

ST. EDITH CATHOLIC SCHOOL COMMITTEE

St. Edith Catholic School "teaches as Jesus did" with love, care, and discipline, centered on the Eucharist, preparing our students: our gifts and our future.

STATUTES OF ST. EDITH

ARTICLE I – NAME AND ORIGIN

This organization shall be known as St. Edith Catholic School Committee. The St. Edith Catholic School Committee is a standing committee of the St. Edith Education Commission and is accountable to that body as an advisory committee to the pastor and the principal.

ARTICLE II – NATURE AND PURPOSE

The nature and purpose of the School Committee is to promote an atmosphere of stability, confidence, unity and cooperation in the school and parish community by fostering an appreciation for the ideas of a Catholic education. Its goal is to continually maintain awareness of the needs (both spiritual and temporal) of St. Edith School; to advise on spiritual, academic, and marketing initiatives of the school; and to recommend policies related to the operation of the school, consistent with the school philosophy, parish goals, and Archdiocesan guidelines.

ARTICLE III – RELATIONSHIPS WITH OTHER GROUPS

The School Committee will issue minutes to the Parish Council and the Parish Education Commission through the pastor or as the pastor sees fit.

ARTICLE IV – MEMBERSHIP

SECTION 1 - MEMBERSHIP

The School Committee shall consist of elected and non-elected members. The total membership is equal to or up to ten (10) members.

1. Ex-officio/non-voting members shall be:
 - a. The Pastor
 - b. The Principal
 - After discussion and vote as needed, Pastor and Principal determines final outcome.
2. The non-elected/non-voting members shall be:
 - The SEPA representative

3. Up to seven (7) elected members (must be parents or guardians of children presently attending the school).

SECTION 2 - TERMS

There will be seven (7) elected members, each elected for a three-year term. Each elected member may serve a total of two (2) consecutive terms for a total of six (6) years.

SECTION 3 – SELECTION

An Election Committee shall be formed from members of the School Committee in March of each year. This committee shall notify parents of the School Committee openings and establish a reasonable deadline for interested candidates to respond. Interested candidates must communicate their intent to run (in writing) to the Election Committee prior to the established deadline. A person seeking this office cannot have a conflict of interest (i.e., a teacher at St. Edith, spouse of a teacher at St. Edith School, etc.) A slate of candidates shall be presented to the School Committee at the April meeting. Upon verification of candidates' eligibility, voting will take place and ballots will be sent home to be returned within ten days. Voting will be by secret ballot. The candidates receiving the highest number of votes shall be elected. The votes will be counted at the final School Committee meeting of the year in May.

SECTION 4 – ATTENDANCE

The newly elected members will attend the last meeting of the school year. If a person is unable to attend, they must call the chairperson.

SECTION 5 - TERMINATION

Elected members of the School Committee may be removed from the Committee by two-thirds vote of the committee whenever cause has been shown that the best interests of the school shall be served by such removal. To initiate this process, a letter for such removal must be written and given to the pastor and school principal. Once received by the pastor and school principal, a secret vote, led by the school pastor, will be held and the member will be removed if a two-thirds vote supports such action.

SECTION 6 – VACANCIES

Vacancies shall be filled as follows:

1. Should the Vice-Chairperson assume the role of Chairperson prior to this/her expiration of term, a new Vice-Chairperson shall be selected from among the newest members in the next school year.
2. Should a member vacate a position for any reason, the position will be filled by the person next in line as a result of the School Committee elections and be approved by consensus. If no one is in line, the election process will be followed or will be filled with the next election.

ARTICLE VI – APPLICATION & ELECTION

1. The application process shall take place every March. The election process shall take place in April.
2. When there are openings for the following school year, the following officers shall be elected: Chairperson, Vice-Chairperson, and Secretary. Other school committee members are elected as ‘members at large.’
3. The Pastor and Principal are permanent members.
4. The SEPA representative is elected by SEPA.

ARTICLE VII - OFFICERS

SECTION 1 – OFFICERS

Officers of the School Committee shall be the Chairperson, the Vice-Chairperson, and the Secretary. The Chairperson and the Vice-Chairperson must be parishioners or in our parish families of St. Edith Parish.

SECTION 2 – TERM LIMITS OF OFFICERS

An individual may hold the same elected officer position within the committee for no more than three (3) consecutive years, unless otherwise voted on by the committee.

SECTION 3 – DUTIES OF OFFICERS

1. The Chairperson shall:
 - a. Preside at all meetings
 - b. Call the Committee to order
 - c. Prepare the agenda.
2. The Vice-Chairperson shall:
 - a. Perform the duties for the Chairperson in absentia
 - b. Automatically succeed as Chairperson if the vacancy occurs.
 - c. Represent the School committee at the Education Commission Meetings and be responsible for fulfilling the requests of the Education Commission regarding the minutes.
3. The Secretary shall:
 - a. Keep minutes of all the regular and special meetings of their committee
 - b. Maintain an official list of all Committee members

- c. Keep a current attendance report of all Committee members

The officers are elected by members of the School Committee at the last meeting of the school year.

ARTICLE VIII – MEETINGS, QUORUM, ORDER OF BUSINESS

SECTION 1 – MEETINGS

Regular meetings of the School Committee shall be held monthly.

SECTION 2 – QUORUM

Two present members of the Committee membership and the Pastor and Principal shall constitute a quorum.

SECTION 3 – AGENDA

1. The agenda for meetings is set by the School Committee members and the Principal. All items to be considered must be submitted in writing to the Chairperson or Principal five (5) days prior to the scheduled Committee meetings. Agenda items are finalized two (2) business days prior to the meeting. Minutes from previous meeting are sent electronically within **three (3) days**.
2. Non-committee members may attend and may submit agenda items. Any item for the agenda must be submitted ten (10) days prior to a meeting.

SECTION 4 – SPECIAL MEETINGS

Special meetings of the School Committee may be called by the Chairperson, the Principal, or the majority of the committee members with at least 48 hours' notice to each committee member.

SECTION 5 – ORDER OF BUSINESS

The recommended flow of the meeting shall be:

1. Opening prayer
2. Minutes (approval)
3. Pastor's Comments
4. Principal's Comments
5. Old Business
6. New Business
7. SEPA Report
8. Closing Prayer

SECTION 6 – DECISIONS

All decisions of the School Committee on matters of goals, guidelines, procedures, by-laws, amendments are advisory, and other actions shall be arrived at by consensus.

ARTICLE IX – AMENDMENTS

SECTION 1 - AMENDMENTS

The statutes and amendments must be approved by consensus of the members of the School Committee.

SECTION 2 – REVISIONS

Revisions for the statutes may be introduced for review and evaluation at any regular School Committee meeting. Amendments must be reviewed with the members in at least one prior meeting.

ARTICLE X - RULES OF ORDER

- All topics will be discussed.