

ST. EDITH CATHOLIC SCHOOL COMMITTEE

St. Edith Catholic School "teaches as Jesus did" with love, care, and discipline, centered on the Eucharist, preparing our students: our gifts and our future.

STATUTES OF ST. EDITH

ARTICLE I – NAME AND ORIGIN

This organization shall be known as St. Edith School Committee. St. Edith School Committee is a standing committee of St. Edith Education Commission and is accountable to that body.

ARTICLE II – NATURE AND PURPOSE

To survey continually the needs (both spiritual and temporal) of St. Edith School; to set goals; to develop and recommend policies related to the operation of the school in accordance with the vision of St. Edith Parish.

ARTICLE III – RELATIONSHIPS WITH OTHER GROUPS

The School Committee will issue minutes to Parish Council and Parish Education Commission through the pastor or as pastor sees fit.

ARTICLE IV – MEMBERSHIP

SECTION 1 - MEMBERSHIP

The School Committee shall consist of elected and non-elected members. The total membership is equal to ten (10) members.

1. Ex-officio/non-voting members shall be:
 - a. The Pastor
 - b. The Principal
 - After discussion and vote as needed, Pastor and Principal determines final outcome.
2. The non-elected/voting members shall be:
 - The SEPA representative.
3. The seven (7) elected members (must be parents or guardians of children presently attending the school).

SECTION 2 - TERMS

There will be seven (7) at-large elected members for the three-year terms: (the terms being staggered, three expiring in one year and the other four expiring in the next year.

SECTION 3 – SELECTION

An Election Committee shall be formed from members of the School Committee in March of each year. This committee shall notify parents of the School Committee openings and establish a reasonable deadline for interested candidates to respond. Interested candidates must communicate their intent to run (in writing) to the Election Committee prior to the established deadline. A person seeking this office cannot have a conflict of interest (i.e., a teacher at St. Edith, spouse of a teacher at St. Edith School, etc.) A slate of candidates shall be presented to the School Committee at the April meeting. Upon verification of candidates' eligibility, ballots will be sent home to be returned within ten days. Voting will be by secret ballot. The candidates receiving the highest number of votes shall be elected.

SECTION 4 – ATTENDANCE

The newly elected members will attend the last meeting of the school year. If a person is unable to attend, they must call the chairperson.

SECTION 5 - TERMINATION

Elected members of the School Committee may be removed from the Committee by two-thirds vote of the committee whenever cause has been shown that the best interests of the school shall be served by such removal.

SECTION 6 – VACANCIES

Vacancies shall be filled as follows:

1. Should the Vice-Chairperson assume the role of Chairperson prior to this/her expiration of term, a new Vice-Chairperson shall be selected from among the newest members in the next school year.
2. Should a member vacate a position for any reason, the position will be filled by the person next in line as a result of the School Committee elections and be approved by consensus. If no one is in line, the election process will be followed.

ARTICLE V – TERM LIMITS

Any individual may hold the same elected position for no more than two consecutive terms.

ARTICLE VI – NOMINATION & ELECTION

1. The nomination and election process shall take place every March.
2. The following officers shall be elected: Chairperson, Vice-Chairperson, and Secretary.
3. The Pastor and Principal are permanent members.
4. The SEPA representative is elected by SEPA.

ARTICLE VII - OFFICERS

SECTION 1 – OFFICERS

Officers of the School Committee shall be the Chairperson, the Vice-Chairperson, and the Secretary. The Chairperson and the Vice-Chairperson must be parishioners of St. Edith Parish.

SECTION 2 – DUTIES OF OFFICERS

1. The Chairperson shall:
 - a. Preside at all meetings
 - b. Call the Committee to order
 - c. Prepare the agenda.
2. The Vice-Chairperson shall:
 - a. Perform the duties for the Chairperson in absentia
 - b. Automatically succeed as Chairperson if the vacancy occurs.
 - c. Represent the School committee at the Education Commission Meetings and be responsible for fulfilling the requests of the Education Commission regarding the minutes.
3. The Secretary shall:
 - a. Keep minutes of all the regular and special meetings of their committee
 - b. Maintain an official list of all Committee members
 - c. Keep a current attendance report of all Committee members

The officers are elected by members of the School Committee at the first meeting of the new school year.

SECTION 3 – TERM LIMITS

An individual may hold the same elected position for no more than three consecutive years.

ARTICLE VIII – MEETINGS, QUORUM, ORDER OF BUSINESS

SECTION 1 – MEETINGS

Regular meetings of the School Committee shall be held monthly.

SECTION 2 – QUORUM

Two present members of the Committee membership and the Pastor and Principal shall constitute a quorum.

SECTION 3 – AGENDA

1. The agenda for meetings is set by the School Committee members and the Principal. All items to be considered must be submitted in writing to the Chairperson or Principal one week prior to the scheduled Committee meetings. Agenda items are finalized five (5) business days prior to the meeting. Minutes from previous meeting are sent electronically.
2. Non-committee members may attend. An item must be presented two (2) weeks prior to a meeting.

SECTION 4 – SPECIAL MEETINGS

Special meetings of the School Committee may be called by the Chairperson, the Principal, or the majority of the committee members with at least 48 hours notice to each committee member.

SECTION 5 – ORDER OF BUSINESS

The recommended flow of the meeting shall be:

1. Opening prayer
2. Minutes (approval)
3. Pastor's Comments
4. Principal's Comments
5. Old Business
6. New Business
7. SEPA Report
8. Closing Prayer

SECTION 6 – DECISIONS

All decisions of the School Committee on matters of goals, guidelines, procedures, by-laws, amendments are advisory, and other actions shall be arrived at by consensus.

ARTICLE IX – AMENDMENTS

SECTION 1 - AMENDMENTS

The statutes and amendments must be approved by consensus of the members of the School Committee.

SECTION 2 – REVISIONS

Revisions for the statutes may be introduced for review and evaluation at any regular School Committee meeting. Amendments must be reviewed with the members in at least one prior meeting.

ARTICLE X - RULES OF ORDER

- All topics will be discussed.

REVISED – October 2014