

BYLAWS OF SAINT EUGENE SCHOOL COMMITTEE

FOX POINT, WISCONSIN

ARTICLE I: MEMBERSHIP

Section 1: Nine of the fifteen members of the School Committee are selected from the St. Eugene Congregation community by the process of discernment. At each annual selection, new members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.

Section 2: No School Committee member, other than an ex-officio member, may serve more than six consecutive years or enter into a term that would cause them to serve more than six consecutive years. At each annual selection, no more than one new member may be a St. Eugene School parent who is not a St. Eugene parishioner.

Section 3: By the February meeting, the Selection Committee chairperson shall appoint a committee of at least four members, at least two of whom are School Committee members. The Selection Committee shall manage all aspects of the selection process, including:

- (a.) Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the School Committee and the selection process as determined by the Pastoral Council. They are asked to give prayerful consideration to nominating themselves, other parishioners or school parents who are not St. Eugene parishioners.
- (b.) Nomination: Nomination forms are distributed at all liturgies on a designated weekend in March. Parishioners are invited to write down the names of persons they feel have essential characteristics of a School Committee member.
- (c.) Notification: Persons whose names were submitted by parishioners are contacted by the Selection Committee members to inform them of their nominations and of required orientation. By the April School Committee meeting, the Selection committee publishes in the parish bulletin the names of those who have agreed to continue in the nomination process. Additional nominations are acceptable if submitted to the Selection Committee before the April meeting.
- (d.) Orientation: The Selection Committee plans the orientation process and requires the nominees to attend an orientation meeting prior to the May School Committee meeting. This orientation shall

include (i) an introduction to the governing documents of the School Committee, including the Constitution, Bylaws and Policies, (ii) an explanation of the duties and time commitment for School Committee members, (iii) instructions for any written biographical or position statements to be requested from the nominees, (iv) an explanation of the discernment process, and (v) other matters deemed appropriate by the Selection Committee.

(e.) Acceptance: Those who feel they are called to serve as School Committee members accept nomination and participate on the final slate of nominees. The Selection Committee strives to ensure that at least two people are nominated for each position to be filled. In no event shall any persons be deemed nominated unless a written expression of willingness to serve is received by the Selection Committee. If a member of the Selection Committee becomes a nominee, that person ceases to be a Selection Committee member.

(f.) Facilitation: The Selection Committee facilitates the selection process at the May meeting and informs the parish of the results in the next parish bulletin.

Section 4: In the context of prayer and with the help of a facilitator, the nominees who are best suited to serve on the School Committee are discerned by current School Committee members at the May meeting or at a special meeting called for this purpose. Consideration is given to (i) each nominee's commitment of time and talent, (ii) each nominee's experience with the school, (iii) current composition and needs of the School Committee, and (iv) other matters, including subjects covered in the orientation.

ARTICLE II: VACANCIES AND REMOVALS

Section 1: Any member of the School Committee may resign by filing a written resignation with the President.

Section 2: At any meeting of the School Committee, any member may be removed for good cause by consensus or by an affirmative vote of three-fourths of the voting members of the School Committee. Any member whose removal has been proposed shall be given the opportunity to be heard at the meeting. Good cause includes: missing two consecutive meetings without good reason; physical or mental incapacity; or failure to perform duties as a School Committee member.

Section 3: A vacancy among the selected members shall be filled for the unexpired term by appointment by the School Committee President, subject to approval by the School Committee. Consideration should be given to previous nominees. A vacancy among the teacher representatives, Pastoral Council representative, or Home and School Association representative shall be filled by appointment by the principal, pastor, Pastoral Council or Home and School Association, as appropriate.

ARTICLE III: OFFICERS

Section 1: Selection of officers shall be by discernment from among and by the School Committee members during the June meeting. Offices shall be filled in the following order: President, Vice-president and Secretary. If not present at the June meeting, a member may be selected to fill an office only if that member has consented in advance.

Section 2: Candidates for President and Vice-president shall have at least one year of experience as School Committee members. Neither ex-officio members, nor the Home and School Association representative, nor the Pastoral Council representative shall be eligible to be an officer. None of the offices shall be filled by more than one individual. No officer may hold more than one office. No officer may serve more than three consecutive years in any one office.

Section 3: The President:

- (a). Is aware of the tasks and responsibilities of the School Committee and communicates these to the School Committee, committees, and parish community.
- (b). Organizes and coordinates activities and processes of the School Committee. Develops and maintains an annual School Committee calendar.
- (c). Prepares meeting agendas in consultation with the principal and other School Committee members for distribution to School Committee members at least three business days prior to the meeting.
- (d). Provides formation and education for School Committee members.
- (e). Conducts meetings by assisting School Committee members to work together effectively and arrive at appropriate decisions through consensus.
- (f). Facilitates the task of determining priorities and setting goals for the School Committee.
- (g). Monitors implementation of School Committee decisions.

- (h). Ensures that a School Committee budget is established and communicates budget information to the Parish's Finance Council.
- (i). Establishes ad hoc committees and appoints their chairpersons; assigns specific tasks to individuals; delegates responsibilities and encourages cooperation.
- (j). Is an ex-officio member of all standing and ad hoc committees of the School Committee.
- (k). Assists the next President in understanding the School Committee's history, responsibilities, and resources. Transfers all School Committee materials to the new President.
- (l). Performs duties consistent with the office as the School Committee may direct.

Section 4: The Vice-president:

- (a). Conducts meetings in the absence of the President.
- (b). Becomes the President in the event of vacancy.
- (c). Performs duties consistent with the office as the President or School Committee may direct.
- (d). Serves as Selection Committee chairperson, unless another School Committee member is selected for this role by discernment.

Section 5: The Secretary:

- (a). Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes are made available to the School Committee members, school parents and the parish.
- (b). Takes attendance at meetings and records absences.
- (c). Maintains a list of all School Committee and committee officers, chairpersons and members and their terms, and keeps these lists current with addresses and phone numbers.
- (d). Reports all communication and handles correspondence as directed by the School Committee.
- (e). Performs such duties consistent with the office as the President or School Committee may direct.

ARTICLE IV: MEETINGS

Section 1: Regular meetings of the School Committee shall be held monthly at a time and place the School Committee may designate, with a minimum of ten meetings held during each calendar year. At least three business days prior to each monthly meeting, members shall receive the agenda and the proposed minutes from the previous meeting.

Section 2: Notice of special meetings shall be given to all members within a reasonable time prior to the meeting, stating its time, place, and purpose. No other business than that stated shall be conducted at the special meeting.

Section 3: Advance notice of the time and place of the meetings of the School Committee shall be published for all school parents and parishioners and they shall be entitled and welcome to attend as observers. The School Committee may open any meeting to discussion by school parents and parishioners on such subjects and under such rules as the School Committee may announce. If a question arises at a School Committee meeting that relates to a person's right to privacy, the School Committee may request the absence of visitors or affected persons for that portion of the meeting. This request, however, should be a rare occurrence and meeting minutes shall include decisions made as a result of this occurrence. No minutes may be taken and no decisions may be made during this occurrence.

Section 4: The usual method for decision making at School Committee meetings shall be by consensus. If consensus is not possible, a majority vote will be used as a last resort only when five voting members are present.

ARTICLE V: STANDING COMMITTEES

Section 1: Each standing committee implements the School Committee's priorities and goals in its area of responsibility in the collaborative spirit of working together. All committees are accountable to the School Committee and will provide progress reports at the monthly School Committee meetings.

Section 2: Standing committees and their function shall be:

- (a) The Finance Committee shall review the tuition fees and school operating budget as prepared by the principal, make recommendations to the School Committee on these and other matters of financial administration, and present to the Parish's Finance Council the School Committee's financial recommendations.
- (b) The Planning and Policy-Making Committee shall provide an impartial sounding board for the teachers, administration, students, parents and parish members regarding concerns and issues related to planning and policy-making and assist with follow through when needed.

(c) The Public Relations Committee shall promote the school to the parish and the surrounding communities, recruit new school families (which includes responsibility for the kindergarten recruitment program) and address enrollment issues along with the Development Director, or the Principal's designee.

Section 3: Each standing committee is chaired by a School Committee member selected by discernment during the June School Committee meeting for a one-year term. This selection shall be made on the basis of competence, leadership ability, and knowledge of the committee's subject area.

Section 4: In addition to the chairperson, each standing committee is composed of one or more School Committee members. Each selected School Committee member's term of service on standing or ad hoc committees is one year and can be renewed. Each selected School Committee member shall serve on at least one standing or ad hoc committee. School parents or teachers may also be invited to join the Public Relations or Planning and Policy Making Committees at the discretion of the chairpersons.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

Section 1: Amendments to the Bylaws shall be proposed at a meeting of the School Committee and approved by consensus at the following meeting. If consensus cannot be reached, the Bylaws may be amended by a vote of two-thirds of the voting members of the School Committee.

Section 2: School parents and parishioners shall be notified of amendments to the Bylaws in the meeting minutes and shall receive copies of the Bylaws if requested.

ADOPTED: March 9, 1998

AMENDED: May 12, 2003

AMENDED: May 12, 2015