

# **ST. TERESA OF AVILA EDUCATION COMMISSION**

## **MISSION STATEMENT**

The mission of the Education Commission of  
ST. TERESA OF AVILA PARISH

Is to assist the Pastor and the parish community in the formation and evaluation of programs concerning Catholic Education for all parish members, adults, as well as children.

Ultimately, our mission is to enable St. Teresa parishioners to utilize the educational programs offered to them, to promote informed and articulate believers who witness to Catholic values in our world today.

# St. Teresa of Avila Education Commission

## Constitution and By-Laws

Approved 11/16/00  
STCOE

### ARTICLE ONE

#### TITLE

The name of this body shall be St. Teresa of Avila Education Commission.

### ARTICLE TWO

#### NATURE AND FUNCTION

Section A: The purpose of this Commission is to establish the policies for the administration of the educational programs conducted by the St. Teresa of Avila Parish, Cincinnati, Ohio in the Archdiocese of Cincinnati. The specific Parish educational programs with which the Commission is concerned are:

1. The Parish School programs, with the aim of raising the general educational level.
2. The Parish School of Religion (PSR) programs, for the purpose of providing religious education for parishioners who do not attend the parochial school.
3. The adult programs, with the aim of providing adult education and enrichment experiences.

Section B: The Commission shall be concerned with the following functions:

1. Assist in the assessment of the parish needs and values regarding the parish's educational endeavors.
2. Receive goals and objectives for the parish's educational programs established by the parish's administrators (Principal, D.R.E., etc.) at the August meeting.
3. Establish the Education Commission's goals and objectives for the year, and long range, at the beginning of the school year.
4. To formulate, approve, and evaluate the policies of the educational programs of the Parish.

5. To call for regular evaluation of the Principal and Director of Religious Education. The Principal's evaluation is to be performed by the Pastor. The Director of Religious Education's evaluation is to be performed by the Pastor.
6. To see that an ongoing evaluation of the academic and religious education programs and resources is done by the parish administrators.
7. To review the parish education budget and recommend its adoption to the Parish Council. This includes the responsibility for the determination of the lay teachers' salaries and determining tuition and fees.
8. To receive the reports of the Pastor/Principal on the hiring and dismissal of teachers.
9. When the Commission is faced with the question of hiring administrative personnel, it clearly states its expectations, establishes the qualifications candidates must possess, and develops a job description outlining specific tasks, role relationships, and authority that these administrative personnel will have, according to the directives of the Archdiocese. When the above is complete, a committee is appointed who will concern itself with searching, interviewing, and recommending to the Commission the best possible candidate(s).
10. To create better understanding and support of the Catholic education systems in general, and in particular, the programs of the Parish.
11. To establish committees on a standing or ad hoc basis, according to need.
12. It is highly recommended that members of the Commission spend some time familiarizing themselves with all parish education programs.

### **ARTICLE THREE**

#### **MEMBERSHIP**

##### **SECTION A. Non-voting Members**

1. Ex-Officio Members
  - a. Pastor
  - b. Associate Pastor
  - c. Principal
  - d. Director of Religious Education
  - e. One elected teacher representative of St. Teresa School
  - f. Finance Chairperson
  - g. Youth Representative to be appointed by the Director of Religious Education for a term of two (2) years. No appointee shall serve more than (2) consecutive terms.
  - h. President of St. Teresa Parent Teacher Group
2. At Education Commission Meetings, non-voting members may make motions and second motions made by either voting or non-voting members.

SECTION B. Voting Members

Seven to ten (7-10) elected at-large members. (Amended 9/17/14)

SECTION C. Term of Office: At-Large Members

The election of Education Commission members will take place in conjunction with the annual Parish Council elections (usually in the spring). The nominees will be persons whose names were submitted as a result of an announcement in the church bulletin or by active recruitment on the part of Education Commission members and/or the nominating committee.

The Commission shall recruit a nominating committee consisting of three (3) members to seek nominees prior to the parish elections. Every effort will be made by the committee to have nominees representing all phases of education in the Parish. All candidates must be 18 years of age or older. No paid parish employee may be a candidate.

Whenever a vacancy occurs on the Commission, the remaining voting members shall appoint a replacement to fill the vacancy until the next annual parish election. The remaining un-expired term will determine the term of the office for the appointed replacement.

Each at-large member shall serve a term of three years. No member shall serve more than six consecutive elected years. New members will be commissioned at the first meeting following election.

In the event a member of the Commission has been absent from four consecutive regular meetings, the remaining members of the Commission may, at their discretion, determine and declare that a vacancy exists. Upon declaration, such member shall be deemed to have resigned, and shall be so notified in writing.

**ARTICLE FOUR**

(Article Four as amended 07/18/01)

**OFFICERS**

SECTION A. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary.

- SECTION B. Any at large member of the Commission is eligible for the office of Chairperson after serving eleven (11) months of his or her consecutive (elected or appointed) term(s).
- SECTION C. Any voting member is eligible for the office of Vice Chairperson after serving eleven (11) months of his or her consecutive (elected or appointed) terms(s).
- SECTION D. Any voting member is eligible for the office of Secretary.
- SECTION E. Yearly, at the meeting following parish elections, after induction of new members, the offices of Chairperson, Vice Chairperson, and Secretary will be elected by the voting Commission members. Results of this election will take effect at the following meeting.

The duties of the officers shall be as follows:

1. The Chairperson shall preside at all regular and special meetings of the Commission and see that the work of the Commission is carried out.
2. The Chairperson prepares the agenda for all Commission meetings.
3. The Chairperson represents the Education Commission on the Parish Council. If the Chairperson is unable to attend a meeting he/she shall appoint a representative to attend in his/her place.
4. The Vice-Chairperson shall perform all duties of the Chairperson when he or she is absent.
5. The Secretary shall assume the following duties:
  - a. Maintain a written report of all the acts of the Commission.
  - b. Conduct, receive, and dispose of all correspondence as directed, and preserve all reports and documents committed to his/her care.
  - c. Provide each member of the Commission with an updated roster of all Commission members directly following the induction of new member(s) and/or officers.
  - d. Provide each incoming member to the Commission with a binder containing pertinent information. At a minimum the binder will contain the following: minutes from the last three Education Commission meetings, Parish Definition of Roles, St. Teresa Education Commission By-Laws and Constitution, and the Archdiocese of Cincinnati Parish Education Commission Handbook. This binder should be collected from each outgoing member, to be distributed to each incoming member.
  - e. Send a copy of the minutes of each meeting to the Chairperson two weeks before the next meeting.
  - f. Send a copy of the minutes of the previous meeting and the agenda for the upcoming meeting to all members one week in advance.
  - g. Submit a summary of the minutes to be published according to current policy, which will be established yearly by the chairperson and/or the pastor.

**ARTICLE FIVE**

**MEETINGS**

- SECTION A. The Commission shall meet monthly throughout the year, usually on the third Wednesday. Special meetings may be called by the Chairperson as needed or by two (2) members.
- SECTION B. Quorum: For the purposes of transacting official business, it shall be necessary that a majority of the voting membership be present.
- SECTION C. A majority of those present and voting shall carry a motion.
- SECTION D. It is preferable that items for the agenda be received by the Chairperson ten (10) days prior to meeting.
- SECTION E. All regularly scheduled meetings of the Education Commission shall be open to members of the parish and to parents of children in our parish programs. The right of such visitors to address the Commission shall be limited to those whose petition has been previously approved and placed on the agenda by formal letter addressed to the Chairperson. Visitors may be asked to leave the meeting if confidential matters are discussed. There shall be 15 minutes allotted at the end of each meeting for the purpose of questions and answers from visitors. The chairperson shall control length of discussions at this time. Pressing matters that should be dispatched quickly will be addressed by the Chair, even if not on the agenda.
- SECTION F. A written record of all acts of the Education Commission shall be maintained by the Secretary. Such and all records shall be available to any member of the Commission at his/her request.

**ARTICLE SIX**

**CONDUCT OF MEETINGS**

- SECTION A. The rules of parliamentary procedure as contained in Robert's Rules of Order shall be used to govern meetings of the Education Commission, except as amended by this Constitution.
- SECTION B. The ordinary order of meetings shall be:
1. Prayer
  2. Roll Call

3. Approval of Minutes
4. Acknowledgment of Visitors
5. Unfinished Business
6. Reports of Committees
7. Approval of Reports
8. Communications and Petitions
9. New Business
10. Adjournment
11. Prayer

## **ARTICLE SEVEN**

### **AMENDMENTS**

SECTION A. This Constitution may be amended by an affirmative vote of five (5) voting member's subject only to regulations of the Ordinary of the Archdiocese and/or the Archdiocesan Education Commission.

SECTION B. Amendments must be presented to the Education Commission at a regular meeting for consideration. Voting on the proposed amendments is to be conducted at the next regular meeting.

## **ARTICLE EIGHT**

### **RATIFICATION OF CONSTITUTION**

SECTION A. This Constitution shall be considered in effect when approved by the Education Commission and ratified by the Parish Council.

Approved by St. Teresa E.C.: 11/17/93  
 Ratified by Parish Council: 12/01/93  
 Revised and approved St. Teresa E.C.: 11/16/00  
 Article Four amended and approved St. T E.C.: 07/18/01  
 Article Three Section B amended and approved St. Teresa E.C.: 09/17/14