

BY-LAWS OF THE ST. MARY PARISH SCHOOL COMMITTEE HALES CORNERS, WISCONSIN

(A Subcommittee of the Christian Formation and Education Committee of the Parish Council)

ARTICLE I – PURPOSE

Our Parish School Committee, hereinafter referred to as the ‘Committee’, is called to support and encourage the school staff in their endeavor to provide a quality Catholic education by developing policies and procedures consistent with a high quality Catholic education and the goals of St. Mary Parish. To this end, the Committee shall keep advised of the rules and recommendations of the Archdiocesan Office for schools, St. Mary Parish Council and other parish committees as appropriate. The Principal shall implement the Committee policies and procedures on guidelines and suggestions set forth by the Committee. The exact method of implementation shall be the responsibility of the Principal. The Committee’s legitimate areas of concern shall include mission and Catholic identity, development, policy discussion, education and formation, technology, school environment and community, and other areas deemed to have a significant impact on the education offered to and received by the students of St. Mary Parish School.

ARTICLE II – DUTIES

1. Review and recommend school policies and procedures. May, when appropriate and necessary, initiate policy or procedure.
2. Review, evaluate, and recommend school programs and activities. May, where appropriate, assist in implementing programs and activities.
3. Study and evaluate long-range needs of the school.
4. Allow time at each meeting, with at least 10 days advance notice, for parents and parishioners to present their concerns, suggestions, ideas, and recommendations related to the school and purpose of the Committee.

ARTICLE III – MEMBERS

1. Nine members at large comprised of eight Parents/Guardians of St. Mary Parish School students and one member of St. Mary Parish without a student at St. Mary Parish School. Six of the Parent/Guardian members shall be discerned. The other two of the Parent/Guardian members shall be appointed by the Principal in consultation with the Committee. The one member of the Committee without a student at St. Mary Parish School shall be appointed by the Pastor. These members are the only voting members of the Committee.

Annual Selection/Discernment of Committee members. Selection: The existing Committee members will suggest names of individuals who have distinguished themselves in service to the school. The principal will select and approach members for service on the committee. Discernment: Nominations for new members to the Parish

School Committee shall be solicited via nomination papers by April of each year. Interested individuals who meet the qualifications for elected members shall submit their written nomination by a deadline announced by the Committee. New members will be discerned by a process of reflection and discussion. Any issues as to the qualification of a nominee shall be resolved by vote of the Committee.

2. Liaison from Parish Council selected by the Parish Council Executive Committee. This member is a non-voting member of the Committee.
3. Ex-officio members: Pastor of Parish or his designate, School Principal and School Teacher selected by the School Faculty. All of these members are non-voting members of the Committee.

ARTICLE IV – MEMBERSHIP

A. PARENT/GUARDIAN AT LARGE

1. Shall commit to serve a three-year term.
2. May serve a maximum of six consecutive years, discerned or appointed, with eligibility restored after one year of non-membership.
3. Represent the parents/guardians of St. Mary’s Parish School. A good faith effort will be made to establish an equal representation across grade levels.
4. Attend regular Committee meetings during school year and stay abreast of information presented at each meeting.
5. Contribute personal or parental knowledge of information concerning the issue(s) being discussed.
6. Bring any parental concerns from the school parent community.

7. Serve on sub-committees as needed to meet the Committee goals.
8. It is recommended that new members attend an in-service for School Committee members given by the Archdiocese of Milwaukee.
9. Any member at large may resign by filing a written resignation with the chairperson. At any meeting of the Committee, a member at large may be removed for good cause by a vote of two-thirds of the Committee membership. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason; physical or mental incapacity; or failure to perform duties as a Committee member without good reason.
10. A vacancy shall be filled for the unexpired term by appointment by the Chairperson, in consultation with the Principal, Pastor, and subject to approval by a vote of two-thirds of the Committee membership.
11. No regularly scheduled paid employee of any parish education program or the spouse or parent or child of such an employee is eligible for membership on the Committee. This prohibition does not include substitute teachers or other randomly scheduled paid employees.

B. CHAIRPERSON

1. Chairperson shall be selected through discernment, by the principal, for a one or two year period.
2. Plan meeting agenda in collaboration with the Principal.
3. Collaborate with the Principal to establish yearly Committee goals.
4. Provide Committee members with an agenda prior to meetings.
5. Coordinate/monitor interim activities/projects.
6. Confer with the Pastor regarding Committee concerns as warranted.
7. Conduct the Committee meetings.
8. Inform the Committee members of special meetings/Archdiocesan district activities.
9. Read and approve meeting minutes as submitted by the Committee Secretary.
10. May submit reports to be published in the Parent Newsletter.

C. PRINCIPAL

1. Submit a schedule of Committee meetings for the Parish Calendar.
2. Provide Committee members with a meeting schedule.
3. Provide Catholic value centered leadership to the entire membership through educational reports, updates and Archdiocesan in-services and resources.
4. Meet with the Committee Chairperson a few days prior to the meeting date to establish and formalize the agenda.
5. Attend and actively participate at all meetings scheduled for the entire school year.
6. Prepare and give an oral report at each meeting. The report informs the membership of programs, events, and activities that the staff and student body are involved in for that particular time period.
7. Convey to the Pastoral Staff the Committee concerns, issues, or programs affecting the entire parish community.

D. SECRETARY

1. The Secretary shall be selected by and from the Committee membership, for a two-year period.
2. Take attendance at Committee meetings and record absences.
3. Record minutes of each Committee meeting.
4. Distribute copies of the minutes to each Committee member at least 2 weeks prior to the next Committee meeting.

E. FACULTY

1. Convey knowledge, skill, and effort to the Faculty members' role as Committee member.
2. Attend and participate at the Committee meetings and act as a liaison to teachers in the school.
3. Serve the Committee in a professional and concerned manner, and provide Christian leadership within the school community.
4. Convey the school philosophy to the Committee members.

F. PARISH COUNCIL

1. Act as liaison between the Committee and the Parish Council.
2. Report a synopsis of the Parish Council meeting minutes from the previous meeting.
3. Update the Committee on the most recent plans and discussion of the Parish Council concerning the Parish Community, School, Church, Adult Education, Human Concerns, Athletics, etc.
4. Prepare a report for the Parish Council on Committee activities and current issues.
5. Maintain communication between the Parish Council and Committee.

ARTICLE V – MEETINGS

1. Regular meetings of the Committee shall be held at such time, place and date as the Committee may designate. Special or additional meetings shall be held whenever called by the Chairperson, Principal, Pastor, or at the request of a majority of the Committee.
2. The agenda shall be decided upon in advance by the Principal and Chairperson.
3. Any agenda item must be submitted to the Chairperson at least 10 days prior to the meeting.
4. Notice of special or additional meetings shall be sent to all members within a reasonable time prior to the meeting, stating its time, place and purpose. No other business than that stated in the notice shall be conducted at the meeting.
5. Advance notice of the time and place of meetings of the Committee shall be published in the school calendar. All parents/guardians of students, teachers, school staff, students, and parishioners shall be entitled and welcome to attend.
6. If confidential matters are to be discussed at a meeting, the Chairperson may call that portion of the meeting closed to all but the Committee members so that those matters can be discussed without prejudice.

ARTICLE VI – AMENDMENTS

1. Suggested amendments to these by-laws shall be discussed at a regular scheduled Committee meeting.
2. The by-laws may be amended by a vote of two-thirds of all Committee members at two successive regular meetings of the Committee.
3. All amendments to these by-laws are subject to the approval of the Christian Formation and Education Committee.
4. In the event of conflict between these by-laws and the Parish Council by-laws, the Parish Council by-laws shall take precedence.

Date by-laws adopted: May 16, 2000

Date by-laws amended: May 8, 2016