

St. Monica School Commission Bylaws

PREAMBLE

The church community of St. Monica Parish is committed to Catholic education as expressed by the United States Conference of Catholic Bishops in their 1972 Pastoral message on Catholic education, "To Teach As Jesus Did", which realizes the threefold purpose of a Christian education is to teach doctrine, to build community, and to serve, as well as acting by the principles of shared responsibility espoused by the Archdiocese of Indianapolis, hereby establishes these Bylaws.

ARTICLE I

NAME

Section 1 The name of this body shall be the School Commission of St. Monica Parish, hereinafter referred to as the "School Commission."

ARTICLE II

PURPOSE, RESPONSIBILITIES, AND FUNCTIONS

Section 1 St. Monica Parish sharing responsibility with the Archbishop, the Pastor, and the Parish Pastoral Council does hereby establish the School Commission as the policy-formulating body in matters of Catholic education for St. Monica School. The School Commission, in partnership with the Principal, shall be responsible to the Pastor and the Parish Pastoral Council for achieving archdiocesan and parish goals for education at St. Monica School. The School Commission shall also be responsible for the oversight of the implementation of archdiocesan education policy at St. Monica School as carried out by the Principal.

Section 2 The policies and decisions of the School Commission shall be binding upon ratification by the Pastor as provided in Article I, Section 2 of the St. Monica School Commission Standing Rules. Through an affirmative majority vote of the School Commission, any appeal of the action of the Pastor shall be mediated by the Office of Catholic Education of the Archdiocese of Indianapolis.

Section 3 The School Commission shall be responsible to the Pastor and the Parish Pastoral Council for the following:

- a. provide to the Pastor input for the performance appraisal of the Principal on how he/she has implemented School Commission policy and has met his/her objectives set by the

prescribed Performance Appraisal Process of the Archdiocese of Indianapolis and initiated by the Pastor;

- b. develop goals, in conjunction with the Principal, specific to the school in agreement with parish and archdiocesan goals, policies, and objectives;
- c. formulate policy, in conjunction with the Principal, that will guide the Principal and the school administration in fulfilling Archdiocesan, Parish Pastoral Council, and School Commission objectives;
- d. work in conjunction with the Principal and the Parish Business Manager to develop an annual budget for St. Monica School that is submitted to the Parish Pastoral Council (via the Parish Finance Council) for approval as well as provide oversight of the school budget throughout the year;
- e. achieve, through the principal and school administration, of archdiocesan and parish annual goals for Catholic school education;
- f. oversee, in conjunction with the principal, the implementation of archdiocesan educational and Indianapolis Deanery Coordinating Council policy in the school education program;
- g. evaluate the effectiveness of School Commission policies in achieving School Commission objectives.

Section 4 The School Commission shall establish the necessary resources and tools to communicate School Commission policy and decisions to the parish and school communities and the Parish Pastoral Council.

Section 5 The School Commission shall be supportive of Archdiocesan Education Commission policies.

Section 6 The Principal of St. Monica School shall be responsible to the School Commission and the Pastor for implementation of School Commission policy.

Section 7 The Pastor shall ratify or veto any decisions or policies brought forth by the School Commission as described in Article I Section 2 of the Standing Rules.

ARTICLE III

MEMBERSHIP

Section 1 The Pastor of the parish (or his designee) and the school principal (or his/her designee) are ex-officio, non-voting members of the School Commission. They have no voting rights and shall not be counted for purposes of determining quorum.

Section 2 The School Commission shall consist of no less than 13 and no more than 19 voting members. The parishioners of St. Monica and non-parishioner parents of children attending St. Monica School shall elect no more than twelve (12) representatives. The remaining positions will be occupied by the Parent Teacher Organization (PTO) representative and those as appointed by the Pastor with recommendations from the School Commission Executive Committee. The St. Monica School representative to the School Commission shall be the Principal of St. Monica School (or his/her designee). All elected and appointed members of the school commission must be approved by the Pastor of St. Monica Parish.

Section 3 Conflict of interest for those who serve on the School Commission include:

- a. a paid employee of St. Monica Parish or St. Monica School or his/her spouse or a dependent of a paid employee of St. Monica Parish or St. Monica School shall not be eligible to serve as a voting member of the School Commission;
- b. if an elected or appointed member of the School Commission becomes a paid employee of St. Monica Parish or St. Monica School, or if that School Commission member's spouse or dependent becomes a paid employee of St. Monica Parish or St. Monica School during the School Commission member's term, that School Commission member may serve out their term for the current academic year, and then shall resign from the School Commission. The successor to this position shall be selected according to the provisions in The Standing Rules, Article II, Section 5;
 - 1) if the School Commission member's spouse or dependent is a paid employee of St. Monica Parish or St. Monica School he or she will recues himself or herself from discussions and votes that would impact his or her family member;
 - 2) School Commission members shall not benefit financially from any decision or vote of the commission and shall not participate in any financial or business activity that is viewed as a potential conflict of interest.

Section 4 Each School Commission member and the PTO representative shall have the right to one (1) vote.

Section 5 Elected and appointed School Commission members shall serve a three-year term. No member may serve more than two consecutive terms. Terms begin on July 1 and end June 30.

Section 6 The PTO representative's term of office shall be at the discretion of the PTO, but shall be a minimum of one year. The PTO representative may serve no more than 3 consecutive years. Terms begin July 1 and end June 30.

ARTICLE IV

OFFICERS AND EXECUTIVE COMMITTEE

Section 1 The officers of the School Commission shall include President, Vice-President, and Secretary. The officers shall be selected by a discernment process of the School Commission no later than the last meeting of the school year. These officers along with the Pastor and the Principal shall make up the Executive Committee.

Section 2 The term of office for School Commission officers shall begin July 1 and end June 30 of the following year.

Section 3 The duties of School Commission officers shall be as follows:

- a. President: Shall preside over all meetings and shall be an ex-officio member of all committees;
- b. Vice-President: Shall preside in the absence of the President or when the President desires to introduce, second, or speak to a motion;
- c. Secretary: Shall be responsible for keeping minutes of the School Commission meetings; forwarding the minutes to each School Commission member and the Pastor, including any decisions made regarding policy, goals, and budget; providing each School Commission member the agenda for the School Commission meeting; preparing and maintaining all correspondence; and providing the necessary communications to the Archdiocesan Education Commission, if necessary. The Secretary shall preside in the absence of both the President and Vice-president or when the President and Vice-president desire to introduce, second, or speak to a motion.

Section 4 Any voting member of the School Commission, who is a registered member of St. Monica Parish, is eligible for any office.

Section 5 The Pastor (or his designee) shall serve on the School Commission Executive Committee as the representative of both the Archdiocese of Indianapolis and St. Monica Parish.

Section 6 The Principal (or his/her designee) of St. Monica School shall serve as the school representative on the Executive Committee

ARTICLE V

MINISTRY REPORTING TO THE SCHOOL COMMISSION

Section 1 The Parish Pastoral Council has appointed that the St. Monica Parent Teacher Organization (PTO) shall report to the School Commission.

Section 2 The Parent Teacher Organization (PTO) shall select one member to serve on the commission as the PTO representative. The PTO representative will attend and participate in all Commission meetings for the school-year of his/her term and shall sit on the Finance Committee of the Commission. The PTO shall submit to the School Commission the name of the succeeding ministry representative by the June meeting.

ARTICLE VI

MEETINGS

Section 1 Regular monthly meetings of the School Commission shall be held according to an established schedule. Special meetings must be called by the President when one or more of the following conditions exist:

- a. upon the written or electronic request of the President of the School Commission;
- b. upon the written or electronic request of the Pastor;
- c. upon the written or electronic request of the Principal;
- d. upon the written or electronic request by a simple majority of the School Commission membership.

Section 2 Written or electronic notice to each School Commission member must be sent at least five (5) business days prior to special meetings.

Section 3 The meeting format includes:

- a. all meetings of the School Commission are to be open meetings unless designated as being “closed”, pursuant to the provisions of this Section;
- b. the Executive Committee may designate that a portion of the meeting is to be closed, according to the provisions of this Section;
- c. if the School Commission is to meet in a closed session, the Executive Committee shall specify on the meeting agenda of the School Commission that there is to be a closed session, and the general topic (s) to be discussed in closed session;
- d. any decisions of the School Commission that are made in closed session cannot become effective until the decision has been presented and voted on without comment at an open meeting of the School Commission;
- e. any School Commission Executive Committee meeting or School Commission meeting cannot take place without the presence of the Principal or Pastor or their designated representative.

Section 4 Any elected or appointed member who misses three (3) consecutive regular meetings or misses over 50% of the meetings of any given year without good reason can be removed by a simple majority vote of the School Commission.

Section 5 All agendas of the School Commission shall be posted on the St. Monica School website at least three (3) business days prior to the School Commission meeting date.

ARTICLE VII

QUORUM/VOTING

Section 1 A simple majority of the voting members of the School Commission constitutes a quorum for each meeting.

Section 2 Except as otherwise provided in these Bylaws, if a quorum is present when a vote is taken, the affirmative vote of a majority of School Commission members present at the meeting is the act of the School Commission.

Section 3 However, if the matter being voted upon is a decision to recommend a policy, the affirmative vote of two-thirds (2/3) of the entire School Commission shall be required.

ARTICLE VIII

AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended by the affirmative vote of two-thirds of the School Commission membership.

Section 2 Proposed amendments to the Bylaws must be presented to the School Commission Executive Committee in writing or through electronic communications at least 30 days prior to the vote.

Section 3 The Membership and Monitoring Committee shall review these Bylaws on an annual basis and any suggested changes shall be submitted to the School Commission Executive Committee.

Section 4 Any amendments to the Bylaws that are voted on by the School Commission shall become effective upon ratification of the Pastor or 30 calendar days after affirmative vote by the School Commission if no ratification or veto is provided by the Pastor.