

CONSTITUTION AND BYLAWS

ST. MARY'S MARATHON CATHOLIC SCHOOL EDUCATION COMMITTEE

Article I Name and Role of the Organization:

1. The name of this organization will be the St. Mary's Marathon Catholic School Education Committee, hereinafter referred to as the Committee.
2. The Committee is formed by the membership listed in Article II, Section 1 as a consultative body to assist the pastor and principal in overseeing the operation of St. Mary's Marathon Catholic School. The Committee derives its authority and responsibility from the Diocesan Bishop and the Dean of the Wausau Deanery.
3. The Committee is a representative group and responsible pastor and principal, which has delegated authority to identify and articulate St. Mary's Marathon Catholic School educational goals and objectives, by being a policy forming and consultative body and an advocate of approved policies.
4. In its consultative role, the Committee is guided by the recognition that the responsibility of pastoral authority rests with the Office of the Bishop, the pastor and principal; that the Committee is responsible for policy formation; and that the office of the principal has the responsibility and authority to administer and carry out the policies of the Committee, deanery, and diocese.

Article II Membership

1. Members of the Committee will include representatives that include parents of current students enrolled at St. Mary's Marathon.
2. In addition, members include:
 - a. School principal
 - b. Parish priest
 - c. School staff representative

Article III Purpose and Function

1. This Committee is established to assist the pastor and the principal in the operation and governance of St. Mary's Marathon Catholic School in the following areas:
 - long range planning
 - policy formation
 - financing and budgeting
 - development, fund-raising, and alumni relations
 - public relations, marketing, recruitment and retention
 - consultation, evaluation, and information sharing
 - transportation and busing
 - cooperation with other school systems, both private and public

2. The Committee's responsibilities will include, but are not limited to, the establishing, maintaining, and managing of:
 - 4K - 8 education programs
 - adjunct programs which support the ministry of the school
 - personnel practices and procedures
 - remuneration programs and schedules for administrative, instructional and support personnel
 - long-range plans, goals, objectives, programs, designs and evaluations
 - effective student recruitment and public relations/marketing practices
 - guidelines for educational, athletic, co-curricular, and other related programs
 - policy formation and recommendation
 - consultation to the pastor and the principal
 - facilities and building usage
3. Formulated policies will be submitted for diocesan review and approval to ensure they comply with the law and with the policies and directives of the Diocese of La Crosse.
4. The Committee will be an advocate of approved policies and regulations of the Diocese of La Crosse relative to educational programs, personnel, and school system governance and administration.

Article IV Relationship with Other Groups

1. The Committee derives its responsibility from the Bishop and the dean as his representative. All Committee actions are subject to the review and approval of the dean and the Bishop. In order to appropriately carry out its educational mission, the Committee will establish close working relationships with the Office for Catholic Schools, the diocese, and the respective parish pastoral councils/finance councils. The Committee will also foster close working relationships with parent organizations in order to provide educational assistance to parents/guardians in fulfilling their role as Christian educators.
2. The Committee will maintain a communication link between the parish and St. Mary's Marathon Catholic School.

Article V Membership

1. In accordance with Article II, Section 1, the administrator is to appoint members. The terms of lay representatives begin at the beginning of each school year.
2. Representatives shall serve a one-year term and may be reappointed for as long as they have a child in school.
3. Representatives will be expected to participate fully in regular meetings of the

Committee and to actively serve on Committee committees; to promote the publication and communication of Committee deliberations to the parish; and to faithfully support and promote the goals of St. Mary's Marathon Catholic School.

4. The pastor or administrator may remove a representative from the Committee if that representative has engaged in actions that are detrimental to the function of the Committee or school.
5. Interim appointments are to be made through a similar process as regular appointments.
6. All appointed members must be in full communion with the Catholic Church, and known for their Catholic faith and prudent judgment.

Article VI Officers and Executive Committee

1. The officers of the Committee will be: Chairperson, assistant chairperson and recording secretary. They will be chosen from the regular members of the Committee. The term of office will be one year. Officers may serve consecutive terms.
2. The Committee Chairperson will:
 - preside at all meetings and supervise the affairs of the Committee
 - with the principal, prepare Committee objectives and meeting agendas and recommend standing and ad-hoc committee members and chairs for review by the Committee.
3. The Assistant Chairperson will:
 - assume the duties of the chairperson in his/her absence
 - perform such duties as the chairperson and/or Committee directs
4. All Standing and Ad-hoc Committees will submit regular reports to the Committee.
5. The principal of the school will:
 - serve as a member of all standing and ad-hoc committees.
 - keep permanent files of all regular and special meetings
 - distribute agendas and minutes of all regular and special meetings
 - with the chairperson, prepare Committee objectives and meeting agendas and recommend ad-hoc committee members and chairs for review by the Committee.
6. The Recording Secretary will:
 - record minutes of all regular and special meetings, providing them to the principal for distribution
 - maintain attendance of members and visitors.
7. The Executive Committee will be comprised of the principal, the chairperson, and the assistant chairperson. This committee may meet as required between meetings of the Committee to discuss or act on Committee business. The Executive Committee

will be responsible for preparing recommendations for the Committee on matters which do not fall under the guidelines of any other standing committee. It has the authority to act on emergency matters between meetings.

Article VII Standing and Ad-hoc Committees

1. The Standing Committee will meet regularly.
2. Ad-hoc Committees may be established by the Committee as necessary, or upon the recommendation of the chairperson and principal. These committees will dissolve upon completion of their designated task. Possible committees include:
 - a. The Finance Committee which would address financial issues and assist the principal in preparing an annual budget to be presented to the Committee.
 - b. The Marketing Committee would address public relations and marketing issues.
 - c. The Policy Committee would be responsible for identifying issues requiring policy formation and the preparation of written policies for consideration by the Committee.
3. The principal, after consultation with the chairperson, will appoint committee chairs.
4. Committee members and chairpersons recommended by committees will be presented annually for review by the committee and appointment by the principal.

Article VIII Meetings

1. The Committee will meet a minimum of two times annually with meetings being closed meetings. Additional meetings may be called by the Executive Committee.
2. Meeting agendas are to be prepared by the principal, in consultation with the chairperson, and distributed to each Committee member, normally one week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least one (1) week prior to meeting.
3. Diocesan policy always supersedes local policy.
4. The meetings and recommendations of the Committee will be conducted on the principles of consensus rather than on parliamentary procedures. Committee recommendations are made by the consensus of the members present. Consensus does not require unanimity; it is the mutual agreement that all legitimate concerns have been addressed and members agree to support the recommendation as the best possible course of action.

5. The principal will seek the counsel of the diocesan director of schools on legal matters.

Article IX Annual Budget Process

The Committee receives an annual budget to be prepared and submitted by the principal.

Article X Amendments

Any part of the Constitution and Bylaws of the St. Mary's Marathon Catholic Schools Education Committee can be altered/amended by consensus of the Committee at any regular meeting, provided that:

- the proposed amendment was presented to members at a prior meeting
- the proposed amendment is consistent with the policies, directives and regulations of the Diocese of La Crosse as they pertain to Catholic schools.