

# HOLY APOSTLES SCHOOL

## School Commission By-Laws

Approved March 8, 2016

### **1. Name**

The name of this body shall be the Holy Apostles School Commission, hereinafter referred to as the Commission.

### **2. Purpose**

The Commission shall examine and evaluate the educational offerings of Holy Apostles School for the purpose of generating policies consistent with a high quality Catholic education and the goals of Holy Apostles Parish. To this end, the Commission shall keep advised of the rules and recommendations of the Archdiocesan Office for Schools, Holy Apostles Pastoral Council and other parish committees as appropriate. The Commission's legitimate areas of concern shall include mission and Catholic identity, budget and finance, development, marketing, enrollment, policy, education and formation, technology, environment, and other areas deemed to have a significant impact on the education offered to and received by the students of Holy Apostles School. The Commission shall be responsible to Holy Apostles School Principal for the following:

- Ensure the school is coordinated with the goals and objectives of Holy Apostles Parish
- Ensure the goals and objectives of the school meet or exceed the standards of the Wisconsin Council of Religious and Independent Schools
- Advance the long term and short term objectives of the school
- Provide guidance and feedback to the school principal and administration
- Ensure opinions are heard and considered

### **3. Membership**

There shall be twelve (12) members on the Commission.

#### **3.1 Members**

The Pastor and Principal of the school shall be members of the Commission.

There shall be six (6) appointed members on the Commission. These members shall be appointed by the Principal and shall serve three-year staggered terms with two seats to be filled by appointment each spring. Membership begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The appointed members shall guide resources to accomplish the goals of the school and parish. These members shall serve on committees as needed.

There shall be one (1) representative from the Marketing Ministry, one (1) representative from the Home and School Ministry, and one (1) representative from the Athletics Ministry. These members shall be selected by the Principal and current members of the standing ministry. These members shall serve a one-year term, with a maximum of three

consecutive terms. These members shall communicate priority, direction and information to the standing ministries. These members shall communicate the standing ministries' activities to the Commission.

There shall be one (1) faculty representative. This member shall be selected by the Principal. This member shall serve a one-year term, with a maximum of three consecutive terms. This member shall listen to and consider the comments and concerns of faculty of the school.

The Commission shall serve as an advisory board to the Principal. All members shall attend the monthly Commission meetings and actively participate in the discussions at these meetings. Members shall listen to and consider the comments and concerns of parents and students. Members shall provide input and feedback on the school goals and objectives. Members shall provide guidance and feedback to the Principal and administration.

A member is not eligible to serve on the Commission until at least one year has elapsed since that person's previous service on the Commission.

### **3.2 Dismissal**

Members who withdraw from the Commission will be replaced according to the guidelines set forth in Section 3.3.

### **3.3 Mid-term Vacancies**

Mid-term vacancies of seats on the Commission shall be filled by the Principal appointing a replacement.

## **4. Officers**

There shall be three officers on the School Commission. These are Chairperson, Vice-Chairperson, and Secretary. The officers shall be appointed by the Principal.

### **4.1 Mid-term Officer Vacancies**

Mid-term vacancies in officer positions on the Commission shall be filled by the Principal appointing a replacement. These replacement officers must meet the requirements for officers as set forth in this document and shall serve for only the remainder of the term of the officers they replace.

### **4.2 Terms of Office and Succession**

The term of office for all officers shall be one year, beginning at the first meeting of the school year to the last meeting of the school year. Officers may succeed themselves only once for a total of two consecutive terms in any one officer position. Filling mid-term vacancies shall not constitute a term for the purpose of this succession rule. Eligibility for a particular officer position is restored after having not held that position for at least one year.

### **4.3 Duties of Officers**

The following are the duties of the Commission officers:

#### **4.3.1 Chairperson**

The Chairperson shall schedule regular monthly meetings by announcing them at the first meeting of the school year, set the agenda for those meetings in consultation with other members of the Commission, and conduct the meetings. The Chairperson shall be in regular contact with the Principal. The Chairperson shall coordinate, guide and lead the Commission members to achieve goals and objectives of the school.

#### **4.3.2 Vice-Chairperson**

The Vice-Chairperson shall fulfill the duties of the Chairperson in his or her absence.

#### **4.3.3 Secretary**

The secretary shall facilitate the taking of detailed notes of each meeting, distribute the minutes in advance of each subsequent meeting to members of the Commission, deliver minutes to the Pastors of Holy Apostles, St. Elizabeth Ann Seton and St. Luke's parishes, and keep a record of the year's minutes on file.

### **5. Procedures**

#### **5.1 Meeting Frequency**

The Commission shall meet monthly during the normal school year. One meeting per school year will be dedicated to in-servicing of Commission members in Catholic identity or the direction of the group.

Special meetings may be called by the Chairperson upon the written request of at least two members of the Commission which states the intended purpose of such a meeting. Notice of special meetings shall be sent to all members at least three days prior to the meeting and must state the time, place, and intended purpose of the meeting. No other business than that stated as the purpose shall be conducted at such a meeting.

#### **5.2 Committees**

There may be Committees of the Commission from year to year. Any deletion or addition of standing committees shall be determined by the members. Ad Hoc committees may be established during the year by the Chairperson for the purpose of efficiently distributing the Commission's workload. The Chairperson shall take into consideration the abilities and desires of Commission members in appointing them to subcommittees. Individuals who are not Commission members may serve on the committees.

#### **5.3 Amending the By-Laws**

These by-laws may be amended by the members of the Commission after consultation with the Principal.