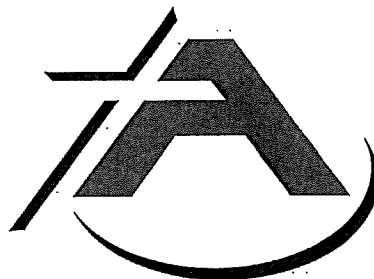


Statutes and Guidelines
for the
Assumption Catholic
Schools
(ACS)
Commission



ASSUMPTION
CATHOLIC SCHOOLS

Lives, Learn, Lead in Faith

ARTICLE I Name of the Organization

The name of the organization is Assumption Catholic Schools Commission hereinafter referred to as the Commission.

ARTICLE II Role and Purpose of the Organization

The Commission is established by the Dean as a consultative body to assist the Dean and President in the operation and governance of Assumption Catholic Schools.

ARTICLE III Relationship with Other Groups

- **Dean:** The Commission derives its responsibility from the Bishop and the Dean as his representative.
- **Pastors:** Pastoral leaders of the supporting parishes are always welcome at the meetings and by their presence and participation show support for the work of the Commission.
- **Administrators:** The Commission will seek input from Assumption Catholic School principals, directors, and parish directors of religious education.
- **Assumption Foundation:** The Commission will collaborate with the Assumption Foundation in securing funding for operations, capital expenses, and scholarships.
- **Parish Finance and Pastoral Councils:** The Commission will strive to keep parish finance and pastoral councils informed of ACS needs and vision.
- **Parent Organizations:** The Commission will foster close working relationships with various parent organizations.
- **Diocese:** The Commission will establish close working relationships with the Office of Catholic Schools.
- **Other:** The Commission will collaborate with local businesses, public school districts, and institutions of higher learning to enhance and broaden the programs within our schools.

ARTICLE IV Commission Membership

Regular (voting) members of the commission include the Dean and representation from the supporting parishes and/ or organizations:

- Assumption Foundation. Inc.
- Holy Rosary, Sigel
- Our Lady Queen of Heaven, Wisconsin Rapids
- Sacred Heart, Nekoosa
- Saint Alexander, Port Edwards
- SS. Peter and Paul, Wisconsin Rapids
- St. James, Vesper
- St. Lawrence, Wisconsin Rapids

- St. Philip, Rudolph
- St. Vincent De Paul, Wisconsin Rapids

In addition, ex-officio (non-voting) members will include:

- Dean
- ACS President
- ACS Controller/VP Finance
- Diocesan Director of Catholic Schools
- Chairperson of the various parent organizations
- Pastoral leaders of the participating parishes
- Two (2) non-voting faculty delegates: one(1) representing the elementary grades and one (1) representing middle/secondary grades (appointed by principals.)

ARTICLE V Commission Membership Appointments

1. The pastor/parish administrator is to appoint the initial Commission member selection. Following approval by the Dean, new Commission members will be introduced to the assembled Commission.
2. Member Terms of Office
 - Initial three (3) year term regularly spanning July 1 – June 30
 - May be reappointed to one (1) additional consecutive three (3) year term
 - May be appointed to complete the unexpired part of a term
 - Special circumstances may require a member to stay until a further appointment can be secured
3. Goal will be to ensure that no more than one-third of membership leaves the Commission in a given year.
4. Approved Commission members are to:
 - Support the teachings of the Catholic Church
 - Actively support the educational mission of Assumption Catholic Schools
 - Regularly attend Commission meetings
 - Serve as a liaison between their parish and the Commission
 - Serve on Standing Committees of the Commission as needed and/or appointed
5. Commission Member Removal
 - Absent and unexcused from two(2) consecutive meetings without sufficient cause
 - No longer supports the mission of Assumption Catholic Schools
 - Expiration of appointed term(s)
 - Inability to fulfill length of term
 - After consultation with respective Pastor/Parish Administrator/President, approval of the Dean, and consensus of the Commission

ARTICLE VI Officers and Executive Committees

1. The Officers of the Commission will be the Chairperson and Assistant Chairperson
 - Officers will be nominated by the President and approved by consensus of the Commission
 - The term of office for officers will be one year
 - Officers may be appointed for consecutive terms

- A Recording Secretary will be chosen from the regular members of the Commission or may be appointed from the ACS secretarial staff.
2. The Chairperson:
 - Will be appointed by the President to chair meetings
 - Will serve as a member of the Finance Committee
 - May serve as ex-officio member of all other committees
 - Will assist President in preparing and reviewing meeting agendas
 - Will assist President in document distribution
 3. The Assistant Chairperson will:
 - Assume the duties of the Chairperson in his/her absence
 - Perform such duties as the Chairperson and or Commission directs
 - Serve as a member of the Finance Committee
 4. The Recording Secretary will:
 - Record minutes of all regular and special meetings, and provide them to the President for distribution
 - Maintain roll call of members and visitors
 5. The Executive Committee of the Commission will be comprised of:
 - Dean
 - Chairperson
 - Assistant Chairperson
 - VP of Finance
 - President
 6. The Executive Committee:
 - May meet as required between Commission meetings to advise Dean and President on Commission business
 - Is responsible for preparing recommendations for the Commission on matters which do not fall under guidelines of any other standing committee
 - Has the authority to act on emergency matters between meetings
 7. The President will:
 - Preside over all Commission meetings
 - Appoint Chairperson to chair meetings
 - Serve as an ex-officio member of all standing and ad-hoc committees
 - Keep permanent files of all regular and special meetings
 - Distribute approved minutes from all regular and special meetings
 - Assist Chairperson in document distribution
 - Prepare Commission objectives and meeting agendas
 - Recommend standing and ad-hoc committee members and chairs for Commission approval

ARTICLE VII Standing and Ad-hoc Committees

1. The Standing Committees of the Commission will be the:
 - Executive Committee (see Article VI, 5)
 - Finance Committee
 - Building and Grounds Committee

- Advancement Committee
2. Ad-hoc Committees may be established by the Commission as necessary, or upon the recommendation of the Dean and President. These committees will dissolve upon completion of their designated task.
 3. After consultation with the President, the Dean will approve Standing and Ad-hoc Committee members
 - Membership to Standing and Ad-hoc Committees is not restricted to Commission members
 - Recommend Standing and Ad-hoc Committee membership to broadly represent supporting parishes when possible
 4. Standing and Ad-Hoc Committee members and chairpersons will be appointed/re-appointed at the August meeting of the Commission.

ARTICLE VIII Meetings

1. The Commission will meet monthly, except for the months of July and December. Additional meetings may be called as needed with the approval of the Dean and President.
2. Meeting agendas are to be prepared by the President, in consultation with the Chairperson and the Dean, and distributed to each Commission member one week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least one (1) work day prior to meeting.
3. Commission Meeting Guidelines:
 - Generally, open meetings
 - Closed during discussions of personnel matter
 - Closed at other times as Commission deems necessary
 - Dean and/or President will determine who may remain in attendance at closed meetings
 - By its very nature there is a presumption of confidentiality regarding matters discussed in closed Commission sessions
4. Commission recommendations can only be made with a quorum (50% + 1) of the regular members present.
5. Policies or revisions of policies are to be formulated or introduced and read at one meeting and recommended to the Dean for approval at a future meeting. Diocesan policy always supersedes local policy.
6. The meetings and decisions of the Commission will be conducted on the principles of consensus rather than on parliamentary procedure.
7. The President will seek the counsel of the Diocesan Superintendent of Catholic Schools on matters involving legality or proper legal procedure.

ARTICLE IX Annual Budget Process

An annual budget will be:

- Developed by ACS administration
- Presented to Pastoral leaders for approval
- Submitted to the Finance Committee for review, revision, and then recommendation to Commission for final budget approval
- Submitted to Diocese for review and approval

ARTICLE X Amendments

Any part of these ACS Commission Statutes and Guidelines can be altered/amended by consensus of the majority of Commission members present at any regular meeting provided that:

- Proposed amendments will be read at 2 Commission meetings prior to being voted upon
- Proposed amendment is consistent with the policies, directives, and regulations of the Diocese of La Crosse as they pertain to Catholic Schools
- Dean and pastors approve the amendments

Reviewed, Revised and Approved by
Commission and Pastoral Leadership
January 8, 2013

3.1.1

STATUTES AND GUIDELINES
FOR THE
ASSUMPTION CATHOLIC SCHOOLS (ACS) COMMISSION

TABLE OF CONTENTS

ARTICLE I	Name and Role of the Organization	Page 2
ARTICLE II	Membership	Page 2
ARTICLE III	Purpose and Function	Page 3
ARTICLE IV	Relationship with Other Groups	Page 3
ARTICLE V	Membership Selection	Page 4
ARTICLE VI	Officers and Executive Committee	Page 5-6
ARTICLE VII	Standing and Ad-Hoc Committees	Page 6
ARTICLE VIII	Meetings	Page 6
ARTICLE IX	Annual Budget Procedures	Page 7
ARTICLE X	Amendments	Page 7

STATUTES AND GUIDELINES
ASSUMPTION CATHOLIC SCHOOLS (ACS) COMMISSION

Article I Name and Role of the Organization

1. The name of this organization will be the Assumption Catholic Schools (ACS) Commission, hereinafter referred to as the Commission.
2. The Commission is formed by the member parishes as a consultative body to assist the president, dean, and pastors in overseeing the operation of ACS. The commission derives its authority and responsibility from the Diocesan Bishop and the dean.
3. The ACS Commission is a representative Christian group of parish/institution members, responsible to the dean and pastors that has delegated authority to identify and articulate ACS educational goals and objectives, by being a policy forming and consultative body.

Article II Membership

Regular members of the Commission will include the dean and one (1) representative of each of the following parishes/institutions;

Ss. Peter and Paul, Wisconsin Rapids
Holy Rosary, Sigel
Sacred Heart, Nekoosa
St. Alexander, Port Edwards
St. James, Vesper
St. Joseph, Altdorf, (See Amendment #1)
St. Lawrence, Wisconsin Rapids
Our Lady Queen of Heaven, Wisconsin Rapids
St. Philip, Rudolph
St. Vincent de Paul, Wisconsin Rapids
Assumption Foundation, Wisconsin Rapids
Assumption Schools, Wisconsin Rapids (one year transition appointment)

In addition, ex-officio members include:

1. ACS President
2. Chairperson (s) of the booster organization (s)
3. Chairperson of the home and school organization
4. Pastors and pastoral associate(s) of the participating parishes
5. Diocesan Director of Catholic Schools

The role of the representatives of the booster and home and school organizations is to be a communication link. They are ex-officio members and do not take part in formal policy formation procedures. Since the Commission is a consultative body to the dean and pastors, it is not necessary that the pastors attend all Commission meetings. The pastors are always welcome at the meetings and, by their presence, often show support for the work of the Commission, and their participation is encouraged. (See amendments 3 and 4)

Article III Purpose and Function

1. This Commission is established by the dean to assist him and the president in the operation and governance of ACS in the following areas:
 - Long range planning
 - Policy formation
 - Financing and budgeting
 - Development and fundraising
 - Public relations, marketing, and recruitment
 - Consultation, evaluation, and information sharing
 - Transportation, busing, and attendance boundaries
 - Cooperation with other school systems, both private and public

2. The Commission's responsibilities will include, but are not limited to, the establishing, maintaining, and managing of:
 - Childcare through secondary education programs
 - Adjunct programs which support the ministry of the school
 - Sound personnel practices and procedures
 - Remuneration programs and schedules for administrative, instructional and support personnel
 - Long-range plans, goals, objectives, programs designs and evaluations
 - Effective student recruitment and public relations/marketing practices
 - Budget and finances
 - Guidelines for educational, athletic, co- and extracurricular programs, and other related programs
 - Policy formation and recommendations
 - Consultation to the president and the dean

3. All policies formulated by the Commission, and approved by the dean and the Bishop or his delegate, will be binding upon all member parishes and schools including; Parish councils/education committees; pastors/pastoral associates; school system administrators and teachers; and all paid and volunteer support staff. Formulated policies will be submitted for diocesan review and approval to ensure they comply with the law and with the policies and directives of the Diocese of LaCrosse.

4. The Commission will help implement the policies and regulations of the Diocese of LaCrosse relative to educational programs and personnel.

Article IV Relationship with Other Groups;

The Commission derives its responsibility from the Bishop and the dean as his representative. All Commission actions are subject to the review and approval of the dean and the Bishop. In order to appropriately carry out its educational mission, the Commission will establish close working relationships with the Office For Catholic Schools of the diocese and the respective parish pastoral councils/finance councils. The Commission will also foster close working relationships with the booster and home & school organizations in order to provide educational assistance to parents/guardians in fulfilling their role as Christian educators.

Article V Membership Selection

1. The pastor/administrator is to appoint the initial selection. After that, an ad-hoc nominating committee from the Commission will recommend members to the pastors for approval and appointment by the dean. Lay representatives are to be announced and/or introduced at the May Commission meeting and seated at the September commission meeting.
2. System employees, or family members of system employees, may not serve as representatives on the Commission.
3. Lay representatives from each parish will serve a 3-year term, or any unexpected part of a term, and may be reappointed to one additional 3-year term. Membership will be staggered over a 3-year period to ensure that no more than one-third of the membership leaves the commission in a given year. Lay representatives are to be active members, regularly attend commission meetings, serve as a liaison between their parish and the commission, and serve on at least one Commission standing committee. Support of the childcare/grade 12 Catholic education system of ACS is a required criterion for nomination to the Commission. Lay members, other than ex-officio, who are absent and unexcused from two (2) consecutive meetings without sufficient cause, may be removed by Commission consensus after consultation with the respective pastor/president/administrator. The dean, president, and the diocesan director of schools will serve for the duration of their appointment/employment.
4. Interim appointments are to be made through a similar process as regular appointments.

Article VI Officers and Executive Committees

1. The officers of the Commission will be: Chairperson, and assistant chairperson. They will be chosen by election by, and from, the regular members of the Commission. The term of office will be one year. Officers may be reelected for consecutive terms. The president will serve as the executive secretary of the Commission. A recording secretary will either be chosen from the regular members of the commission or may be appointed from the secretarial staff of ACS. The vice president of finance will serve as executive treasurer (added September 14, 2001) See Amendments 2,3 and 4.
2. The Chairperson will:
 - Preside at all meetings and supervise the affairs of the Commission
 - Serve as the dean's delegated spokesperson for the Commission
 - Serve as a member of the Finance committee
 - Serve as an ex-officio member of all other committees
 - With the president, prepare annual Commission objectives and meeting agendas and recommend standing and ad-hoc committee members and chairs for approval of the Commission.
 - With the president, prepare annual Commission objectives and meeting agendas and recommend standing and ad-hoc committee members and chairs for approval of the Commission.
3. The assistant chairperson will:
 - Assume the duties of the chairperson in his/her absence
 - Perform such duties as the chairperson and/or Commission directs
 - Serve as a member of the Finance Committee
4. The executive secretary will:
 - Serve as an ex-officio member of all standing and ad-hoc committees as executive secretary of each committee
 - Keep permanent files of all regular and special meetings
 - With the chairperson, prepare annual Commission objectives and meeting agendas and recommend standing and ad-hoc committee members and chairs for approval of the Commission
5. The recording secretary will
 - Record minutes of all regular and special meetings, providing them to the executive secretary/president for distribution
 - Maintain roll call of members and visitors
6. The executive treasurer will:
 - Serve as an ex-officio member of the executive, finance and development & planning committees
 - Keep a permanent record of all financial reports and files
 - Prepare and distribute financial reports to commission members, finance committee members, and diocesan officials

7. The Executive Committee of the Commission will be comprised of the dean, the chairperson, the assistant chairperson, and the president. This committee may meet as required between meetings of the commission to advise the dean and the president on Commission business. It will be responsible for preparing recommendations for the Commission on matters which do not fall under the guidelines of any other standing committee. It has the authority to act on emergency matters between meetings.

Article VII Standing and Ad-hoc Committees

1. The Standing Committees of the Commission will be: the Executive Committee (See Article VI, 6.) The Finance Committee, the Development/Planning Committee, and the Policy/Personnel Committee.
2. Ad-hoc Committees may be established by the Commission as necessary, or upon the recommendation of the chairperson and president. These committees will dissolve upon completion of their designated task.
3. The dean, after consultation with the chairperson and the president, will appoint committee members. Membership is not restricted to members of the Commission.
4. Committee members and chairpersons recommended by committees will be appointed/reappointed annually at the August meeting of the Commission.

Article VIII Meetings

1. The commission will meet monthly, August through May. The chairperson may call additional meetings, after consultation with, and approval by, the dean and the president.
2. Meeting agendas are to be prepared by the president, in consultation with the chairperson and the dean, and distributed to each Commission member, normally one week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least one (1) week prior to meeting.
3. Commission meetings are, generally, open meetings, except during discussion of personnel matters, or other times when the Commission decides to go into closed session. The chairperson, in consultation with, and approval of, the dean and/or the president, will determine who may remain in attendance at closed meetings.
4. Commission recommendations can only be made with a quorum (50% + 1) of the regular members present.
5. Policies or revisions of policies are to be formulated or introduced and read at one meeting and recommended to the dean for approval at a future meeting. Diocesan policy always supersedes local policy.
6. The meetings and decisions of the Commission will be conducted on the principles of consensus rather than on parliamentary procedures.
7. The president will seek the counsel of the diocesan director of schools on matters involving legality or proper legal procedure.

Article IX Annual Budget Process

The Commission has the responsibility to develop, with the president, an annual budget to be approved by the pastors. Normally, the following schedule is to be followed:

- December Building and system budgets are begun with administrators, president, and Finance Committee.
- January Budget is presented to Commission.
- February Budget is presented and explained at a general meeting to parish finance committees and councils.
- March Budget is finalized for approval by the pastors.

Article X Amendments:

Any part of the Statutes and Guidelines of the ACS Commission can be altered/amended by consensus of the majority of members present at any regular meeting provided that:

The proposed amendment was presented to members at a prior meeting and received a period of study of not less than one month.

The proposed amendment is consistent with the policies, directives and regulations of the Diocese of La Crosse as they pertain to Catholic schools.

The dean and pastors approve the amendments.

Diocesan approved 1/25/99

Approved Amendments to Statues and guidelines of ACS Commission

Amendment #1

Article II Membership

Delete St. Joseph, Altdorf

Delete Assumption High Schools, Wisconsin Rapids (one year transition)

Amendment #2

Article VI Officer and Executive Committee

Add to end of 1. The vice president of finance will serve as executive treasurer

Insert at 5. The executive treasurer will:

Serve as ex-officio member of the executive, finance and development & planning committees.

Keep a permanent record of all financial reports and files

Prepare and distribute financial reports to commission members, finance committee members, and diocesan officials.

Amendment #3

I. The ex-officio members of the commission on Education under article II of the Statutes and Guidelines,

A. Chair of booster organizations shall be defined as: Chair (or Delegate) of the Assumption Athletic Association, Chair (or Delegate) of the Assumption Music Association.

B. Chair of the home and school shall include Chair (or Delegate) of WRACS Home and School and the Chair (or Delegate) of Royal Parents.

II. The regular committees of the Assumption Catholic Schools Commission will be: Faith & Vision, Buildings & Grounds, and Curriculum

September 14, 2001

Amendment #4

Ex-officio members of the Commission on Education under Article II of the Statutes and Guidelines:

Two faculty delegates serve a one-year school year term as non-voting ex-officio delegates.

They may not participate in closed sessions.

November 18, 2003

ACS Name Changes July 1, 2010

