

# **HOLY ANGELS SCHOOL COMMITTEE BYLAWS**

*December 17, 2008*

## **1. NAME OF COMMITTEE**

The committee shall be known as the Holy Angels School Committee (HASC).

## **2. AUTHORITY AND RELATIONSHIPS**

The Holy Angels School Committee abides by the Constitution and Bylaws of the Parish Council while carrying out the educational mission of the Catholic Church and the policies of the Archdiocesan Office for Schools in Holy Angels School. It is accountable to and receives direction from the Parish Council and Pastor.

## **3. PURPOSE/OBJECTIVES**

The Holy Angels School Committee serves as an advisory body to the school administrator. It assists with policy development, identifying and expressing the educational goals and objectives of the parish community, budget planning and public relations. In a collaborative spirit, the Holy Angels School Committee implements the Parish Council's priorities and goals with regard to Catholic education which are expressed in the School's Mission Statement:

"As part of the parish community and relying on the grace of God, Holy Angels School shares in the ministry of teaching the Catholic faith which is practiced daily by forming community, proclaiming the Gospel, serving others, and praising God. With the support of parents and guided by the Holy Spirit, the faculty and staff are dedicated to helping students to grow and mature in faith, knowledge and values by providing a quality curriculum with high academic and behavioral standards."

To achieve these objectives, the Holy Angels School Committee will:

- Assist in developing programs in the school that are consistent with the Mission Statement of the Parish.
- Establish and adopt policies that are specific to the school.
- Promote the implementation of the policies and directives of the Archdiocese which are specific to the school.
- Foster communication between home and school.

## **4. FUNCTIONS/RESPONSIBILITIES**

As one of the standing committees of the Parish Council, the Holy Angels School Committee collaborates in the process of: identifying needs of the parish with regard to education; establishing priorities among these needs and communicate how these needs can be addressed, including inter-committee collaboration; submitting proposed programs to the Parish Council for support; and communicating with the pastor and pastoral staff regarding implementation, encouraging active support and involvement.

The Holy Angels School Committee is responsible for developing actions and policies which apply to the school, subject to the approval of the Parish Council. The Holy Angels School Committee will:

- Recommend a total school budget which includes salary schedules for faculty and staff of the school.

- Coordinate activities between the home and school in order to insure a sound foundation with the parents for the good of the school and students.
- Formulate long-range and short-term goals by providing direction for the study, evaluation and survey of programs which are specific to the school.
- Communicate the school program to parents and the community in conjunction with the faculty and staff of the school.
- Support implementation of policies and procedures established by the Parish Council as well as administrative procedures.
- Provide the Parish Council with regular, oral or written reports of the work of the Holy Angels School Committee.
- Provide ongoing formation of committee members through workshops, study and spiritual formation.

## **5. MEMBERSHIP**

The Committee will consist of nine (9) members: seven (7) elected by Holy Angels School parents, and two (2) “ex-officio” members (parish pastor or delegate and school principal). Membership is limited to baptized, practicing Catholics, who are at least 18 years old, registered members of Holy Angels Parish or Catholic parents of Holy Angels School students, and who participate in parish worship life especially Mass and the sacraments.

Each elected member of the Holy Angels School Committee shall serve a term of two (2) years with four (4) members being elected in odd numbered years and three (3) members being elected in even numbered years. No member shall serve more than six (6) consecutive years.

If an individual is an employee of the Parish or a spouse of an employee of the Parish, that individual may not be a candidate for a position on the Holy Angels School Committee.

At any meeting of the Holy Angels School Committee, any elected member may be removed for good cause by consensus or by an affirmative vote by three-fourths of the Holy Angels School Committee. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes, but is not limited to, missing three consecutive meetings without good reason, physical or mental incapacity, failure to perform duties as a committee member, or failure to be supportive of the administrative policies and decisions of the Holy Angels School Committee.

A vacancy among elected members may be filled by one appointed to serve the remainder of the term. The principal will make the appointment with the approval of the Holy Angels School Committee. Consideration should be given to previous nominees. Unfilled vacancies require Parish Council approval.

There will be an election process via the Family Newsletter (See 9. – Elections) which will result in the installation of the newly elected members as the first order of business in “New Business” (See 8. – Meetings) during the final meeting of the Holy Angels School Committee for the school year.

## **6. OFFICERS /LEADERS**

Officers will be selected for a one-year term by and from members of the Holy Angels School Committee at the June meeting of the committee after the newly elected members are installed. Duties shall include:

## CHAIRPERSON

- Shall preside at all meetings of the Holy Angels School Committee.
- Shall prepare the meeting agenda in coordination with the principal, including input from Holy Angels School Committee members.
- Shall have the authority, with the approval of the members of the Holy Angels School Committee, to assign additional duties and responsibilities to individual committee members.
- Shall notify members of the dates and times of meetings and distribute the agenda to the members in advance of the meeting to allow sufficient time for review and preparation.
- Shall provide an announcement of the coming meeting and a brief statement of the topics to be discussed. Meeting dates shall appear in the Parish Bulletin and Family Newsletter.

## VICE CHAIRPERSON

- Assumes duties and responsibilities of Chairperson in his/her absence.

## SECRETARY

- Shall maintain a written record of all actions of the Holy Angels School Committee.
- Shall receive and attend to all correspondence.
- Shall preserve all reports and documents entrusted to his/her care. Typically, the agenda, approved minutes, financial statement and Family Newsletter will be filed for each meeting. As appropriate, other special information and reports shall also be filed.
- Shall distribute copies of the minutes to all Holy Angels School Committee members and Parish Council liaison for dissemination as needed to other parish entities. Minutes shall also be made available through the Family Newsletter and school web site.

## 7. SUBCOMMITTEES AND AD HOC COMMITTEES

Subcommittee shall be defined as "a committee established by the Holy Angels School Committee for the purpose of engaging in an ongoing task in support of Holy Angels School, charged with specific duties by the Holy Angels School Committee, and whose membership is determined by the principal with approval of the Holy Angels School Committee." Currently, the subcommittees are the Athletic Committee and the Development Committee.

Ad hoc committee shall be defined as "a committee made up of experts in a particular field to make recommendations on issues to be taken up by the Holy Angels School Committee". Ad hoc committee members are not required to be Holy Angels School Committee members.

## 8. MEETINGS

The Holy Angels School Committee shall meet regularly. Special meetings may be called by the chairperson. All regular and special meetings of the Holy Angels School Committee shall be open to students and their parents/guardians, faculty and staff of the school and Parish, and members of Holy Angels Parish.

Closed meetings of the Holy Angels School Committee may be called by the chairperson to deal with sensitive and/or confidential matters.

Four (4) elected members and the principal shall constitute a quorum. Committee action will not occur without a quorum. Usually, Holy Angels School Committee decisions will be made by

consensus as follows: Action items will be discussed and proposals made. Vote on the proposal. If the vote does not carry unanimously, everyone takes a turn voicing comments, trying to keep them to three sentences or less. If a consensus is still not formed, begin to amend the proposal. Continue amending the proposal until the wording is such that everyone can support it. When this is not possible, two-thirds majority vote of members present will prevail.

The ordinary order of business shall be:

- Call to Order, Prayer and Scripture
- Approval of Minutes
- Old Business
- New Business
- Reports from Committees
- Financial Statements
- Open to All
- Closing Prayer & Adjournment

## **9. ELECTIONS**

During the month of March, a call for nominations to the Holy Angels School Committee will be made through the Family Newsletter and Parish Bulletin. A person may nominate himself/herself for a position on the Holy Angels School Committee or nominate another.

In the April issue of the Family Newsletter, a biographical sketch of each candidate will appear along with a ballot for each parent to complete and return to the school office. The ballots will be turned over to the nomination task force to tabulate. New Holy Angels School Committee members will be determined by vote count and acceptance to serve. It will be the duty of the chairperson of this task force to notify all candidates of the election results.

In the event that the number of candidates is less than the number of positions, vacancies shall be filled through appointment by the principal and approval by the Holy Angels School Committee.

## **10. AMENDMENTS TO THE BY-LAWS**

These by-laws may be amended by consensus or by a two-thirds majority vote of the Holy Angels School Committee. These by-laws shall take effect on the date authorized below.

These by-laws shall be reviewed every five years in conjunction with the review process of the Parish Council.