

## Article I

The name of this body shall be Saint Mary Catholic School Commission of Saint Mary Catholic Church and School, Goldsboro, North Carolina.

## Article II

### Section A: Nature

This commission is an advisory body to the Pastor and Principal of Saint Mary School, Goldsboro, NC. In accordance with Canon Law and the policies of the Diocese of Raleigh, it is responsible to the Pastoral Advisory Council of Saint Mary Catholic Church, Goldsboro, NC.

### Section B: Duties and Functions

#### The School Commission:

1. Advises in implementing policies and regulations as stated in the Catholic Schools policy Book and guidelines issued by the Diocesan Superintendent of Schools.
2. Acts as a consultative body for all school educational functions.
3. Proposes policies that relate to the overall operation of the school to insure quality Catholic education.
4. Assists the Principal in formulating the annual budget of the school to be presented to the Parish Finance Committee.
5. Creates better understanding of Catholic education and promotes financial support for Saint Mary School.
6. Assists the Principal in evaluating the maintenance of the school facilities. The Principal informs the Pastor.
7. Recommends policies relating to enrollment, admissions, personnel, and students not determined by the Superintendent or the Bishop of the Diocese.
8. Establishes committees on a standing or ad hoc basis according to need.
9. Receives the reports of the Principal and Pastor on the hiring and dismissal of teachers and any other paid personnel directly related to the Commission's areas of responsibility.

## Article III Membership

### Section A:

Voting members of the Commission shall consist of nine (9) or more lay members who are a cross-representation of the school and parish. The guidelines to cross-representation shall consist of:

1. An absolute majority (6) of parishioners with or without children in the school.
2. People with expertise in finance and public relations.

Sensitivity should be given to the presence of the military and minority communities served by the school.

Non-voting members of the Commission shall consist of the president of the Family and School Association, one member of the staff elected by the staff, and the Athletic Director, if there is one.

Non-voting ex-officio members include the Pastor, the Principal, and the Director of Faith Formation.

#### Section B:

Each lay member shall serve a term of three years. With agreement, members may be selected for additional terms.

#### Section C:

Terms shall expire June 30 each year.

#### Section D:

Nominations will be submitted from anyone (18) years of age or older who is a member of the parish, or who has children at Saint Mary School. Criteria for eligibility to serve on the Commission include:

- Genuine interest in Catholic education
- Ability and willingness to make necessary and substantial time commitment of thought and study for meetings and related Commission activities
- Ability to work effectively with others in achieving consensus
- Not be a paid employee of any parish program or be the spouse or parent of such an employee

The Commission will survey those who have been nominated and choose from those who are best qualified. Members elected by the Catholic School Commission or selected by the principal or pastor will be submitted to the Pastoral Advisory Council for approval.

#### Section E:

In the event of a vacancy among the elected positions on the Catholic School Commission, the Commission shall select a qualified member to fill the unexpired term and this person may be elected to succeed him/herself. This selection must also be approved by the Pastoral Advisory Council.

Section F:

Any elected member absent from three (3) meetings per year without being excused by the chairperson or Principal will be considered for removal from the Commission.

Article IV  
Officers

Section A:

The officers of the Commission shall consist of the Chairperson, Vice-Chairperson, and Recording Secretary. These officers shall be elected by the new Commission at the first meeting of the year.

Section B:

The Chairperson shall be a parishioner of Saint Mary church. The Chairperson and elected officers shall be from the voting membership.

Section C:

The duties of the officers shall be as follows:

1. Chairperson: preside at all meetings; see that resolutions of the Commission are implemented; confer with the principal to prepare the agenda; report to the Parish Advisory Council if requested to do so; appoint committee chairpersons
2. Vice-Chairperson: perform all the duties of the chairperson when the chairperson is absent or unable to act.
3. Secretary: take the minutes of the meetings and send copies to all members; receive, conduct, and dispose of all correspondence as directed

Article V  
Meetings

Section A:

The Commission shall meet regularly on the second Tuesday of September, October, November, January, February, March, April and May—with August at the option of the principal depending on school calendar. Special meetings may be called by the chairperson or principal with the approval of the Pastor as the need arises. Normally, notice for each special meeting shall be made at least 48 hours before meeting.

Section B:

Quorum: For the purpose of transacting official business, it shall be necessary that a simple majority of members be present.

Section C:

A simple majority of voting members present shall carry the motions unless otherwise specified by the By-Laws.

Section D:

All meetings of the Commission shall be open to the members of the parish and to parents of children receiving their education at Saint Mary School. The right of non-Commission members, visitors, etc. to address the Commission shall be limited to those whose petitions have been approved for the agenda seven (7) days in advance of the meeting. Those petitions shall be proposed in writing and made available to the Commission members at least five (5) days in advance of the meeting date. Since the Commission is not a grievance body, it should take note of complaints only insofar as they are referred to this body.

Section E:

A written record of all the acts of the Commission, maintained by the secretary, shall be reserved in the school archives.

Article VI  
Conduct of Meetings

Section A:

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern the meetings of the Commission.

Section B:

The ordinary order of meetings shall be:

1. Prayer & Welcome
2. Calling of Roll
3. Approval of Minutes
4. Reports of membership
5. Business
6. Announcements
7. Adjournment

Article VII  
Amendments

Section A:

These by-laws may be amended by a vote of two-thirds of the total membership of the Commission subject to the regulations of the Bishop of the Diocese and with the approval of the Pastor.

Section B:

Amendments must be presented in writing to all members of the Commission at least two (2) weeks prior to voting on such.

Section C:

Amendment 1: After consultation with the principal, the pastor may appoint additional lay member(s) to serve on Saint Mary School Commission. The term of this appointed member shall be for one year. This person will be eligible for election to a three (3) year term or may be re-appointed.