

## **CONSTITUTION**

### **ARTICLE I NAME AND PURPOSE**

The official name of this body is "The St. Joseph School Committee". Its program year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

The purpose of the School Committee is to advise, develop, and support policies related to St. Joseph School. The major objective of this Committee is to promote spiritual, social, and educational opportunities and facilities for our children.

### **ARTICLE II RESPONSIBILITIES**

The School Committee has responsibilities in the following areas:

- A. Planning – Establishing a mission statement, goals, future plans;
- B. Policy Development – Formulating policies which give general direction for administrative action;
- C. Budget – Developing plans/means to finance the educational programs including tuition and development and fundraising plans, to allocate resources according to a budget, to monitor those plans.
- D. Public Relations – Communicating with various publics about the programs and listening to their needs and concerns, recruiting students and promoting the education programs.
- E. Evaluation – Determining whether goals and plans are being met – not evaluating individual staff members, administrators, or students – and determining the Committee's own effectiveness.

### **ARTICLE III MEMBERSHIP**

- A. The School Committee shall consist of 9-12 members:
  - 1. Elected voting members
    - i. 9 -12 Parishioners
  - 2. *Ex-officio*, voting members
    - i. Home & School Association President
    - ii. Past President of the School Committee

iii. Appointed representative of the Parish Council

3. *Ex-officio*, non-voting members

- i. Pastor
- ii. Principal
- iii. Two Appointed representatives of the Facility that alternate attending the monthly meetings

- B. The term of membership for the School Committee members shall be three (3) years.
- C. Elections will be held annually in accordance with procedures detailed in the By-Laws.

**ARTICLE IV**  
**OFFICERS**

- A. The officers of the School Committee are the President, the Vice-President and the Secretary, elected by the voting membership.
- B. The Vice-President position is the President-elect, meaning that after completing his/her term as Vice-President, that person becomes the President, subject to Committee ratification (simple majority) at the May meeting.
- C. Officers shall be elected annually at the June or August meeting.

**ARTICLE V**  
**MEETINGS**

- A. Meetings shall be held once a month, with the exception of July, at a time and place mutually agreed to by the committee.
- B. Special meetings and ad hoc meetings shall be held as needed, and may be called at any time by the President.

**ARTICLE VI**  
**AMENDMENT**

- A. This Constitution may be amended by the affirmative vote of two-thirds of the voting members at a meeting, providing a quorum is present.
- B. Notice of such a meeting and a copy of the proposed amendment shall be delivered to each member at least one (1) month prior to the meeting.
- C. This committee may adopt new By-Laws by majority affirmative vote.

## ETHICS CODE

Being a member of a local school committee involves new kinds of responsibilities and relationships. The information that is shared demands a professional ethic that should be understood by all. Committee members must be clear on how they will handle confidences, what posture they will take when dealing with complaints and how they will relate to their many publics. Such a code includes the following:

1. A school committee member must give the necessary time, thought, and study to the work of the school committee, so that he/she may render effective service.
2. A school committee member must base his/her personal decision upon all available facts in each situation, voting with honest conviction unswayed by partisan bias.
3. A school committee member must be able to abide by and uphold the final majority decision of the committee regardless of how he/she voted.
4. A school committee member must work with his/her fellow committee members in a spirit of harmony and cooperation in spite of differences of opinion.
5. A school committee member must realize that as an individual, he/she has no legal authority outside the meetings of the committee and must, therefore, conduct his/her relationships with school staff, the local citizenry, and all media of communication on the basis of this reality.
6. A school committee member must keep all confidences shared with him/her during closed meetings of the committee.
7. A school committee member must realize that the welfare of the school children comes first in all decisions.
8. A school committee member must never use his/her position on the committee to benefit either him/herself or any other individual or agency apart from the total interest of the school.
9. A school committee member must keep in mind that while the primary function of the committee is to establish the policies that will give direction to the school, the administration of these policies is the function of the principal and his/her staff.
10. A school committee member, if he/she is approached with a problem, which is of an administrative nature, must refer the person to the proper administrative

officer, the principal, and must never attempt to perform functions that are out of his/her field.

**ST. JOSEPH'S SCHOOL COMMITTEE  
BY-LAWS**

**ARTICLE 1 – DEFINITION OF MEMBERSHIP**

- A. The School Committee shall consist of the Pastor, the School Principal, an appointed representative of the Parish Council, an appointed representative of the faculty, the President of the Home & School Association, Immediate Past President of the School Committee and nine (9) lay parish members.
- B. The term of membership for the School Committee members shall be three (3) years, except in circumstances where an incomplete term is filled.
- C. Normally, three new members will be elected each year except for the following:
  - 1. When a member is unable to complete his/her term, a replacement must be elected or appointed according to the provisions of Article 3.A.
  - 2. If a member is elected to the Vice-Presidency in their first year of a term, a 4<sup>th</sup> member may be elected to maintain the 11 voting member committee.
- D. A member may serve another three (3) year term after one (1) full year of absence from the committee.
- E. A person who has completed another member's term may run for a full three (3) year term without a year's absence from the committee.
- F. The President of the Home & School Association can be elected to the committee the year he/she is out of office, without a one-year interim.
- G. Faculty or staff or their spouses are not eligible for election to the committee.

**ARTICLE 2 – ELECTION PROCEDURES**

- A. Each year in April, applicants shall be accepted from the parish at large to fill vacancies created by outgoing members.
  - 1. Four (4) weeks prior to the May meeting, applicants shall be solicited via normal parish communication media (bulletins, church announcements, etc.) by the Election Subcommittee.
  - 2. All eligible applicants must be placed on the ballot.

3. Following the April meeting, a ballot will be prepared by the Election Subcommittee and sent to the day school families; each day school family is allowed one ballot.
4. Ballots are to be returned to the Election Subcommittee the Friday prior to the May meeting.
5. The Election Subcommittee and President will tabulate ballots prior to the May meeting.
6. If ballots result in a tie vote, voting members of the School Committee will vote by simple majority to break the tie.
7. In the event that an election has vacancies in addition to the three-year term positions, the positions shall be filled as follows:

The three candidates receiving the highest number of votes shall fill the three 3-year term positions; the candidate receiving the 4<sup>th</sup> highest number of votes shall fill the next longest termed position; the candidate receiving the 5<sup>th</sup> highest number of votes shall fill the next longest termed position, and so on, until all positions have been filled.

- B. Officers of the School Committee shall be elected annually at the June meeting.

### ARTICLE 3 – INCOMPLETE TERMS

- A. Upon vacancy of a School Committee member, the position shall be filled as soon as possible by the election procedure. If there are no remaining candidates from the previous election, the position may be filled by appointment by the President with approval by the School Committee.
- B. Resignations will be accepted upon written notification to the President.
- C. A member may be removed from the School Committee for behavior which is contrary to the archdiocesan ethics code by confidential ballot at a School Committee meeting by majority vote for all voting members. This procedure is to be followed as a last resort, after consultation and discussion with the Pastor.

### ARTICLE 4 – DUTIES OF OFFICERS

- A. President:

1. The President shall preside at all regular and special meetings of the School Committee.

2. The President shall prepare an agenda for each regular meeting and make it available to the membership of the parish in advance of each meeting.
3. The President shall be on the Principal Search and Budget Committees.
4. The President shall appoint members to all subcommittees as established annually.
5. The President may call for executive session in particular instances where privacy or confidentiality concerns or matters of a sensitive nature are included. (See Article 7.E.)
6. In the event of a vacancy of a School Committee member due to an incomplete term, the President may appoint an individual to fill that position as described in Article 3.A.
7. The President may call special ad-hoc meetings when necessary.
8. The President shall appoint a secretary pro-tem in the absence of the Secretary.
9. The President shall appoint a Committee member to serve as a liaison to the Parish Council.
10. The President shall receive and process all correspondence.

**B. Vice-President:**

1. The Vice-President shall be on the Budget Subcommittee.
2. The Vice-President shall assist the President as directed.
3. The Vice-President shall preside at any meetings of the School Committee in the absence of the President.

**C. Secretary:**

1. The Secretary shall maintain a written record of Committee proceedings. These minutes shall be maintained in the school archives for at least three (3) years and are also available on the school website.
2. The School Secretary shall publish in the parish bulletin the dates of each School Committee meeting.

3. The Secretary shall make available to School Committee members, school parents, and parishioners minutes of all School Committee meetings.

**D. Past-President:**

1. The Past President shall be on the Budget Committee.
2. The Past President shall assist the President as directed.
3. The Past President shall preside at any meetings of the School Committee in the absence of the President or Vice-President.

**ARTICLE 6 – SUBCOMMITTEES**

All subcommittees must work within the framework of the parish guidelines.

**A. Budget Subcommittee**

1. This is a standing subcommittee. The President, Vice-President, Past-President, Business Manager, and Principal are members of this subcommittee.
2. This subcommittee is responsible for developing budgets and financial programs and policies which support the financial viability of the school. The proposed school budget shall be presented to the School Committee and to the Finance Committee of the parish at their December meetings.

**B. Principal Search Subcommittee**

1. This is not a standing committee and is established to do research, screening, and interviewing for a Principal.
2. The Pastor shall appoint the members to this subcommittee. This subcommittee shall be comprised of the Pastor, President of the School Committee and such other members necessary to fulfill the purpose of the Committee, the Parish, and the School.

**C. Public Relations Subcommittee**

1. This is a standing subcommittee. The President shall appoint members to this subcommittee on an annual basis. Interested parishioners who have offered their time to recruit new students may also serve on this subcommittee.

2. This subcommittee is responsible for coordinating efforts to review existing enrollment policies for the school and enhancing the marketability of the school.
3. This subcommittee will make periodic reports to the School Committee but direct responsibility is with the Principal and Pastor.

**D. Long-Range Planning Subcommittee**

1. This is a standing subcommittee. The President shall appoint voting members of the School Committee on an annual basis.
2. This subcommittee is responsible for establishing the long-range plans for the future of the school.

**E. Policy Subcommittee**

1. This is a standing subcommittee. The President shall appoint voting School Committee members to this subcommittee on an annual basis.
2. This subcommittee's purpose is to review the Constitution, By-laws, and Policies as needed, and act as a liaison between the Principal, faculty, and School Committee.

**F. Technology Subcommittee**

1. This is a standing subcommittee. The President shall appoint voting School Committee members to this subcommittee on an annual basis.
2. This subcommittee develops policies and programs to support the installation and upkeep of technology in the school and integrating these tools into the curriculum.

**ARTICLE 7 – MEETINGS**

- A. Meetings will be held once a month, with the exception of July, at a time and place mutually agreed to by the School Committee.
- B. Special ad-hoc meetings shall be held as needed and may be called at any time by the President.
- C. Other parish members and consultants may be invited to meetings as required and may serve on ad-hoc subcommittees as needed. Recommendations from ad-hoc subcommittees must be brought to the School Committee for review and possible action.



- D. Format agenda for each meeting will be used allowing for presentation and discussion of "Policies for Consideration" (one month prior to voting), and "Policies for Approval" (month vote is to be taken).
- E. The President may call for an executive session meeting. "Executive session" meetings as used in these by-laws would be attended by the President, Vice-President, Secretary, Past President, and Principal.

#### ARTICLE 8 – QUORUM AND MAJORITY

- A. Six (6) voting members constitute a quorum for School Committee business.
- B. Voting shall be a verbal "aye" or "nay" unless a member requests roll call or written ballot.
- C. A simple majority vote consists of one more than half of those voting members present.

#### ARTICLE 9 – AMENDMENT

These By-laws may be amended by majority affirmative vote.