

# **CONSTITUTION AND BYLAWS OF THE ST. DOMINIC PARISH EDUCATION COMMISSION**

## **Preamble**

This St. Dominic Parish Education Commission (hereinafter referred to as Commission) shall have as its primary concern the intellectual and spiritual development of the members of the parish community. It shall be its purpose to assist the parish community toward wholesome, worthwhile adjustments to their respective cultural, social, and economic environments. It shall also be its purpose to aid in the individual development of talents, opportunities and personal adjustments both to other persons and to themselves.

Working in close collaboration with its administrative officer(s) and hearing its many publics, this Commission shall develop policies that will enable the parish community to reach its agreed upon goals.

This Commission shall be concerned with policy, not administration. Policy is defined as discretionary guidelines for action. Administration involves the carrying out of policy and the day-to-day direction of activity.

The actions of this Commission are subject to final approval by the Pastor. This Commission is strictly advisory and policy making in nature.

## **Article I – Name**

The organization shall be known as the St. Dominic Parish Education Commission.

## **Article II – Purpose**

The purpose of this Commission shall be to develop and define the policies, which shall govern the operation of all education programs of the parish community, and to promote the implementation of said policies. This Commission shall also provide counsel and advice to the administrative officers in the operation of these educational programs.

## **Article III – Functions and Objectives**

- A. The Commission shall hear and respond to the educational proposals of the parish community, and when appropriate, transmit these proposals to the proper authority.
- B. The Commission shall establish policies to meet the educational needs of the parish community. Such policies shall include, but are not limited to:
  - 1) Policies concerning the determination and prioritization of educational needs, goals and objectives of the parish community.

- 2) Policies concerning the review, evaluation, and coordination of all educational programs in light of the parish's priorities and resources.
- 3) Policies concerning the hiring and retention of teachers and administrative personnel.
- 4) Policies for establishing a process the Pastor might utilize in the hiring and retention of administrative personnel.

C. To oversee the implementation of:

- 1) State regulations concerning the parish school.
- 2) Directives from the Archdiocesan Director for Education and the Archdiocesan and Area Superintendents of Schools and Directors of Religious Education.
- 3) Policies established by the Archdiocesan and Area Commissions on Education.
- 4) The Tuition Credit Program. This program shall function as a subcommittee of the Education Commission. It will be the responsibility of the Education Commission to find the Coordinator of the Tuition Credit Program and to agree to the terms of service for the Coordinator. It is not recommended that the Coordinator be a voting member of the Education Commission. The Coordinator of this program will submit monthly finance statements to the Education Commission.

D. To review evaluation studies, exclusive of personnel performance evaluations, made by the Principal and staff and to create policies for improving the effectiveness of the educational program.

E. To work with the Finance Commission, the Pastor and the administrative officers in determining and recommending the school/parish financial policy and monitoring its observance.

#### **Article IV – Membership**

A. The Commission membership shall consist of the following:

- 1) The voting membership of the Commission shall include nine (9) parishioners elected by the parish.
- 2) The non-voting members are:
  - a) The Pastor or administrator and/or associate priests of the parish. The Pastor shall be an ex-officio member of the Commission.
  - b) The Principal of the parish school and/or his or her representative(s).
  - c) The Director of Religious Education and/or his or her representative(s). The Principal and the Director of Religious Education are defined as the Administrative Officers of the Commission.
- 3) Representatives from:
  - a) The Parish School of Religion (PSR)
  - b) The PTO.
  - c) The St. Dominic Before/After School Care Program.

- B. The members elected to the Commission shall be elected to a term of three (3) years. The parish shall elect three (3) members each year. Elected lay parishioners who wish to serve more than three (3) years must be re-elected after their term, and may not serve for more than three (3) consecutive terms.
- C. Nominations for new members shall take place before the March meeting of the Commission by members of the Election Committee. The Election Committee shall be comprised of the three voting members who have served their three-year term as Education Commission members. The nomination slate shall be presented and approved by the Pastor at least two (2) weeks before the April election. Candidates seeking election must state their reasons for wishing to serve on the Commission. Elections shall be held during the month of April. Terms of office of voting members terminate with the induction of newly elected Commission members at the May meeting.
- D. Any adult parishioner, twenty-one (21) years or older, is eligible to serve on the Commission. Current faculty members of St. Dominic School are not eligible for membership on the Commission.
- E. All Commission members are expected to be present at scheduled meetings. However, a total of six (6) unexcused absences, during the three (3) year term by an elected member, shall be interpreted as an automatic resignation from the Commission.
  - 1) Commission members are expected to notify the Chairperson prior to a scheduled meeting if they will be unable to attend. The Chairperson will notify the Secretary if the absence is “excused” or “unexcused” and the Secretary will so record the absence.
- F. Vacancies of a member whose term has not expired shall be filled by a majority vote of the Commission at a regular meeting. In the selection of nominees for filling vacancies, the Commission shall review the nominees of the last election.
- G. Manner of election: The Election Committee shall determine the method of election, which shall be by written ballot. The election by written ballot is not required if the number of nominees does not exceed the number of positions to be filled.

#### **Article V – Officers and Duties**

- A. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary. Vice-Chairperson and Secretary shall be elected annually by the Commission membership at the first meeting after the April elections.
- B. The duties of the officers shall be as follows:
  - 1) **Chairperson:**
    - to preside at all regular meetings of the Commission and the Commission’s representative to Pastoral Council.
    - to be responsible for developing the agenda of all regular meetings with assistance and direction of the Principal, Pastor and Director of Religious Education.

- to notify members of the time, place and agenda for the next Commission meeting.
- to review the Constitution and Bylaws with the Vice-Chairperson, Secretary and Principal prior to the first Education Commission meeting of the year.
- to provide copies of the Constitution and Bylaws to all Commission members for review prior to the first Commission meeting of the year.
- to have the authority to assign additional duties and responsibilities to individual Commission members.
- to determine the status (excused or unexcused) of Committee Member absences and report determination to the Secretary for documentation.

2) **Vice-Chairperson:**

- to be the Chairperson-Elect the following year.
- to perform all of the duties of the Chairperson when he or she is absent or unable to act.

3) **Secretary:**

- to keep an up-to-date list of names, addresses and year of membership of all committee members.
- to keep a chart recording the date of each meeting and the attendance of each member.
- to take minutes of every meeting, recording action(s) taken by committee.
- to provide copies of the minutes to each member, or see that they are read at the next meeting.
- to see that a complete set of minutes is kept in the office of the parish besides being kept in a minute book.

## **Article VI – Meetings/Agenda**

- A. Commission meetings will take place during the school year on a monthly basis on a date to be determined by the Commission. Special meetings may be called, as needed, by the Chairperson, the Pastor, or three (3) voting members.
- B. Quorum: For purposes of transacting official business, it is necessary that a majority of the elected members be present. A simple majority of those present and voting carries the motion unless otherwise specified in the Bylaws.
- C. All regular monthly meetings are open to members of the parish. A parish member may address the Commission when their petitions are placed on the agenda, and submitted to the Commission within seven (7) days prior to the next scheduled regular meeting. Such person(s) shall be limited to five (5) minutes speaking time.
- D. The Chairperson will have the discretion to invoke the rules of parliamentary procedure as contained in Roberts' Rules of Order Revised, if necessary, when governing meetings of the Commission.

The ordinary order of the meeting shall be:

- 1) Call to Order
- 2) Prayer
- 3) Approval of Minutes

- 4) Agenda Review
- 5) Old Business
- 6) New Business
- 7) Committee Reports
- 8) Comments from Constituents
- 9) Closing Prayer
- 10) Adjournment

The agenda may be changed, altered or modified at any meeting by a vote of the members present at such meetings.

- E. Motions relative to Article III of the Bylaws – Functions and Objectives, can be put to vote by any member of the Commission.

The ordinary order of motions shall be:

- 1) Presentation of the motion
- 2) Seconding of the motion
- 3) Request by the President for discussion
- 4) Debate or discussion if applicable
- 5) When the discussion is finished the President will put the motion to an “Aye – No” vote
- 6) The President announces the vote and who will carry out the action if adopted

The results of a motion will be recorded by the Secretary and presented in the minutes with the following information:

- 1) Who presented the motion
- 2) Who seconded the motion
- 3) Summary of discussion (optional)
- 4) Results of the motion – either adopted or lost (specific vote will not be recorded)

## **Article VII – Committees**

The Commission acts as a committee of the whole in its consideration and approval of educational policies.

The Chairperson is empowered to appoint special committees of the Commission to assist the Commission. Membership of any committee need not be limited to members of the Commission. Such committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at any earlier date, at the discretion of the Chairperson.

The function of all committees shall be fact finding, deliberative, and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Commission.

### **Article VIII – Amendments**

- A. This Constitution and these Bylaws may be amended by a vote of two-thirds of the total voting membership of the Commission. Parish Council will be advised of these changes.
- B. Amendments must be presented to the Commission prior to the meeting at which the vote will take place.

**The contents of this Constitution were updated and ratified at the Commission meeting on March 12, 2018.**