

St. Veronica Education Commission Bylaws

I. Mission Statement:

The St. Veronica Education Commission serves the Parish by guiding education based organizations in their efforts to live, teach, and proclaim the Gospel of Jesus Christ.

II. Vision:

The St. Veronica Education Commission serves the Parish by ensuring that academic excellence is seen through the lens of our Catholic faith. We strive to educate our children to become well- rounded disciples, able to live, teach, and proclaim the Gospel of Jesus Christ.

The Education Commission supports

- The children's faith formation in the day school
- Religious Education Programs (REP) of the parish
- The academic program at the school, in accordance with the Archdiocese of Cincinnati Schools Office and St. Veronica Parish.

The organizations which fall under this commission include:

- Religious Education Program (REP)
- Parent Teacher Organization (PTO)
- Athletic Boosters
- Fine Arts Boosters (FAB)
- Alumni Association
- Boy Scouts
- Cub Scouts
- Girl Scouts
- Venturing Crew

III. Objective of the Education Commission:

The primary objective of the Education Commission is to establish policies and procedures which support the vision and mission of St. Veronica Parish. The Education Commission will offer non-binding recommendations after ample discussion and appropriate and reasonable research of pertinent topics. The Education Commission is advisory and consultative to the Pastor. In order to assist in the development of policies and procedures of the parish organizations it supports and oversees, Education Commission will:

- Assist in the development of short-term strategic plan (1-3 years)
- Assist in the development of a long-term strategic plan (3-5 years)
- Review policies and procedures of the related organization periodically and make recommendations
- Review and approve bylaws and objectives of related organizations
- Attend meetings of related organizations as needed to offer support and/or invite leaders from these organizations to attend an Education Commission meeting
- Support related organizations in achieving their objectives and goals

V. Education Commission Authority:

The Education Commission has authority only to the extent granted by the Pastor, in consultation with Parish Council. The Education Commission has the authority to consider and make recommendations to the related organizations.

VI. Inter-Parish Reporting Structure:

The St. Veronica Education Commission reports to the St. Veronica Parish Council. The Education Commission may communicate with the St. Veronica Finance Commission on any matters of budget or financial needs. The Education Commission will support and communicate with the school and REP programs and oversee the activities of the following parish organizations: REP, PTO, Athletic Boosters, FAB, Alumni Association, Cub Scouts, Boy Scouts, Girl Scouts, and Venturing Crew.

VII. Organization of the Education Commission:

There will be a total of up to ten (10) people who make up the Education Commission.

- (5) Education Commission members selected by a discernment process
- (2) Education Commission members will be appointed; one by the School Principal and one by the Coordinator of Children's Faith Formation
- (3) Ex- officio members: the Pastor, Principal, and Coordinator of Children's Faith Formation
- Education Commission members shall serve a rotating three-year-term
- Education Commission members may not serve more than two consecutive three-year-terms

VIII. Eligibility and Membership Selection

- Any current adult parish member of St. Veronica in good standing may be considered through a discernment process, who:
 - Is willing and able to support and promote the mission and vision of the Education Commission
 - Is not currently a paid staff member of St. Veronica
 - Is not currently an officer of another St. Veronica organization, and/or whose service in that organization does not conflict with their service on the Education Commission may be eligible for an Education Commission member position. Parish Council may determine whether actual conflicts exist that would render the candidate unable to serve each organization
- If a parish member is a staff member or an officer of another St. Veronica organization who is determined to have an actual conflict in serving both organizations, they may be considered, however if they are selected for the Education Commission, they may be required to resign the established position.

IX. Appointments and Terms of Members

- Newly appointed Education Commission members shall take office on June 1 or in the case of filling an unexpired term, immediately, for a three-year term.
- If at any time there is a vacancy of an Education Commission position, Education Commission may identify and select a suitable replacement through a discernment process.

X. Member Resignations:

An Education Commission member may resign at any time by notifying the Chair or Pastor. If a person resigns their position, the Commission will undergo further discernment with interested candidates in order to identify and select a suitable replacement.

XI. Removal of a Member:

An Education Commission member may be removed if:

- He/she is no longer willing and able to support and promote the mission and vision of the Education Commission
- He/she violates the ethics standards of the Education Commission or
- He/she misses more than two consecutive scheduled meetings or consistently does not attend without giving proper notice to the Chair
- He/she is no longer a parish member in good standing
- He/she has left the parish

XII. Education Commission Officers:

The Education Commission members will identify and select a Chairperson (Chair) and a Secretary from the current members of the Education Commission through a discernment process at an Education Commission meeting before the current Chair and Secretary's respective terms expire.

- Members should serve one year or more on the Education Commission before being elected to the office of Chairperson.
- Each officer's term shall last two years unless the officer's membership term is expiring. In that case, if eligible, the Education Commission member may seek another term as an Education Member so he/she may fulfill their second year of the officer's term.
- No Education Commission officer may serve a consecutive term in any officer position.
- The Pastor, Principal, Coordinator of Children's Faith Formation, and members appointed by the Principal or Coordinator of Children's Faith Formation are not eligible to be Education Commission Officers.

XIII. Education Commission-Principal Relationship:

The Principal, or his/her representative will attend each Education Commission meeting. He/She will give a written and verbal updates of the school that will incorporate but are not limited to: religious focus, academic focus, publicity, PTO, registration, parish and REP connections, and themes for the year. He/she will answer any question(s) posed by the Commission and if the answer is not known will find and report his/her findings before or at the next meeting.

The Principal will work with the Commission to develop policies and procedures deemed necessary by the Principal, Pastor, or Commission and will implement said policies and procedures; reporting back on any obstacle or success of said policies or procedures.

The principal will be an ex-officio member and will not have voting rights at the meetings.

XIV. Education Commission-Coordinator of Children's Faith Formation Relationship:

The Coordinator of Children's Faith Formation, or his/her representative will attend each Education Commission meeting. He/She will give a written and verbal updates of REP and other children's faith formation events/opportunities that will incorporate but are not limited to: religious focus, publicity, registration, parish and REP connections, and themes for the year. He/she will answer any question(s) posed by the Commission and if the answer is not known will find and report his/her findings before or at the next meeting.

The Coordinator of Children's Faith Formation will work with the Commission to develop policies and procedures deemed necessary by the Coordinator of Children's Faith Formation, Pastor, or Commission

and will implement said policies and procedures; reporting back on any obstacle or success of said policies or procedures.

The Coordinator of Children's Faith Formation will be an ex-officio member and will not have voting rights at the meetings.

XV. Ethics:

The St. Veronica Education Commission members are expected to exemplify the Parish mission to live, teach, and proclaim the Gospel of Jesus Christ and follow Catholic Christian beliefs as a way of life and in Education Commission meetings and events.

In addition, it is unethical for an Education Commission member to:

- Seek special privileges for personal gain
- Assume unauthorized authority
- Criticize school and parish employees publicly, either in writing or speech.
- Disclose confidential information
- Place the interest of any group above the interest of the parish/school
- Announce future action before the proposition has been approved by the Education Commission, Pastor, Principal, or Coordinator of Children's Faith Formation

XVI. Conflict of Interest:

The Education Commission member should recuse oneself from discussions in which he/she has a business or personal interest in a particular topic, or in which a spouse, parent, child or other family member has such an interest, that depending on the outcome of the discussion may lead to direct financial or personal gain constituting a conflict of interest.

XVI. Education Commission Meetings:

The Education Commission has the duty to conduct regular meetings, throughout the school year, typically on the second Tuesday of the month, but may change based on agenda items and the availability of the Education Commission members. Education Commission meetings are open to the St. Veronica community and will be announced in the parish bulletin and on the St. Veronica website. The Education Commission will notify parish members of scheduled Education Commission meetings. They are not required to notify parish members of executive sessions.

If there is a need for discussion of sensitive or confidential information, the Education Commission Chair may close the meeting to an Executive Session after the open meeting and non-members will be asked to leave the room for the duration of that discussion. Anything expressed in the executive session will be confidential and will not be subject to disclosure unless required by law. Any breach of confidentiality may result in an Education Commission member being removed from the Education Commission. When the executive session is adjourned, the public meeting may reconvene. The minutes, as recorded by the Education Commission Secretary, will reflect that a discussion was held in an executive session. The specifics will not be listed in the minutes.

XVII. Education Commission Meeting Procedures:

The Education Commission Chairperson will conduct all Education Commission meetings. If he/she cannot attend, another member may be appointed to conduct the meeting. All meetings shall follow the agenda submitted by the chairperson. A healthy respect for discussion is expected and encouraged. The Education Commission will strive to reach consensus without voting. A consensus indicates that all

members support the decision reached by the Education Commission as a whole, even though individual members may not agree 100% with the outcome. Everyone agrees to the decision and is willing to publicly support it. Consensus is instrumental in building community within a group.

- For the purpose of holding a meeting, a quorum will be five (5) Education Commission members in attendance.
- Minutes will be available for review in the parish office upon request. Recorded minutes shall be sent to the parish office within 14 days of approval by the commission which occurs at the following meeting.

XVIII. Agenda:

The following is the structure that the agenda should follow for the Education Commission meetings:

- Opening Prayer, Gospel reading and reflection
- Call to order and roll call of Education Commission members
- Approval of minutes from the prior meeting
- Principal's report
- Coordinator of Children's Faith Formation report
- Outstanding action items
- New business initiated by Education Commission members
- Public participation
- Executive Session if applicable
- Adjournment

XIX. Request for Agenda Time:

Any parishioner who would like to bring an issue to an Education Commission meeting must request agenda time five (5) business days prior to the scheduled meeting. Requests can be made in writing via email to: educationcommission@stveronica.org or by contacting the Education Commission chairperson directly.

Presentations to the Education Commission are subject to the following requirements:

- Presentations must be limited to no more than five (5) minutes.
- Presentations must not be of a confidential nature (such as discipline problems or personnel issues). The chairperson or pastor may, in their sole discretion, stop a presentation at any time if the topic is of a sensitive nature.
- Discussion may or may not follow the presentation based on the Chair's judgement
- A response may be provided, in writing, by the Education Commission chairperson within five business days of the presentation, if applicable
- Concerns/complaints must always go through proper channels as outlined in Section titled, *XVIII Addressing a Grievance*

XX. Addressing a Grievance:

- Education Commission meetings are open to the St Veronica community. For specific topics for discussion, see section titled, *Request for Agenda Time*
- Concerns or unresolved issues pertaining to Education Commission may be addressed by Parish Council.
- Concerns about a specific student(s) or school-related issues typically are not addressed with

Education Commission. The issue should be taken to the involved Teacher(s) first. In the absence of a satisfactory resolution with the Teacher(s), the issue may be taken to the Principal. If after meeting with the Principal a resolution has not been agreed upon, the issue may be addressed with Parish Council, then the Pastor directly.

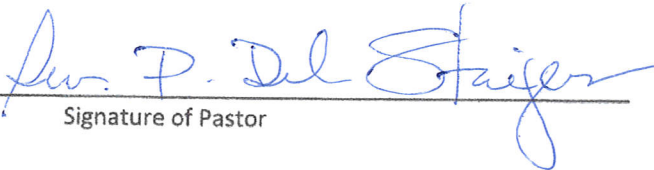
- All concerns regarding the Principal shall be brought to the Pastor
- All concerns regarding facilities should be brought to the Business Manager
- All concerns regarding organizations which fall under the Education Commission's guidance will follow the procedures set forth in the bylaws of those organizations
- A concern about the Education Commission or any member of the Education Commission shall be directed to Parish Council by submitting such concern to the Parish Council President

XXI. Bylaws and Amendments:

St. Veronica Education Commission bylaws shall be reviewed as needed, but are required to be reviewed every three years. Bylaws must be approved by St. Veronica Parish Council.

- Suggestions for amendments of the St. Veronica Education Commission Bylaws can be made by an Education Commission member for discussion at any Education Commission meeting.
- If the amendment(s) is/are accepted by the Education Commission, the commission must receive approval from the Pastor, Principal, Coordinator of Children's Faith Formation, and Parish Council before any such amendment is considered as adopted.

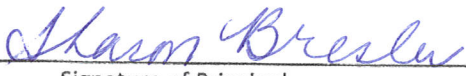
The Education Commission Bylaws have been reviewed and approved by the following Parish Representatives:



Signature of Pastor

4/30/19


Date Approved



Signature of Principal

4/30/19

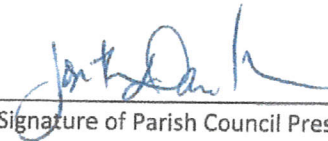
Date Approved



Signature of Coordinator of Children's Faith Formation

4/30/19


Date Approved



Signature of Parish Council President

4/25/19

Date Approved



Signature of Education Commission Chairperson

4/25/19

Date Approved