

**School Committee By-Laws**  
**Immaculate Heart of Mary School**  
**May 2018**

**ARTICLE I**

**Name and Purpose**

**Section 1.1 Name**

This committee shall be known as the “Immaculate Heart of Mary School Committee”, and is referred to herein as the “school committee.”

**Section 1.2 Purpose**

Immaculate Heart of Mary (“I.H.M.”) parish provides and maintains a Catholic school for the education of its children and others. Elected school committee members will advise the principal on matters related to the operation of the Immaculate Heart of Mary School, herein referred to as the “school.”

**ARTICLE II**

**Duties and Functions**

**Section 2.1 General.**

The school committee will review, develop, and recommend changes to school policies, and assist in the development of the total education program of the school. Elected school committee members represent parents in school decision-making; bring parent concerns and celebrations to the attention of the school principal, pastor, and staff for further action or resolution; and seek support for the school from within the I.H.M. parish and the local community.

**Section 2.2 Policies, Rules, and Regulations.**

The school committee will review policy and assist in establishing rules and regulations to promote and carry out those policies. The school committee will advise the principal on long-term planning, accreditation, curriculum, technology, discipline, and other matters as directed by the principal or pastor.

**Section 2.3 Communication Liaison.** The school committee will act as a liaison between parents, teachers, the principal and the pastor, to facilitate communications between the parties.

**Section 2.4 Annual Budget Projection**

Each year the school committee will review the annual budget projection for the school.

**Section 2.5 Capital Outlay.**

The school committee will advise the principal to ensure the physical facilities, equipment, and materials meet the needs and expectations of the students and faculty.

**Section 2.6 Principal’s End of Year Report**

At the May meeting the School Committee will receive and review the principal’s year-end report. The report is intended to highlight the past year’s challenges and accomplishments. The report is to include the principal’s vision for the next school year, and it is intended to provide direction for the school committee for that upcoming school year.

**Section 2.7 Communication with Parish Council**

The secretary to the committee will provide meeting minutes and relative documents to inform the parish council of committee proceedings. School parents who sit on the parish council will report the activities of the parish to the school committee as necessary.

**Section 2.8 Administrative Hire.**

When a new principal is to be hired, a hiring committee will be established by the pastor. This special committee will be made up of the pastor, two representatives from the school committee a representative from the PTO executive committee, and any other members designated by the pastor.

**ARTICLE III**

**Membership**

**Section 3.1 Membership.**

Voting members of the school committee will consist of the pastor, the school principal, and nine elected members of the parishes represented within the school with no fewer than four members from Immaculate Heart of Mary parish. Employees of the school or their immediate families will not be eligible to serve as a member of the school committee.

**Section 3.2 Term of Office.**

Except as otherwise provided herein, each member elected to the school committee will serve one term of three school years. Departure from that three year term is possible in order to suit the needs of the committee as necessary. As practical, terms will be staggered so that no more than three (3) new members shall be elected in a given year. Of those three (3), no more than (2) shall be from non-IHM parishes currently enrolling their parish students in the school.

**Section 3.3 Elections.**

If necessary, the school committee will solicit and obtain nominations for new members before the April meeting. Each family with one or more children attending the school will be eligible to vote in any needed election that is to be held before the May meeting each year. New members will be introduced at the May meeting, and their term will begin at the following August school committee meeting.

**Section 3.4 Teacher Representatives.**

The principal will select teacher representative(s) to serve on the school committee. The representative(s) will be non-voting member(s) of the school committee and will serve on a rotating basis at the pleasure of the principal.

**Section 3.5 Vacancies.**

Whenever a vacancy occurs on the school committee, a new member will be selected by the principal. A member appointed to fill a vacancy will serve for the unexpired term of his or her predecessor in office.

**Section 3.6 Resignation and Removal.**

Any member may resign by informing the principal or chairperson of the school committee.

School committee members are all volunteers. While keeping that in mind, however, any member who misses two consecutive meetings or a total of three meetings within the school fiscal year may be removed or asked to resign. The decision will rest on the principal and pastor.

## ARTICLE IV

### Officers

#### **Section 4.1 Officers.**

The officers of the school committee will be a chairperson, secretary, and other officers as the school committee may consider necessary to properly conduct the business of the committee. The officers will be elected annually by the members of the school committee at the May meeting to serve their term until May of the following year. Officers may serve consecutive years at the pleasure of the committee.

#### **Section 4.2 Chairperson.**

The chairperson will preside at all regular and special meetings of the school committee. It will be the responsibility of the chairperson and the secretary to prepare an agenda, in consultation with the principal, outlining the matters to be discussed at the school committee meeting. The chairperson shall also perform all other duties usually incidental to the office of chairperson.

#### **Section 4.3 Secretary.**

The secretary will keep the minutes and non-financial records of the school committee. The minutes may include reports and other documents which are submitted to the school committee. Copies of minutes of all regular meetings will be sent to all school committee members, the pastor, the school principal, and the diocesan education office, within ten (10) days of the school committee meeting. The minutes of the school committee meeting will be made available upon request at the school office, during normal business hours. Documents and reports which have been presented to the school committee at a meeting, for the purpose of conducting school committee business, will be made a part of the minutes and also made available. Following approval, minutes will also be placed on the school website. The secretary will have such other powers and shall perform other such duties as may be assigned to him or her by the principal, by the committee chairperson, or by the school committee.

#### **Section 4.4 Immediate Past Chairperson.**

The immediate past chairperson, if still seated on the school committee, may perform duties on behalf of the committee as directed by the principal and current chairperson.

#### **Section 4.5 Acting Chairperson.**

The chairperson or principal will be responsible for appointing another member to fulfill the duties of the chairperson when he or she is absent or unable to act.

#### **Section 4.6 Additional Authority.**

The officers will have additional powers and perform such additional duties as assigned by the principal.

## ARTICLE V

### Meetings

#### **Section 5.1 Regular Meetings.**

Nine regular meetings of the school committee will be held each school year. Meetings will be held in August and in May, and then once a month in seven other months throughout the year. For planning purposes, meetings are generally the second Wednesday of the meeting months;

#### **Section 5.2 Special Meetings.**

Special meetings will be held whenever convened by the principal or the pastor.

#### **Section 5.3 Quorum.**

The presence of the majority of the members of the school committee (five voting members or more) will constitute quorum for the transaction of business at any meeting of the school committee. The act of the majority of the members present at a meeting, at which a quorum is

present, will be the act of the school committee.

**Section 5.4 Open Meetings.**

All regular meetings will be open to any interested persons. When discussing issues of a confidential nature (financial, personnel, etc.), the committee may vote to go into a closed session allowing only attendance and participation by committee members.

**Section 5.5 Procedure.**

When practical, the principal will seek advice from the school committee and consideration will be given to that input for decisions.

**ARTICLE VI**

**Sub-Committees of the School Committee**

**Section 6.1 Establishment of Sub-Committees.**

The school committee or principal may appoint other committees, standing or special, as deemed necessary. A special committee will serve at the pleasure of the school committee or principal and have such powers and duties that are designated by either. Members of the special committees need not be school committee members, provided the membership of each special committee includes at least one member of the school committee. Special committees must report at each school committee meeting through the duration of their function.

**ARTICLE VII**

**Amendments**

**Section 7.1 Amendments.**

The by-laws may be amended at any regular or special meeting of the school committee by a two-thirds (2/3) vote of the school committee members. Notice of any proposed amendments to these by-laws must be given to the members of the school committee and pastor at least ten (10) calendar days prior to the respective meeting or meetings at which the proposed amendments are to be acted upon.

Approved:	April 1993
Revised and approved:	May 1997
Revised and approved:	October 1999
Revised and approved:	April 14, 2010
Revised and approved:	May 8, 2013
Revised and approved	May 9, 2018

*“Immaculate Heart of Mary Catholic School challenges students to discover God’s gifts spiritually, intellectually, socially and physically within a community that nurtures, honors and respects the unique person.”*