

BYLAWS

ST. MARY CATHOLIC SCHOOL COMMISSION

ARTICLE I

The name of this body shall be St. Mary School Commission. Hereafter referred to as the Commission.

ARTICLE II

Nature and Responsibilities

SECTION I. Composition

The Commission is an advisory body to the pastor and principal of Saint Mary Regional School. It provides advice to the pastor, principal, and pastoral council(s) of the Catholic Parishes of Western Grays Harbor.

SECTION II. Responsibilities of the Commission

1. *Mission Statement:* *Participate in the adoption of the school's mission statement, and periodic review of its operational validity.*
2. *Policy:* *the formulation and recommendation of policy for the school, as needed, within the framework of Archdiocesan policy. Monitor the implementation of school policy.*
3. *Planning:* *the development and regular updating of the strategic plan for the school; annual goal setting for the School and for the Commission. The long range goals should follow the guidelines of the Archdiocese of Seattle.*
4. *Assist:* *the principal, as needed, to act as a liaison body with other school systems both public and private.*
5. *Recruitment:* *assist with recruitment of students and promote the school to other parishes, parents and community.*
6. *Budget:* *the school finance committee (as identified in the Standing and Ad-hoc Committees section) assists in the development of the school's operational budget according to the format specified by the Archdiocese of Seattle. The Commission reviews the annual operating budget for recommendation of adoption to the pastor. The Commission receives monthly reporting from the Principal to review implementation of the budget.*
7. *Advancement/Public Relations:* *the formulation and implementation of an Advancement program for the school, following Archdiocesan guidelines. (See section Article IV, Section II, Standing and Ad-Hoc Committees)*
8. *Evaluation:*
 - *Evaluate the school's goals and policies*
 - *The Commission's own effectiveness.*
 - *Give input on evaluation of administrator.*
1. *Recommendation for the Appointment of the Principal:* *When a vacancy occurs, some Commission members will be asked to participate in the search process.*

ARTICLE III

Commission Membership

SECTION I. Composition of the Commission

It is recommended that the Commission be composed of 7-9 voting persons (excluding Pastor, Principal and Faculty Representative).

PASTOR: Shall be an ex-officio non-voting member. All Commission votes are subject to Pastor's approval.

PRINCIPAL: Ex-officio non-voting Executive Officer of the Commission. Implements policy.

FACULTY: One faculty member shall be an ex-officio, non-voting member of the Commission.

PARENT CLUB: In the event there is an active Parent Club, one representative from the club shall act as a non-voting liaison to the Commission.

MEMBERS: Parents, parishioners, alumni, and community members, who are supportive of Catholic education and who have talents or skills that contribute to the Commission's goals are eligible to serve and are voting members. Parents of students currently enrolled in the school shall comprise the majority of the Commission.

PARISH COUNCIL MEMBER: One parish council member is appointed by the Pastor to sit on the Commission as an ex-officio non-voting member. This will help to develop a relationship and improve communication with the parishes.

OTHERS: The commission may also invite representative of various constituents groups to report on activities, educate the Commission, or communicate essential information pertinent to the Commission's purpose. The responsibility of this representative is to advance the mission of Catholic schools. These invited representatives have no vote and are not full members of the Commission.

SECTION II. Term of membership, eligibility and selection

Each member shall serve a term of 3 years, renewable once; no person shall serve on the Commission for more than six consecutive years. Ideally terms shall be staggered so that three members will be replaced yearly. After the second term, there must be a one year interval before the individual is again eligible for Commission membership. Selection of membership will take place in the month of May each year. The names of those wishing to serve shall be presented to the Pastor and Principal for prayerful consideration and selection. Qualifications include but not limited to:

- At least eighteen years of age*
- Genuine interest in Catholic School education*
- A credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not opposed to the tenets of the Catholic faith.*
- Ability to work with others to achieve consensus*
- Ability to make time commitment for meetings, committee work, and in-services*
- Willing to maintain confidentiality and high level of integrity*
- Willing to support School philosophy and mission*
- Have a professional and personal life that is reflective of Catholic, Christian values*

Members of the School staff or their spouses, children, siblings, or parent shall not be eligible for Commission membership as a voting member.

SECTION III. Vacancies, resignations and removals. In the event of a vacancy on the Commission the Principal shall appoint a replacement for the remainder of the vacated term, with the approval of the Commission. A member may resign at any time by submitting a written resignation to the Principal and the Commission Chair. A member may be removed by a simple majority vote whenever in the Commission's judgment, that member has become incapable or unfit to discharge the duties of his/her office, or shall neglect or refuse to perform the same. Three unexcused absences shall be construed as failure to perform duties.

ARTICLE: IV Committees

SECTION I. The committee structure contributes to the efficient operation of the Commission. It is impossible to address all of the work of the Commission without using the committee structure. The committee structure is also a way to recruit new members to the Commission and provide opportunities for membership of the School community to become involved in the work of the Commission. Committees research, organize and present needed information so that the Commission can take action on a particular issue. Committee members may include both non-Commission members and Commission members. The Chair of each committee must be a Commission member.

There are two types of committees, standing and ad hoc. The standing committee provides continuity for the ongoing operation of the Commission. The ad hoc committee is established to meet a specific objective at a given time. Non-Commission members of the ad hoc committee do not actively participate in the Commission's agenda after presenting their report. When the work of this committee is complete, the committee disbands.

SECTION II. Standing Committees

STRATEGIC PLANNING: The Commission contributes to the development and regular updating of a 3-5 year long-range strategic plan for the school; annual goal setting and action steps for the School and for the Commission. Long-range plans should follow the guidelines of the Seattle Archdiocese. Responsibilities include, but are not limited to:

- 1. Assist the principal with the Development and update a long-range strategic plan to assess where the school is currently and where it hopes to be.*
- 2. Include and analysis of strengths, weaknesses, opportunities and threats into the plan.*
- 3. Assisting in developing the plan-explain how the school will achieve its goals and not just projecting current trends over the plan.*
- 4. Integrate the guidelines of the Seattle Archdiocese.*
- 5. The plan is a working document*

ADVANCEMENT: The Commission participates in the formulation and implementation of an advancement program for the School which includes; public relations and marketing, fund development (annual fund, capital projects, capital campaigns planned giving and endowments),

alumni and constituency relations, and enrollment management, and is in cooperation with the Seattle Archdiocese. Responsibilities include, but are not limited to:

In conjunction with the principal and archdiocese of Seattle

- 1. Formulate and implement a plan including public relations and marketing, fund development, alumni and constituency relation and enrollment management.*
- 2. Friend-raising not fundraising (raise fund, friends).*
- 3. Identifying cultivating and soliciting major donors; serving as school ambassadors in the community; participating in fund development' recruitment; marketing; and alumni relations.*

FINANCE: The Commission assists in adopting and monitoring the school's operational budget, according to the format specified by the Seattle Archdiocese. Responsibilities include, but are not limited to:

In conjunction with the principal and archdiocese of Seattle

- 1. Adopting the budget, monitoring the budget.*
- 2. Developing the plans and means to finance on-going educational programs*
- 3. Participating in development of financial plan section of the Strategic Plan.*
- 4. Integrating tuition assistance line item into budget.*

NOMINATING: The Commission creates a nominating committee to seek new Commission member to replace those whose terms have expired. The Pastor must approve the nominations for the Commission. The Vice-Chair will be chair of this committee.

Responsibilities include, but are not limited to:

- 1. Ensuring that Commission membership is representative of the school community.*
- 2. Collecting information on candidates; vision interest, expertise, talents.*
- 3. Developing eligible candidates for membership to be given to the pastor for appointment.*
- 4. Providing confidentiality statement to be signed by new board members*
- 5. Preparing and executing orientation annually for new members*

ARTICLE V

Officers

SECTION I. Officers

Officers are elected annually in the month of May by the Commission membership and need to have served on the Commission for at least one year.

- Chairperson presides at all meetings; determines the agenda with the Principal (in collaboration with the Pastor as needed); assigns additional duties to individuals members; appoints members to committees; oversees committee activities;*
- Vice Chairperson in the absence of the Chair performs all duties of the Chair and plans orientation for new members with the Commission and Principal. Ideally The Vice-Chair will assume the duties of the Chair at the beginning of the next term.*
- Secretary maintains written record of all acts of the Commission; handles all correspondence for the Commission; preserves reports and documents; notifies members of date and time of meetings; distributes meeting agendas and committee reports; distributes minutes following each meeting.*

MEMBERS AT LARGE

- *Accept appointments as committee Chairs*
- *Uses their expertise to assist with committee work*
- *Provide written committee reports to the Commission*
- *Assist in setting goals*
- *Accept other duties as needed*

ARTICLE VI Meetings

SECTION I. Structure

The Commission will meet on the third Wednesday of each month August thru June with the exception of December.

- *The approved agenda will be prepared by the Chair and sent to members prior to scheduled meeting*
- *Minutes from prior meeting will be sent to members prior to scheduled meeting.*
- *Non-members may address the Commission when approved for the agenda by the Chair. Commission is a public open meeting.*
- *An executive commission meeting may be called at times other than the regularly scheduled meeting. These meetings will be scheduled with the approval of the Chair and Principal.*

SECTION II. Quorum

For the purpose of conducting business, it will be necessary that a simple majority of the voting members shall be present and deliberating.

SECTION III. Actions

Decisions are normally made by consensus with the opportunity of members to speak for or against. When a vote is required a simple majority of those present and voting will carry the motion.

SECTION IV. Record

A written and complete record of all acts by the Commission will be on file at both the school and parish offices. This record will include completed minutes and any written reports or documents presented at the meeting.

SECTION V. Attendance

Three absences from a Commission meeting may constitute cause for dismissal from the Commission.

SECTION VI. The Pastor shall have the authority to review and remove members from the Commission based on behavior deemed inappropriate.

ARTICLE VII Amendments

SECTION I. Amendments to these by-laws may be presented to 2/3 of the Commission at any regular meeting. The amendment then can be voted on at the next scheduled meeting with a simple majority of the voting Commission present.