

Holy Apostles School

School Commission By- Laws

Revised October 15, 2024

1. Name

- The name of this body shall be the Holy Apostles School Commission, hereinafter referred to as the Commission.

2. Purpose

The Commission shall examine and evaluate the educational offerings of Holy Apostles School to generate policies consistent with high-quality Catholic education and the goals of Holy Apostles Parish. It shall keep informed of the rules and recommendations from the Archdiocesan Office for Schools, Holy Apostles Pastoral Council, and other Parish committees as appropriate. The Commission's legitimate areas of concern shall include mission and Catholic identity, budget and finance, development, marketing, enrollment, policy, education and formation, technology, environment, and other areas significantly impacting the education of Holy Apostles School students. The Commission is responsible to the Holy Apostles School Principal for:

- Ensuring alignment with Holy Apostles Parish goals and objectives
- Meeting or exceeding the standards of the Wisconsin Council of Religious and Independent Schools
- Advancing the school's long-term and short-term objectives
- Providing guidance and feedback to the school principal and administration
- Ensuring opinions are heard and considered

3. Membership

- There shall be twelve (12) members on the Commission.

3.1 Members

The Pastor and Principal of the school shall be members of the Commission. Six (6) appointed members, selected by the Principal, shall serve three-year staggered terms, with two seats filled each spring. Terms begin on July 1st and end on June 30th. Appointed members will guide resources to accomplish the goals of the school and parish and serve on committees as needed.

One (1) representative from the Marketing Ministry, one (1) from the Home and School Ministry, and one (1) from the Athletics Ministry. These members,

selected by the Principal and current members of the standing ministry, will serve one-year terms, with a maximum of three consecutive terms. They communicate priorities and activities between the ministries and the Commission.

One (1) faculty representative, selected by the Principal, shall serve a one-year term with a maximum of three consecutive terms, considering faculty comments and concerns.

The Commission serves as an advisory board to the Principal, with all members attending monthly meetings and actively participating in discussions. Members must listen to and consider the comments and concerns of parents and students, provide input on school goals and objectives, and offer guidance and feedback to the Principal and administration. Members are not eligible to serve again on the Commission until at least one year has elapsed since their previous service.

3.2 Dismissal

Members who withdraw from the Commission will be replaced according to guidelines in Section 3.3.

3.3 Midterm Vacancies

Midterm vacancies on the Commission shall be filled by the Principal's appointment.

4. Officers

There shall be three (3) officers: Chairperson, Vice Chairperson, and Secretary. Officers are appointed by the Principal.

4.1 Midterm Officer Vacancies

Midterm officer vacancies shall be filled by the Principal appointing a replacement who meets the document's requirements, serving for the remainder of the term.

4.2 Terms of Office and Succession

The term of office for all officers is one year, from the first to the last meeting of the school year. Officers may succeed themselves only once, for a total of two consecutive terms. Filling midterm vacancies does not count as a term. Eligibility for an officer position is restored after a one-year gap.

4.3 Duties of Officers

- The following are the duties of the Commission Officers

4.3.1 Chairperson

- Schedules and announces monthly meetings, sets the agenda in consultation with other members, conducts meetings, maintains regular contact with the Principal, and coordinates Commission members to achieve school goals and objectives.

4.3.2 Vice Chairperson

- Fulfills the Chairperson's duties in their absence.

4.3.3 Secretary

- Takes detailed notes at each meeting, distributes minutes in advance, delivers minutes to the Pastors of Holy Apostles, St. Elizabeth Ann Seton, and St. Luke's parish, and keeps a record of the year's minutes on file.

5. Procedures

5.1 Meeting Frequency

The Commission meets monthly during the school year. One meeting per year is dedicated to in-servicing members in Catholic identity or group direction. Special meetings may be called by the Chairperson upon written request by at least two members, specifying the meeting's purpose. Notice of special meetings must be sent at least three days prior, stating the time, place, and purpose, with no other business conducted.

5.2 Committees

Standing committees may be adjusted annually. AdHoc Committees may be established by the Chairperson for workload distribution, considering members' abilities and desires. Non-members may serve on committees.

5.3 Amending the ByLaws

These By-Laws may be amended by the members of the Commission after consulting with the Principal.