Purposes and Functions

### 1. Finance

The Diocesan School Advisory Council is responsible for formulating and overseeing a fiscal policy designed to insure maximum support of the OCS vision, the OCS service to the Catholic Schools in the Diocese of Victoria, and programs development in accordance with the following:

A. **Diocesan School Advisory Council (DSAC) Finance Committee:** The DSAC President will also chair the DSAC Finance Committee and at least two (2) other members of the DSAC will serve on the Finance Committee. The Superintendent will also serve on this committee and should be present at all meetings as he/she should be the one who provides the financial information/reports needed by the DSAC Finance Committee. The Diocesan CFO also serves as an ex-officio member of this committee, as needed, to provide information and advice.

B. **Office of Catholic Schools Annual Budget:** The DSAC shall have responsibility annually to recommend for approval the budget for ordinary operations of the Diocesan School Office and the programs it oversees to support the Catholic Schools of the Victoria Diocese. The Finance Committee will follow the DSAC timeline of activities to develop, monitor, and report on the OCS budget. This budget should include income needed from each Catholic School in the diocese for annual fees, diocesan subsidy, endowments, grants, and other sources in order to meet the projected expenses. The preliminary budget will be refined based upon enrollment, salary obligations, amount of available subsidies, and other available income. The Annual Budget will be presented to the entire DSAC for approval, and recommendation to the Bishop, per the DSAC timeline, which aligns with diocesan budgeting requirements.

The budget shall not be recommended for approval until and unless it is a balanced budget which provides for fiscal operations that will allow the Office of Catholic Schools to meet its current obligations.

C. **Monitoring of the OCS Budget:** The DSAC Finance Committee will meet to review the OCS current Budget YTD and projections routinely at a minimum of four (4) times per year (quarterly) or more frequently as the committee chair deems necessary to provide adequate support to the OCS and superintendent.

- D. **Overseeing Diocesan Educational Funds/Endowments:** The DSAC Finance Committee will review all special funds and endowments that support Diocesan Level Education Programs at least annually to develop the annual OCS budget. The DSAC may also develop recommendations to help sustain and/or grow these funds. Such recommendations would then be presented to the overall DSAC for approval prior to making such recommendations to the Bishop for final approval.

## 2. **Policies and Procedures for Catholic Schools**

The Diocesan School Advisory Council is responsible for formulating and overseeing the Handbook of Policies and Procedures of Catholic Schools for the Diocese of Victoria in accordance with the following:

- A. **Diocesan School Advisory Council (DSAC) Policy Committee:** At least two (2) members of the DSAC will serve on the Policy Committee with one (1) member serving as the chair for this committee. The Diocesan Human Resources Manager serves as an ex-officio member of this committee, as needed, to provide information and advice.
- B. **Changes and/or Additions to the Handbook of Policies and Procedures of Catholic Schools:** The Superintendent will provide requests to this committee to help create and/or modify current OCS policies to address changes in law, changes in diocesan requirements, and to address future concerns proactively. The Policy Committee will also provide modifications, as needed, to provide clarity of the policy handbook.
- C. **Changes and/or Additions of Diocesan Policies and Procedures:** The Superintendent will provide requests to this committee to give input for current or new DOV policies that could impact Catholic Schools.

## 3. **Marketing of Catholic Education**

The Diocesan School Advisory Council is responsible for formulating and overseeing a marketing plan to promote the marketing of Catholic Education within the Diocese of Victoria in accordance with the following:

- A. **Diocesan School Advisory Council (DSAC) Marketing Committee:** At least two (2) members of the DSAC will serve on the Policy Committee with one member serving as the chair for this committee. The committee should also include at least two (2) other committee members who are not currently on the DSAC but have experience in marketing or promoting Catholic programs and/or educational programs. The Editor for the Diocesan Newspaper, The Lighthouse, serves as an ex-officio member of this committee, as needed, to provide information and advice.

- B. **Marketing Campaigns:** The DSAC Marketing Committee will develop marketing campaigns/themes at the Diocesan level that promote Catholic education in the Diocese of Victoria. Such campaigns may include: utilizing National Catholic Education Association and TCCED marketing tools, the “branding” of current DOV/OCS logos and mottos, and the development of new logos/mottos to promote specific educational strengths within the Diocese of Victoria. Marketing campaigns should be planned in alignment with other Diocesan marketing campaigns, as much as possible, to provide a unified approach to promoting the Catholic Church within the Diocese of Victoria. Marketing campaigns should also be planned in alignment with the OCS budget; this will help to ensure adequate funding is available, prior to taking the proposed campaign to the overall DSAC for approval, and subsequent recommendation to the Bishop.
- C. **Funding of Marketing Activities:** The DSAC should seek out partnerships and donations to help implement its marketing campaign. The DSAC Marketing Committee should also seek out and develop grant proposals for the implementation of future marketing campaigns. All grant proposals must also be reviewed and approved by the DSAC Finance Committee to ensure there is proper alignment with the financial planning that supports Catholic Education at the diocesan level.

#### 4. **Personnel and Governance**

The Diocesan School Advisory Council is responsible for promoting quality and excellence in service and advancement of the vision within the Office of Catholic Schools by overseeing the evaluation of the Office of Catholic Schools programs and personnel, within the Diocese of Victoria, in accordance with the following:

- A. **Diocesan School Advisory Council (DSAC) Personnel and Governance Committee:** The DSAC Vice-President will chair the DSAC Personnel and Governance Committee and at least two (2) other members of the DSAC will serve on this committee. The Diocesan Human Resources Manager serves as an ex-officio member of this committee, as needed, to provide information and advice.
- B. **Annual Review of OCS Programs:** The DSAC Personnel and Governance Committee will annually review the status of the OCS Strategic Plan and its programs annually, in preparation for the Annual Strategic Planning session. This review will be done with the Superintendent and then presented during the Strategic Planning Session.
- C. **Evaluation/Selection of Superintendent:** The DSAC Personnel and Governance Committee will be part of the search team that recruits and provides input to the Bishop on the hiring of a new Superintendent when the need occurs. This committee will also develop and send out evaluation surveys for the Superintendent and the OCS programs annually to the DSAC and Catholic School Principals and Pastors of the Diocese of Victoria. The Chancellor of the Diocese will receive the confidential feedback on the Superintendent and provide an overview of this feedback to the Superintendent and the Bishop based on these confidential surveys of the Superintendent. The DSAC Personnel and Governance Committee will



receive the evaluation information on the OCS programs and utilize this information to its annual review of OCS programs (part B above).

4. **Ad Hoc Committees**

The Diocesan School Advisory Council is responsible for advising the Superintendent, upon request, in areas not covered by one of the four standing committees. Ad hoc committees will be established, as needed, and the objectives, membership, and timing for such committees will be approved by the overall DSAC. Such committees could include, but are not limited to, addressing grievances involving one or more Catholic Schools in the diocese per the Diocesan Grievance protocols, proactively addressing changes in law that could significantly impact Catholic Schools, and addressing major safety issues that could impact Catholic Schools within the Diocese of Victoria.

## **Article II**

### **Meetings of the Diocesan School Advisory Council**

1. **Time and Place of Meetings**

A. **Regular meetings:** Regular meetings of the Diocesan School Advisory Council (DSAC) shall be held at the Chancery in a place suitable for the orderly conduct of business and attendance by members and non-members. The date and time for each regular meeting shall be made public.

- Four (4) regular business meetings shall be held quarterly during the school year.
- One (1) strategic planning meeting will be held in June.
- Special meetings may be called by the Bishop of the Diocese of Victoria or the Superintendent of Schools.
- Notice of such meeting(s) and agenda with background information of items to be discussed shall be sent to each member of the Council prior to the meeting.
- At least six (6) voting members of the Council must be present for the transaction of business. When consensus cannot be reached, approval by the majority of those present shall suffice for any decision or election, unless otherwise stated in the Constitution and By-laws.

B. **Special meetings:** Special meetings may be called by the Superintendent or Bishop, or the DSAC president, in consultation with the Superintendent and Bishop.

C. **Attendance & Notifications:** The Superintendent must be present at all meetings. The Bishop is strongly encouraged to attend meetings in which his direct input would aid in the effectiveness of the DSAC. All Diocesan School Advisory Council members will be notified of the date, time, place, and purpose of each special meeting *at least one (1) week in advance* of each such meeting. The Diocesan School Advisory Council meetings are not generally open to the public, but non-members may be invited to attend all or part of DSAC meetings, as agreed upon by the President, Vice-President and the Superintendent. If DSAC meetings are attended by non-members, the DSAC will go into Executive Session whenever the issues involve confidential matters.

2. **Presentation by Non-members**

With the exception of the Bishop and the Superintendent of Schools for the Diocese of

Victoria, no person or group shall have the right to address a meeting of the DSAC, unless prior written approval has been obtained. Any person or group desiring to address a meeting of the DSAC shall notify the President, in writing, of the nature of the request no less than fourteen (14) calendar days prior to the next meeting of the DSAC. On receipt of such a request, the President shall contact the Superintendent and Vice-president. An affirmative vote of two (2) of these three (3) persons shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation to be made. Notice of such presentations shall be given to each DSAC member in advance of the meeting at which it is to be made.

If a request to address a meeting is made and the President, Vice-president and Superintendent all agree that the request is of an emergency nature, approval of such an emergency request shall be granted no less than forty-eight (48) hours before a DSAC meeting, and all members of the DSAC shall be notified of the nature of the request and the presentations. Approval of an emergency request will specifically provide the DSAC members with the person or persons to make the presentation, the nature of the presentation, and the time allotted.

No final action may be taken on any matter presented to the DSAC in accordance with these emergency provisions until the next Diocesan School Advisory Council meeting *following* the meeting at which the presentation is made.

### **3. Rules of Order**

Because the Diocesan School Advisory Council only meets routinely on a quarterly basis, all members are expected to review all proposals submitted at least one week in advance of the meeting and to seek clarification, as needed, prior to the meeting by contacting the committee chairperson who submitted the proposals. Thus, decisions regarding policy matters and other major issues may be made at the "first reading" which may also include more information and clarification. In order to make the best decisions, the consensus method of decision-making should be used. When the DSAC is unable to reach a consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, Roberts Rules of Order, Newly Revised should be used.

The decision of the DSAC shall be considered approved and should be implemented when the Bishop approves the written recommendation by affixing his signature.

### **4. Order of Business**

The ordinary order of the meeting shall be:

- I. Call to Order
- II. Opening Prayer
- III. Routine Matters
  - a. Roll Call
  - b. Items Submitted for Consent
    1. Previous Meeting Minutes
    2. Current Agenda
    3. Budget YTD

- IV. General Business (Including Action Items Update)
- V. Committee Business
  - a. Finance
  - b. Policies and Regulations
  - c. Marketing
  - d. Personnel and Governance
- VI. Communications
  - a. Superintendent's Report (written)
  - b. Bishop's Report
- VII. Future Business & Action Items
- VIII. Adjournment
- IX. Closing Prayer

### **Article III** **Amendments**

This Constitution and By-laws may be amended at any regular or special meeting by consensus of the DSAC or by an affirmative vote of two-thirds (2/3) of the membership of the Diocesan School Advisory Council present and provided:

1. The proposed amendments have been presented in writing to the membership two weeks in advance of a meeting to consider the amendments;
2. The membership shall have opportunity to consider and discuss the proposed amendments, reserving final approval of the amendments until the next meeting;
3. The proposed written amendments are approved by the Bishop by affixing his signature to the written proposal.