

## **BYLAWS for the REGIS CATHOLIC SCHOOLS EDUCATION COMMISSION**

### **Article I. Name of the Organization**

1. The name of this organization will be Regis Catholic Schools Education Commission, hereinafter referred to as the Commission.
2. Regis Catholic Schools (RCS) includes the following sites...
  - a. Immaculate Conception Elementary, Eau Claire
  - b. St. James Elementary, Eau Claire
  - c. St. Mary's Elementary, Altoona
  - d. Regis Middle School, Eau Claire
  - e. Regis High School, Eau Claire
  - f. Regis Child Development Center (Regis Campus), Eau Claire
  - g. Genesis Child Development Center (Sacred Heart Campus), Eau Claire
  - h. RCS Central Office, Eau Claire
3. Regis Catholic Schools includes the following supporting parishes...
  - a. Immaculate Conception, Eau Claire
  - b. Newman, Eau Claire
  - c. Sacred Heart / St. Patrick, Eau Claire
  - d. St. James the Greater, Eau Claire
  - e. St. Mary's, Altoona
  - f. St. Olaf, Eau Claire

### **Article II. Purpose and Function**

1. The Commission is established by the Dean to assist the Dean, the pastors of the supporting parishes, the President, and other administrative leaders in the operation and governance of Regis Catholic Schools.
2. The Commission has collaborative responsibilities in the following areas:
  - a. Strategic Planning
  - b. Policy formation and recommendations
  - c. Early Childhood thru 12<sup>th</sup> grade educational goals, programs, athletics, and school activities
  - d. Adjunct programs which support the mission of Regis Catholic Schools
  - e. Financing and budgeting
  - f. Facility/Building usage, improvements, and maintenance
  - g. Advancement, fundraising, and alumni relations
  - h. Public relations, marketing, and recruitment and retention of students and staff
  - i. Communication and collaboration with other school systems both public and private
  - j. Personnel practices and procedures
  - k. Any other duties and responsibilities as directed by the Dean

3. All policies formulated by the Commission and approved by the Dean and pastors of the supporting parishes will be binding upon all member parishes and schools. Certain formulated policies will be submitted for diocesan review and approval to ensure they comply with the directives of the Diocese of La Crosse. Such policies subject to review are the prerogative of the Diocese of La Crosse.
4. The Commission will help implement the policies and procedures of the Diocese of La Crosse relative to educational programs and goals.

### **Article III. Relationship with Other Groups**

1. In its consultative role, the Commission is guided by 1) the recognition that the responsibility of pastoral authority rests with the Office of the Bishop, the Dean and the Pastors, 2) that the Commission has collaborative responsibilities for planning and policy formation, and 3) that the system President has the responsibility and authority to administrate and carry out the policies of the Commission, the Eau Claire Deanery, and the Diocese of La Crosse.
2. In order to properly carry out its educational mission, the Commission will establish close working relationships with its respective parish pastoral councils and parish finance councils. The Commission will also foster close working relationships with the boosters and other school related associations in order to provide open communication, system transparency, and accountability.

### **Article IV. Membership**

1. The Commission is a representative group of supporting parishes and organizations responsible to the Dean and pastors. The Commission has delegated authority to identify and articulate RCS educational goals and objectives by being a policy forming and consultative body and an advocate of approved policies.
2. Members of the Commission are one (1) representative from each of the supporting parishes and from the Regis Catholic Schools Foundation, Eau Claire.
3. *Ex officio* members of the Commission include the following:
  - a. Dean
  - b. Pastors of the Supporting Parishes of Regis Catholic Schools
  - c. Regis Chaplain
  - d. President
  - e. All Administrators: Building Principals and Director of Early Childhood Program
  - f. Controller
  - g. Advancement Director
  - h. Communications Director

## **Article V. Membership Selection**

1. The pastors shall appoint respective lay parish representatives in consultation with the Dean. Lay representatives are to be introduced at the June Commission meeting and seated at the next regularly scheduled Commission meeting.
2. The representative of the Regis Catholic Schools Foundation will be appointed by the Foundation in consultation with the Dean.
3. Lay Commission representatives from the parishes should also serve their respective pastoral councils and/or parish education committees by personal presentation or report in order to foster communication of issues coming before the Commission.
4. Lay representatives from each parish shall serve a three (3) year term and may be reappointed to one (1) additional three (3) year term. Membership will be staggered over a three (3) year period to ensure that no more than one third (1/3) of the membership leaves the Commission in a given year. Appointment terms should coincide with the fiscal year.
5. Lay representatives are expected to participate fully in regular meetings of the Commission and to actively serve on Commission committees, to promote communication of Commission deliberations to the parishes, and to faithfully support and promote the goals of Regis Catholic Schools. Lay representatives will serve on at least one of the standing committees of the Commission and may serve as the Chair.
6. Lay members, other than *ex officio*, who are absent and unexcused from two (2) consecutive meetings without notice and sufficient cause, may be removed by the respective pastor.
7. Interim appointments are to be made through a similar process as regular appointments. An individual serving an interim appointment would still be eligible for two (2) additional three (3) year terms.

## **Article VI. Officers and Executive Committee**

1. The officers of the Commission will be Chairperson and Vice Chairperson. They will be chosen by election by, and from, the regular members of the Commission. Nominations for officers shall be accepted at an open meeting. The term of office shall be one (1) year. Officers may be re-elected for consecutive terms. A recording secretary will be chosen from the secretarial staff of Regis Catholic Schools.
2. The Commission Chairperson will 1) preside at all meetings and supervise the affairs of the Commission, 2) serve as the Dean's delegated spokesperson for the Commission, 3) with the Dean and the President, prepare annual Commission objectives and meeting agendas, and 4) recommend standing and ad hoc committee members and chairs for review by the Commission and appointment by the Dean.
3. The Vice Chairperson will 1) assume the duties of the Chairperson in his/her absence, 2) perform such duties as the Chair and/or Commission directs, and 3) be willing to serve as the next Chairperson should it become open during his/her term.
4. The President / Executive Secretary will 1) serve as an *ex officio* member of all standing and ad hoc committees, 2) keep permanent files of all regular and special meetings, 3) distribute agendas and recommend standing and ad hoc committee members and chairs for review by Commission and appointment by the Dean.
5. The Recording Secretary will 1) record minutes of all regular and special meetings and provide them to the President for distribution, 2) maintain attendance of members, visitors, and guests, and 3) post approved minutes for distribution (electronic or otherwise).
6. The Executive Committee of the Commission will be comprised of the Dean, the President, the Chairperson, and the Vice Chairperson. The committee may meet as required between meetings of the Commission to discuss or act on Commission business. The Executive Committee will be responsible for preparing recommendations for the Commission 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. It will also provide orientation for new Commission members.
7. The Dean, in consultation with the President, may remove an officer and appoint a replacement to fulfill the remainder of that officer's term.

## **Article VII. Standing and Ad Hoc Committees**

1. The Standing Committees of the Commission will be: the Executive Committee (see Article VI, section 6), Finance Committee (which will include a Building and Grounds Subcommittee charged with facilities oversight), Advancement Committee, Teaching and Learning Committee, School Life Committee, Catholic Identity and Mission Integration Committee, and Governance Committee.
  - a. The Finance Committee will address financial issues and assist the President in preparing an annual budget to be presented to the Commission. It shall review financial statements and budgets, provides solutions to financial challenges and facility needs, and capitalizes on opportunities available to RCS. Regular members of the committee include the Dean, supporting Pastors, President, Controller, one representative from each of the supporting parishes, and a representative from RCS Foundation. The Finance committee will have a “Facilities” sub committee consisting of an expanded group of individual volunteers charged with providing recommendations and information regarding prioritizing capital improvements and maintenance of all campus physical property.
  - b. The Advancement Committee will address internal communications, public relations, marketing strategies, enrollment management, alumni relations, special events, Regis Fund, major gifts, capital campaigns, planned giving, stewardship, and coordination with RCS Foundation.
  - c. The Teaching and Learning Committee will address curriculum and staff/professional development and will provide assistance with the management and recommendations involving campus technology.
  - d. The School Life Committee will be tasked with all aspects of student campus life consisting of alumni relations, sports/booster, school council, and various other parental and community support organizations.
  - e. The Catholic Identity and Mission Integration Committee will be responsible for implementation of Catholic identity development, including service and outreach.
  - f. The Governance Committee is responsible for identifying issues requiring policy formation and preparing written policies for consideration by the Commission.
2. The Dean, after consultation with the Chairperson and the President, will appoint committee chairs. Membership and committee chairs on the various committees are not restricted to members of the Commission.

3. Committee members and the chairpersons recommended by these committees will be presented annually for review by the Commission and appointment by the Dean.
4. Ad hoc committees may be established by the Commission as necessary or upon the recommendation of the Chairperson and President. These committees will dissolve upon completion of their designated task or purpose.

### **Article VIII. Meetings**

1. The Commission will meet on a regular basis. Additional meetings may be called by the Executive Committee or the Dean, at his discretion.
2. Quorum is necessary to hold a meeting. Quorum is the presence of the Dean (or his delegate) and at least one pastor.
3. Meeting agendas are to be prepared by the President, in consultation with the Chairperson and the Dean, and distributed to each Commission member, normally one (1) week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least two (2) weeks prior to the meeting. Additionally, agendas will be publically posted on the RCS website.
4. Generally, Commission meetings are open meetings. However, the Executive Committee reserves the right to hold a closed session of the Commission. The Executive Committee will determine who may remain in attendance at closed meetings.
5. Policies or revisions of policies are to be formulated or introduced at one meeting and recommended to the Dean for approval at a future meeting. Diocesan policy always supersedes local policy.
6. The meetings and recommendations of the Commission will be conducted on the principles of consensus rather than on parliamentary procedures. Commission 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. A formal vote is an option under two conditions: 1) the vote is understood only as a recommendation which is offered to the Dean, Pastors, and/or President for consideration and 2) only appointed members have a vote: one (1) representative from each of the supporting parishes and from the Regis Catholic Schools Foundation.

**Article IX. Amendments**

1. Any part of the Bylaws of the Regis Catholic Schools Education Commission can be altered or amended by consensus of the Commission at any regular meeting, provided that:
  - a. Proposed amendment was presented to members at a prior meeting.
  - b. Proposed amendment is consistent with the policies, directives, and regulations of the Diocese of La Crosse as they pertain to Catholic schools.
  - c. Amendments are approved by the Dean and pastors.

Approval of RCS Education Commission By-Laws:

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Pastoral Dean, Regis Catholic Schools

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President, Regis Catholic Schools

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Chairperson, RCS Education Commission

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Pastor, Immaculate Conception Parish

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Pastor, Newman Parish

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Pastor, Sacred Heart / Saint Patrick Parish

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Pastor, St. James the Greater Parish

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Pastor, St. Mary's Parish

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Pastor, St. Olaf Parish

May 15, 2014

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