

**HOLY APOSTLES PARISH  
SCHOOL COMMITTEE BY-LAWS**

**MISSION STATEMENT**

Our School Committee is called to support and encourage the school staff in their endeavor to provide a quality Catholic education by developing policies, curriculum and procedures that promote a cooperative family, school, and parish relationship.

**ARTICLE I – NAME**

We shall hereby be known as Holy Apostles School Committee.

**ARTICLE II – RELATIONSHIP**

The Holy Apostles School Committee is a standing committee of the Holy Apostles Parish Council and abides by the Parish Council's constitution and by-laws in carrying out the Pastoral Mission of the Church and the policies of the Archdiocese of Milwaukee. It is accountable to and receives its authority from the Parish Council.

**ARTICLE III – PURPOSE**

- A. The School Committee shall be a vehicle for fulfilling the educational mission of the school by nourishing growth among all members of the school community, by the sharing of gifts and talents, and by encouraging positive relationships among all members of the school community and between the school community and parish community.
- B. The School Committee assists the school faculty and administration in the formulation of school policy, communication, goals, and school vision.
- C. The School Committee represents parents of students attending the school in the matters pertaining to item B.
- D. The School Committee shall cooperate with other schools, parishes, archdiocese offices, and community agencies to carry out its work.

**ARTICLE IV – MEMBERSHIP**

**Section 1. Membership Composition.**

- A. The School Committee shall be a maximum of eighteen members.
  - 1. Nine at-large positions shall be open to any person who is a parent/guardian of a Holy Apostles School student at the time of discernment.

2. Three at-large positions shall be open to non-school family members of the parish, one each representing Holy Apostles, Saint Elizabeth Ann Seton and St. Luke's appointed by the respective pastors. In the event that no one steps forward to fill any or all of these positions, the seat(s) may either be filled by a school family member of the respective parishes or remain empty.
3. One position shall be for the Chair, discerned from the previous year's School Committee. The Chair can be an at large member or a parish representative from Holy Apostles, Seton or St. Luke's.
4. One teacher, designated by and representing the entire faculty, shall be an at-large member of the School Committee.
5. The Principal, or designate, of the school shall be an ex-officio member on the School Committee.
6. The Pastor, or designate, shall be an ex-officio member on the School Committee.
7. The liaison from Parish Council shall be an at-large member of the School Committee.
8. A representative from Holy Apostles Home and School Association may be an at-large member of the School Committee.
9. A representative from Holy Apostles Athletic Association may be an at-large member of the School Committee.

In addition to these 18 members, the Holy Apostles Parish Council Chair is an ex-officio member of all standing committees of the Parish Council.

## **Section 2. Process For At-Large Membership**

- A. In the spring of each school year a letter of interest shall be sent home to all school families. Those interested in filling the open positions on the committee shall return the interest portion of the letter to the School Committee Chair.
- B. All interested parties shall be invited to a subsequent meeting. At this meeting, an overview of the expectations and responsibilities of members will be reviewed.
- C. Following the overview the interested parties will, after discussion and prayerful consideration, discern from their ranks the new representatives to fill the vacancies.

D. The School Committee Chair shall act as coordinator for the discernment process.

### **Section 3. Length of Term for At-Large Members**

- A. Members shall be discerned to a three-year term.
- B. Members may discern for a second term.
- C. No member shall serve more than two consecutive terms.
- D. After serving two consecutive terms members must sit out for one year and may discern for a new term the following year.

### **Section 4. Responsibilities**

- A. Attend the monthly general meetings and participate in the responsibilities of the School Committee.
- B. Envision and solicit ideas from external sources (community, archdiocese, educational groups, etc.), internal sources (parish/school personnel, Parish Council, various committees, and parents), and within the School Committee itself. These ideas will address the long and short-term goals that benefit the school.
- C. Prioritize the ideas according to the direction of the greatest benefit to the School, and interest of the School Committee.
- D. Following prioritization and research, an action plan will be developed for all ideas.
- E. Submit recommendations to the Parish Council for approval as needed.

### **Section 5. Vacancies**

- A. Any member of the School Committee may resign by filing a written resignation with the Chair.
- B. At any meeting of the School Committee, any at-large member may be removed for good cause by a vote of three fourths of the School Committee members present. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes, but is not limited to, missing 3 meetings within a term year without good reason, physical or mental incapacity, or failure to perform duties as a School Committee member without good reason.

- C. A vacancy among the at-large members shall be filled for the unexpired term by appointment by the Chair, subject to consensus by the School Committee. Consideration should be given to those who participated in the most recent discernment process.

## **ARTICLE V OFFICERS**

### **Section 1 Selection of Officers**

- A. The Officers; Chair, Vice-chair and Secretary, will be chosen through the process of discernment by the members of School Committee. They will be chosen for a one-year term at the final meeting of the school year. Three fourths of the members must be present at this meeting for the selection to occur.
- B. No member shall be eligible to hold the office of Chair until he/she has served one year on the School Committee.
- C. Any person elected as Chair will be limited to two terms as Chair.
- D. The positions of Vice-Chair and Secretary can be filled by any member of School Committee, including newly discerned members.
- E. The number of terms for Vice-Chair or Secretary is unlimited.

### **Section 2 Duties of Officers**

- A. The Chair:
  - 1. Prepare an agenda for each general monthly meeting, and distribute same to all School Committee members and the Parish Secretary in advance of the meeting.
  - 2. Set a regular date, time, and location for the general monthly meeting.
  - 3. Conduct the general monthly meeting.
  - 4. Monitor sub-committees with the School Committee as required.
  - 5. Assist the principal in preparation of a budget.
  - 6. Perform additional duties necessary to fulfill the objectives of School Committee Mission Statement.
  - 7. Provide a roster of School Committee membership including name, address, phone number and email address (if available) of each member to said members and to the Parish Secretary.
  - 8. Provide each member with a copy of School Committee By-laws.
  - 9. Act as a coordinator for the discernment process for potential new at-large members.
- B. The Vice-Chair
  - 1. Assumes all duties of the Chair in his/her absence.

2. Becomes Chair in the event of the Chair's disability, resignation, removal, or death.
  3. Assist the Chair as necessary.
- C. The Secretary
1. Keep accurate minutes of all School Committee general monthly meetings.
  2. Provide a copy of the minutes to members of the School Committee and to the parish employee responsible for appropriate distribution, the Saint Elizabeth Ann Seton Pastor, St. Luke's Pastor and for posting at Saint Elizabeth Ann Seton and St. Luke's churches.
  3. Keep current record of membership attendance at School Committee meetings.
  4. Assist the Chair as necessary.

## **ARTICLE VI – MEETINGS**

### **Section 1 Regular Meetings**

Regular meetings of School Committee shall be held at such time, place and date as School Committee may designate.

### **Section 2 Special Meetings**

Notice of special 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 as the purpose shall be conducted at the meeting.

### **Section 3 Notice of Meetings**

Advance notice of the time and place of meetings of School Committee shall be published in *The Messenger*, and all members of the parish or school shall be entitled and welcome to attend as observers. The School Committee may open any meeting to discussion by parish members on such subjects and under such rules as School Committee may announce.

### **Section 4 Guidelines of Meetings**

- A. The School Committee year consists of 11 regular meetings, once a month August to June.
- B. School Committee acts as a group, not as individuals. Each member is entitled to his or her opinion, but the School Committee, as a group, must decide how to respond to the business coming before the School Committee.
- C. Once the School Committee reaches its decision, then all members must abide by the decision reached. School Committee exists only as a group and can act only as such. No member has authority to act alone.

- D. The School Committee manner of operation shall be communal discernment which includes prayerful reflection, gathering of information, and shared wisdom. The usual method through which School Committee implements discernment is a consensus; if not possible, then majority vote.

## **ARTICLE VII – SUB-COMMITTEES**

### **Section 1 Purpose**

Each sub-committee implements the School Committee’s priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the school’s stated mission.

### **Section 2 Formation of Sub-Committees**

- A. Subcommittees shall be formed as necessary to support the goals of the school administration, faculty and School Committee.
- B. Standing subcommittees may be formed to support goals and school functions that remain constant each year. Standing subcommittees shall have established charters declaring their purpose, structure and relationship to the School Committee.

### **Section 3 Accountability**

The relationship of School Committee to its sub-committees is interdependent. All subcommittees are accountable to School Committee. School Committee gives the sub-committee direction and support, but does not perform sub-committee work. Each sub-committee shall be responsible for their mission, goals, and operating procedures; these shall be submitted to School Committee for approval. All sub-committees will follow the Guidelines of Meeting as established in Article 6 Section 4B-D of these School Committee By-laws.

### **Section 4 Membership**

Sub-committees will be comprised of a maximum of 9 members. Sub-committees could be comprised of School Committee members, Faculty, Parents, or interested parish members. School Committee as a whole shall determine the make up of the sub-committees. However, at minimum, at least two School Committee members and the School Principal, or designate, must be on each sub-committee to function.

### **Section 5 Sub-committee Chairperson**

- A. A chairperson for the sub-committee shall be named at the time of formation.
- B. A chairperson for the sub-committee must be a member of the School Committee.
- C. Chairperson shall be responsible for:
  - 1. Setting the dates for meetings and communicating to all sub-committee members.
  - 2. Notifying the Principal of the meeting dates and updating the Principal on the results if the Principal is unable to attend.
  - 3. Conducting the sub-committee meetings.

4. Delegating responsibilities for the sub-committee's work.
5. Report monthly to the School Committee.

#### **ARTICLE IX – AMENDMENTS**

- A. Suggested amendments to these by-laws will be discussed at a regular scheduled School Committee meeting. Discernment shall follow leading to a consensus of adoption or rejection of the proposed amendment.
- B. All amendments to these by-laws are subject to the approval of Parish Council.

#### **ARTICLE X – CONFLICT**

In the event of conflict between these by-laws and Parish Council By-laws, the Parish Council By-laws shall take precedence.

*By-laws written: November 1990  
Amended and approved: November 1993  
Amended and approved: May 1997  
Amended and approved: September 1999  
Amended and approved April 2002  
Amended and approved June 2003  
Amended and approved September 2005  
Amended and approved April 2010*