

BY LAWS
School Education Commission
Most Holy Trinity School

ARTICLE I

Name and Purpose

Section 1.1 Name

This committee shall be known as the “MHT School Education Commission”, and is referred herein as the “Education Commission.”

Section 1.2 Purpose

Member of the Education Commission shall advise the principal on matters related to the operation of Most Holy Trinity School (“MHT School”).

ARTICLE II

Duties and Functions

Section 2.1 General

The Education Commission shall review, develop, and recommend changes to school policies, and assist in the development of the total education program of the school. Elected members represent parents in school decision-making; bring parent concerns and celebrations to the attention of the school administration, pastors and staff for further action or resolution; and seek support for the school from within Most Holy Trinity parish and the local community.

Section 2.2 Policies, Rules, and Regulations

The Education Commission shall review policy guidance from the Diocesan Board of Education and establish rules and regulations to promote and carry out those policies. The Education Commission shall advise the administrator on long-term planning, accreditation, curriculum, technology, discipline, and other matters as directed by the administrator or pastor.

Section 2.3 Communication Liaison

The Education Commission shall act as a liaison between parents, teachers, the administrator and the pastor, and facilitate communications between the parties.

Section 2.4 Annual Budget

The Education Commission shall review the annual budget for the school and advise the administrator on budget priorities.

Section 2.5 Capital Outlay

The Education Commission shall advise the administrator to ensure that the physical facilities, equipment, and materials meet the needs and expectations of the students and faculty. An annual site review and inspection of the facilities shall be conducted by the administrator and others deemed necessary, including school and parish staff or Education Commission members, to identify maintenance and improvements needed and make recommendations for improvement.

Section 2.6 Annual School Report

At the last meeting of the school year, the Education Commission will receive and review the administrator's year-end report. The year-end report must highlight the past year's challenges and accomplishments and include the administrator's vision for next school year. The report is to provide direction to the Education Commission for the following year.

Section 2.7 Pastoral Representatives

The administrator and Education Commission shall ensure representation at pastoral council and finance committee meetings of the parish. Members representing the Education Commission at any parish meeting shall be registered members of the parish. Representatives shall report the activities of the parish to the Education Commission.

ARTICLE III

Membership

Section 3.1 Membership

Voting members of the Education Commission shall consist of the pastor or Director of Parish Operations, the school administrator, and between six and nine elected members who are committed to the success of the school. Employees of the school or their immediate families serving on the Education Commission must abstain from voting on personnel matters.

Section 3.2 Terms of Office

Each lay member (parent) shall serve a term of three years, with exception that the original members shall serve terms varying from one to three years with approximately one-third serving a one-year term, one third a two-year term, and one third a three-year term, to be determined by lot. Members may serve only two consecutive terms, unless there are no interested candidates. Members may serve more than two consecutive terms in order to ensure a full commission.

Section 3.3 Elections

The Education Commission shall solicit and obtain nominations for new members before the April meeting. Each family with children attending the school will be eligible to vote in the election to be held before the May meeting each year. The terms for new members shall begin at the September Education Commission meeting.

Section 3.4 Teacher Representatives

The administrator will select at least one teacher representative to serve on the Education Commission. The representative(s) shall be non-voting members of the Education Commission and will serve on a rotating basis at the discretion of the administrator.

Section 3.5 Vacancies

Whenever a vacancy shall occur on the Education Commission, a new member shall be selected by the administrator, upon the approval of the remaining members of the Education Commission. A member appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office. Vacancies for purposes of this paragraph shall include, but not limited to, the failure to obtain nominations sufficient to fill all the open positions on the Education Commission, thereby

preventing the election of the required number of members to serve on the Education Commission, per Section 3.2 of these bylaws.

Section 3.6 Resignation and Removal

Any member may resign at any time by giving written notice of resignation to the chairperson of the Education Commission. Any member who misses two consecutive meetings or a total of three meetings within the school fiscal year may be removed or asked to resign.

ARTICLE IV

Officers

Section 4.1 Officers

The officers of the Education Commission shall be a chairperson, secretary, and other officers as the Education Commission may consider necessary to properly conduct the business of the commission. The officers shall be elected annually by the members of the commission at the May meeting to serve their term until May of the following year. Officers may serve consecutive years at the agreement of the commission.

Section 4.2 Chairperson

The chairperson shall preside over all regular and special meetings of the Education Commission. It shall be the responsibility of the chairperson to prepare the agenda, in consultation with the administrator, outlining the matters to be discussed at the meeting. The chairperson shall also perform all other duties usually incidental to the office of chairperson.

Section 4.3 Secretary

The secretary shall keep the minutes and non-financial records of the Education Commission. The minutes may include reports and other documents which are submitted to the commission. Copies of minutes of all regular meetings will be sent to all Education Commission members, the pastor or Director of Parish Operations, and the school administrator within two weeks of the meeting. The minutes of the meeting shall be made available on the school's website. Documents and reports which have been presented to the commission at a meeting, for the purpose of conducting Education Commission business, shall be made a part of the minutes and also made available on the website. The secretary shall have such other powers and shall perform other such duties as may be assigned to him or her by the Education Commission or by the chairperson.

Section 4.4 Immediate Past Chairperson

The immediate past chairperson may perform duties on behalf of the Education Commission as directed by the administrator and current Chairperson.

Section 4.5 Acting Chairperson

The chairperson or administrator shall be responsible for appointing another member to fulfill the duties of the chairperson when he or she is absent or unable to act.

Section 4.6 Additional Authority

The officers shall have additional powers and perform such additional duties as the administrator may prescribe.

ARTICLE V

Meetings

Section 5.1 Regular Meetings

Between six and nine regular meetings of the Education Commission shall be held each school year. Meetings shall be held in September and May, and once a month in seven other months throughout the year.

Section 5.2 Special Meetings

Special meetings shall be held whenever called by the administrator, the chairperson, or by a majority vote of the members of the Education Commission.

Section 5.3 Voting Procedures

The Education Commission is primarily an advisory board but on occasion will be asked to approve policy changes and make other decisions. The presence of the majority of the members will be required on all voting matters.

Section 5.4 Open Meetings

All regular meetings shall be open to any interested persons. When discussing issues of a confidential nature, the commission may vote to go into a closed session allowing only Education Commission member participation.

ARTICLE VI

Sub-committees of the Education Commission

Section 6.1 Establishment of Sub-Committees

The Education Commission or administrator may appoint other committees, standing or special, as deemed necessary. A special committee shall serve at the discretion of the Education Commission or administrator and have such powers and duties as are designated by either. Member of the special committees need not be Education Commission members, provided however, that the membership of each special committee shall include at least one member of the Education Commission. Special committees must report at each Education Commission meeting through the duration of their function.

ARTICLE VII

Amendments

Section 7.1 Amendments

The by-laws may be amended at any regular or special meeting of the Education Commission by a two-thirds (2/3) vote of the commission members. Notice of any proposed amendments to these by-laws must be given to the members of the Education Commission and either the pastor or Director of Parish Operations at least ten (10) days prior to the respective meeting or meetings at which the proposed amendments are to be acted upon.