

BYLAWS OF ST. MARY CATHOLIC SCHOOL COMMITTEE

Article 1: NAME

This organization shall be called The St. Mary Catholic School Committee.

Article 2: PURPOSE

- A. The purpose of this organization shall be to act as a consultative body.
- B. The School Committee shall cooperate in the policy making process by formulating and adopting, but never enacting policy.
- C. The School Committee shall recommend policies to the Principal, who shall submit them to the Pastoral Council and Pastor for approval.
- D. The School Committee is established to review and update the mission statement and a strategic plan for the school.
- E. The School Committee advises the principal and Pastor for the development of plans and means to finance ongoing educational programs, including tuition, and to provide assistance with the annual school budget.
- F. The School Committee evaluates whether goals and plans are going met and determine its own effectiveness.
- G. For the purpose of transactions of official business, a majority of members must be present.

Article 3: MEMBERSHIP

- A. Any parent or guardian of a child enrolled in St. Mary Catholic School, the Principal, the Pastor and any faculty members are eligible to be members of the School Committee. Membership on the School Committee shall be limited to one immediate family member at a time.
- B. All members shall have an equal opportunity to express their views.
- C. There shall be at least five members on the School Committee.
- D. Four members shall serve two-year terms, with the fifth member serving a one-year term. All members shall have the ability to serve a second term.
- E. A former member may return to the Committee after an interval of at least two years.
- F. A member who is repeatedly absent without good cause will be asked to vacate the position and another parent will be asked to complete the term.
- G. A member requiring removal for good cause shall be removed by the appropriate consideration and action by the Pastoral Council.
- H. A member who wishes to resign must submit a written, signed and dated resignation to the Chairperson. The resignation will be effective immediately upon the Chairperson's signed acceptance.
- I. New members will be attained on a voluntary basis. A two-week notice of openings will be given prior to the last Parent Advisory Meeting. If there are more volunteers than openings, a lottery shall be conducted at the Parent Advisory Meeting to select the new members. Members' terms shall begin at the close of the Parent Advisory Meeting.
- J. In the event that there are fewer volunteers than vacancies, the Committee members and outgoing members shall nominate individuals to replace outgoing members.

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- K. In the event of a mid-term vacancy, the same procedure used for new members shall be used to fill the vacancy with a lottery at the next scheduled Parent Advisory Meeting.

Article 4: OFFICERS

The officers of this committee shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Article 5: ELECTION OF OFFICERS

- A. Election of officers shall be held annually at the close of the school year.
- B. The term of office shall begin at the close of the election meeting.
- C. Officers shall be elected from the body of committee members.
- D. The School Committee shall nominate at least one person for each office to be filled.
- E. The School Committee may accept the nomination orally; however, if more than one candidate is nominated for a particular office, an election by ballot shall take place.

Article 6: DUTIES OF OFFICERS

- A. Offices shall be held for one year.
- B. The Chairperson, with the Principal, prepares the agenda to be distributed to the members before each meeting and preside over each regular and special meeting of the School Committee.
- C. The Vice-Chairperson shall preside over regular or special meeting the absence of the Chairperson.
- D. The Secretary shall record the business of each meeting and prepare and distribute minutes to each member of the Committee.
- E. The Secretary shall make a copy of each meeting's minutes available to the parents through the school office.
- F. The Treasurer shall represent the School Committee at the Parish Administration Commission Meetings.

Article 7: MEETINGS

- A. Meetings shall be held on a monthly basis throughout the school year and as needed throughout the summer.
- B. Notice of regular meetings shall be given at least two weeks in advance,
- C. Special meetings may be called with at least twenty-four hours advance notice.
- D. Consensus building shall be appropriate method of decision making by the School Committee. Consensus means that all committee members agree to support the decision that appears to be best, under the circumstances, for the greatest number of people. Decisions shall be made only if a majority of the members are present.
- E. In the event that the Principal is unable to attend, the meeting shall be postponed until the Principal is able to attend.
- F. Prior to each meeting, the committee members shall receive a copy if the agenda for the

