

**SS. ANDREW-THOMAS SCHOOL
EDUCATION COMMISSION BYLAWS**

Article I: Title

The name of this body shall be the Education Commission of SS. Andrew-Thomas School, Potosi, Wisconsin.

Article II: Nature and Purpose

Section 1: The Education Commission of SS. Andrew-Thomas is hereby established by the Pastoral Council as a consultative body for all forms of Christian education in the parish.

Section 2: The purpose of the commission is to further the teaching mission of the Church within the parish and the local community by promoting those forms of Christian education that will serve the needs of the community.

Section 3: The commission will operate as an essential arm of the Pastoral Council for that part of pastoral concern which deals with education.

Article III: Function

Section 1: The Parish Education Commission shall assume the following duties:

- a. Assist local administrators in communicating policies made by the Diocesan Board of Education to both the local and parish community.
- b. Consult with administrators in the total education of the parish: school, religious education program for children, youth, adults, parents, exceptional needs children and others.
- c. Foster among the parishioners understanding and support for the Commission and the specific programs of parish education.

Article IV: Membership

Section 1: The commission shall be composed of a consensus of members. This includes the following ex officio members: Pastor of the parish and Principal of the school.

Section 2: Sub-committees within the commission will include committees as needed. Membership of sub-committees will include education commission members and may include other parishioners.

- a. The chairperson and secretary are not obligated to be members of a sub-committee.

Section 3: Nominations. New members shall be nominated by the Education Commission members from among the parish members and school parents. There shall be adequate notification in the parish/school website and bulletin.

Article V: Officers

Section 1: The officers of Commission members will be determined at the August meeting for chair and vice-chair annually. The Secretary shall be selected on a volunteer basis from the Commission members.

Article VI: Meetings

Section 1: The commission shall meet regularly on the day determined at the first regular meeting of the year and at a designated place. Special meetings may be called by the Chairperson or leaders of the sub-committees.

Section 2: Members should contact an officer in advance if they are unable to attend the meeting. Agenda will be emailed to all members prior to meeting.

Section 3: All meetings of the Commission shall be open to members of the parish and to whatever persons the Commission serves through education. Such non-members may address the Commission if their petition has been approved for the agenda in advance of the meeting or if the Commission members decide upon other procedures.

Article VII: Conduct of Meetings

Section 1: The agenda for all meetings shall be prepared by the Principal. Items of business shall be accepted from the Pastor, members and other interested parties.

Section 2: Commission members shall agree upon the order of regular meetings (i.e. Opening prayer, approval of minutes, old business, reports, Commission action and new business).

Section 3: Proposed policies must be presented and discussed at two, separate meetings before being recommended for adoption. Each policy must undergo:

- 1) An initial reading and discussion and revisions
- 2) A second reading, discussion and revisions
- 3) A vote to recommend or dismiss

Article VIII: Amendments

Section 1: These bylaws may be amended by a vote of two-thirds of the membership present.

Section 2: Amendments must be presented to all Commission members at least two weeks prior to voting on them.

Reviewed (August, 2019)

Approved (September, 2019)