



Bylaws of the St. Joseph Catholic School Education Committee

Article I: Name of Organization:

The name of this organization shall be St. Joseph Catholic School Education Committee, Stratford, Wisconsin.

Article II: Purpose and Function

- A. The purpose of this organization shall be to act as a consultative body to the Pastor and Principal and to assist in formulating, refining, reviewing, and constantly updating policy related to St. Joseph Catholic School Education.
- B. The Education Committee ensures that regulations adhere to Diocesan requirements.
- C. The Education Committee helps to plan the means of financing ongoing educational programs and tuition.
- D. The Education Committee does not have the authority to enact the policy or enter into contractual obligations. The Pastor is the final decision-making authority. The Pastor may seek counsel from the Pastoral Council.
- E. In monitoring progress, the Education Committee evaluates whether goals are being set and accomplished.
- F. In the event an administrator vacates the position, the Education Committee (upon request) will assist in the hiring process along with the Pastor, faculty/staff, and the Superintendent of Catholic Schools.

Article III: Relationships with Other Groups:

The Education Committee is a committee of the Parish Pastoral Council. The Committee is to assist the parish pastoral council in fostering the educational aspect of the pastoral mission of the parish. This includes evangelization, adult education, catechetics, the Catholic school, missionary activity, and ecumenism.

Article IV: Membership

- A. There shall be at least six members on the Education Committee, not including the Pastor.
- B. Any parent or guardian of a child enrolled in St. Joseph Catholic School, Principal, Pastor, parishioner, or faculty member is eligible to be a member of the Education Committee.
- C. All members shall have an equal opportunity to express their views.
- D. Members of the Education Committee shall have terms of up to three years and may serve consecutive terms.

Article V: Nominations and Elections

- E. A member who is repeatedly absent without good cause will be asked to vacate the position and another person will be asked to complete the term.
- F. A member requiring removal for good cause shall be removed by the appropriate consideration and action of the Pastor.
- G. New members will be attained on a voluntary basis.
- H. In the event that there are fewer volunteers than vacancies, the Committee members shall nominate individuals to replace outgoing members.
- I. In the event of a mid-term vacancy, the vacancy will be filled with a volunteer pending pastor's approval.
- J. New members will be given an orientation to familiarize him or her with protocols and procedures using the Education Committee Handbook as a resource for in-servicing, organization, and maintaining this Education Committee. **Along with the directives and policies of the Diocese of LaCrosse, said Education Committee Handbook shall state the recommended format, development, and procedures of an Education Committee.**

Article VI: Officers

- A. The officers of this committee shall be the Pastor, Secretary, and Principal.
- B. The Secretary will prepare the agenda, record minutes, and post a summary of the minutes on the school website for public access.
- C. The Principal or Secretary shall preside over regular or special meetings where the Pastor is absent.
- D. In the event of an unexpected leadership opening, the Pastor is the decision-making authority in choosing the other officers.

Article VII: Meetings

- A. Prior to each meeting, the committee members shall receive a copy of the agenda and minutes from the previous meeting.
- B. Meetings shall be held every other month throughout the school year and as needed during the summer months.
- C. Special meetings may be called with at least twenty-four hours advance notice.
- D. Consensus building shall be an appropriate method of decision-making by the Education Committee. Consensus means that all committee members agree to support the decision that appears to be the best for the greatest number of people. Decisions shall be made only if a majority of the members are present.

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E. Committee self-assessment will be conducted annually.

Article VIII: Rules of Order

Consensus-building is the appropriate mode of decision-making for the Education Committee. Consensus means that all committee members agree to support the decision which appears to be the best, under the present circumstances, for the greatest number of people.

In order to provide the best consultation, the consensus method of decision making is recommended. When the parish Education Committee is unable to reach a consensus, the minutes should report the different positions and appropriate reasons to the parish pastoral council.

When the pastor is present at the meeting and concurs with decisions that are reached, the parish Education Committee minutes should indicate his concurrence when they are conveyed to the parish pastoral council.

When the pastor is unable to attend a parish Education Committee meeting, he should receive the minutes and have the opportunity to commend on issues prior to the minutes' distribution. His signature on the minutes constitutes concurrence. The minutes are then conveyed to the parish pastoral council.

The standard order of the meetings is as follows:

- A. Opening Prayer and Mission Statement
- B. Principal's Report
- C. Pastor's Report
- D. Home & School Report
- E. Religious Education/Youth Ministry Report
- F. Choice Program Report
- G. Open Forum/Action Items
 - a. Planning
 - b. Finance
 - c. Facilities
 - d. Development/Public Relations
- H. Next meeting date
- I. Closing Prayer

Article IX: Authority

All policies developed and defined by the Education Committee and these by-laws as established or revised shall be in accord with the policies and directives of the Bishop of La Crosse.

Article X: Amendments

These bylaws may be amended by a consensus of the Education Committee with regard to the provisions of the articles above.

Article XI: Approval

Pastor: *Rev. Erin Mahler*

Date: *3-5-26*

Secretary: *Ad 3*

Date: *3/5/26*

Principal: *Sally Wenzel*

Date: *3/5/26*

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