

Our Lady of the Lake Educational Council

Charter

Article I Mission Statements

Mission Statement of Our Lady of the Lake Catholic Community

We, the people of Our Lady of the Lake Catholic Community, believe we are called by God to live out our faith and bring others to Christ by our words and deeds.

Mission Statement of Our Lady of the Lake Catholic School

Our Lady of the Lake Catholic School Community educates, nurtures, and guides students spiritually, academically, and physically in the Franciscan Spirit, through the Gospels and teachings of the Catholic Faith.

Article II Name of the Council

The official name of this council shall be known as:

Our Lady of the Lake Educational Council

Article III Statement of Purpose

1. The purpose of this council shall be to assist the pastor and school principal in supporting their leadership roles in the school.
2. The Education Council shall be involved in the following areas which pertain to the school:
 - a. Planning: development and review of Mission Statement, goals, and future endeavors.
 - b. Financing: developing plans and means to finance the educational programs including tuition, development, fundraising; and advising allocation of resources in the educational program's budget.
 - c. Public Relations: continual communication with the various forms of media, concerning the educational and related program(s) with parents, parishioners, and the general public; recruitment of students.
 - d. Major curriculum changes in methods, organization, and compliances with State and Diocesan policies.
 - e. **Evaluation: assisting in determining which goals are met and determining the Educational Council' effectiveness. (the evaluations of individual staff members, students, or administrators are not the prevue of this council)**
 - f. Hiring Process: assist in the hiring process for vacancies in the school staffing.
 - g. Other: carry out responsibilities delegated to it by the pastor upon recommendation(s) from the Pastoral Council and Finance Council.

Article IV Duration

The Education Council shall be established for the period of time according to the prescriptions of the Diocesan School Policies which are issued by the Bishop.

Article V Membership

1. The Educational Council shall consist of members who are designated as specified in the By-laws and are to meet the following criteria:
 - a. Interest in and commitment to Catholic education and to the school's philosophy and mission
 - b. Available to attend meetings and periodic in-service programs and to participate in committee work
 - c. Maintain high levels of integrity and confidentiality
 - d. Able to deal with situations as they are related to the good for the entire school and parish community
 - e. Be a credible witness of the Christian faith to the school and parish and beyond
2. The membership of the Educational Committee enjoys a consultative vote.

Article VI Officers

1. The officers shall be the President, Chair, Vice-Chair, and Secretary
2. The Pastor shall be the President
3. The appointment procedures and duties of the officers are specified in the By-laws

Article VII Committees

1. Standing committees and Task Force Committees may be established by the Education Council. The procedures and duties are specified in the By-laws.

Article VII Meetings

1. The Pastor and Chair have the right to convoke the Education Committee or an Executive Committee meeting according to the necessities of the school.
2. The Education Council shall be convoked every other month in the months of August, October, December, February, April, June and as may seem necessary.
3. The Pastor and /or Principal may make public what has been done in the Education Committee meetings and when the Executive Council meets.

Article VIII Amendments

1. Notification of proposed amendments to this Charter must be made to the membership at least two (2) weeks prior to the meeting at which they will be voted upon.
2. Proposed amendments become effective only after approval by a two-thirds majority vote of those present at the meeting. .

An annual review of the Charter shall occur in June.

Our Lady of the Lake Education Council

By-Laws

Article I Membership

1. There shall be no fewer than nine (9) nor more than (15) members
2. Membership consists of two (2) **types**: ex officio and appointed
 - a. The following shall be ex-officio members without voting privileges:
 - i. the Pastor as President
 - ii. the Principal
 - iii. the Chair of Home and School Association. Who shall submit a H & S report to the Education Council secretary who distribute it to the Educational Council members.
 - iv. the Parish Business Manager
 - v. a member of the Pastoral Council
 - b. The following shall also be an ex-officio member with voting privileges: the Education Trustee
 - i. The Education Trustee is not a member of the Pastoral Council or Financial Council
 - ii. The Education Trustee has voting privileges
 - c. The other members include the following:
 - i. One (1) or two (2) teachers from the teaching staff of the school
 - ii. Two (2) parents
 - iii. An outside educational consultant
 - iv. **Up to four other members who are not teachers, school staff, or parents of children in the school**
 - v. These members are appointed by the Pastor with consultation of the Principal.
3. The following norms shall apply to the appointment process:
 - a. All appointments shall be for a three (3) year term on a rotating basis.
 - b. At the outset, however, members are to serve in 1, 2, or 3 year terms determined by a vote of the membership. In the event of the membership being unable to reach a decision concerning the rotating terms, said term will be determined by lot.
 - c. Those appointed shall serve for one three (3) year term and may succeed themselves for a second consecutive term unless otherwise determined by the Pastor with consultation of the Principal. A member serving two consecutive terms may not become a member of the Council again until a period of three years interim .
 - d. The following norms shall apply to vacancies in the appointed positions.
 - i. Vacancies in the term of appointed members occur by death, resignation, or failure to attend three (3) consecutive meetings.
 - ii. Vacancies shall be filled within three (3) months of their occurrence by an appointment by the Pastor with consultation of the Principal.
 - iii. Said appointment shall be effective until the respective term is completed
 - iv. A member who is filling a vacancy is eligible to remain a member for the normal three (3) year term and another term if the member desires.

Article II Officers

1. The Pastor shall be the President
2. The President shall arrange for the election of the Chair, the Vice-Chair, and the Secretary. Nominations and elections in the August Meeting.
3. Officers, other than ex-officio members, shall serve for a two (2) year period and if willing,

serve a consecutive term of another two (2) year period.

Article III Duties of Officers

1. The President shall :
 - a. Preside over all meetings
 - b. Insure that proceedings are in accordance with Church, Diocesan, **and Parish** norms.
 - c. The President shall serve on the Executive Council.

2. The Chair shall:
 - a. Conduct all meetings
 - b. Prepare the agenda with the assistance of the Pastor and Principal
 - c. Appoint chairs and members of various standing and Task Force committees
 - d. Assure that all positions on the Education Council and its sub-committees are filled and functioning in accordance with the By-laws.
 - e. Serve on the Executive Council.
 - f. Perform other duties assigned by the Pastor and Principal

3. The Vice-Chair shall:
 - d. Assume the responsibility of the Chair in the Chair's absence
 - e. Perform other duties assigned by the Pastor and Principal

4. The Secretary:
 - a. Notify members of meetings and provide, no later than one (1) week before the meeting,
 - b. the agenda, except in the case of special meetings
 - c. Responsible for recording the minutes of the meetings and distribute them to all members and a copy to the Pastoral Council
 - e. Responsible for obtaining any relevant materials provided by the Pastor, Principal or Chair and distribute them to all members
 - f. Perform other duties assigned by the Pastor and Principal

Article V Committees

1. Standing and Task Force Committees may be established by the Education Council or by the Chair
 - a. The Chair shall appoint chairs of all standing or Task Force committees
 - b. Standing committees **are required to have at least one (1) member from the Education Council. Standing committees, by nature, have no expiration date unless specified by the President, Principal, and/or Chair**
 - c. **Task Force** committees shall cease existence automatically within one (1) year **from the date of being established** unless determined otherwise by the Education Council or the Chair. **Members of a Task Force committee are not required to** be members of the Education Council
 - c. Committee chairs are responsible for calling meetings when needed and for recording the minutes of each meeting. **Minutes of the meetings are to be submitted to the Education Council.**

2. The Executive Committee:
 - a. Is composed of the President, Principal, and Education Council Chair
 - b. Is empowered to act for the Education Committee as deemed necessary by the President and/or Principal in situations when the full Educational Council unable to convene.

**Article V
Meetings**

1. The Education Council shall meet every other month (August, October, December, February, April and June). Meetings are to last no longer than an hour and a half.
2. Special meetings may be called by the President, the Principal or the Chair
3. All meetings shall be held at a place designated by the President
4. All meetings shall be open, except for the Executive Committee
5. Non-members may address the Educational Council
 - a. All presentations by non-members are to be take occur after the Prayer
 - b. The presentation must be a minimum of ten (10) minutes in length
 - c. After the presentation, non-members may remain since meetings are open. They may also elect to leave the meeting.
6. The Agenda consists of Welcome, Attendance, Opening Prayer, Presentations, School Report, Financial Report, Home and School Report, Old Business, New Business, Good of the Order, Closing Prayer

**Article VI
Conduct of the Meeting**

1. To facilitate consensus, *Robert's Rules of Order* shall govern the conduct of all meetings except in those matters specified otherwise in the **Charter** or **By-Laws**
2. A quorum consists of a simple majority of voting members for all meetings.

**Article VII
Amendments**

1. Notification of proposed amendments to these By-laws must be made to the membership at least two (2) weeks prior to the meeting at which they will be voted upon.
2. Proposed amendments become effective only after approval by a two-thirds majority vote of those present at the meeting
3. Annual review of the By- laws shall be in June.

Education Council Approval
Signature of the Education Council Chair: _____ Dated: _____

Parish Council Approval
Signature of the Parish Council Chair _____ Dated: _____

Signature of the Parish Pastor: _____ Dated: _____

