

## **COMMISSION ON EDUCATION/BOARD OF TRUSTEES**

Each school is to have a local Commission on Education/Board of Trustees responsible for discerning the Catholic formation and educational needs of the entire school community and for providing policies to meet those needs.

The local Commission on Education/Board of Trustees shall have a Constitution and By-Laws approved by the Superintendent of Schools.

Catholic Diocese of Peoria Policy

Adopted: 2/71

Revised: 11/73; 2/80; 7/91; 1/03; 9/07; 3/14

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Statutes, sometimes called constitutions or by-laws, define the nature, purpose and manner of operation for the particular consultative group. Statutes should be reviewed with new members and revised occasionally. The Office of Catholic Schools provides assistance in the writing or revising of statutes according to this policy.

The governance model used in the diocese provides that the Commission on Education/Board of Trustees is advisory to both the pastor/pastors' board and the administrators.

Statutes shall be submitted to the Superintendent of Schools for approval. The By-Laws of the Commission on Education shall be based on the model education commission by-laws that follow.

Office of Catholic Schools

Administrative Regulation

Issued: 1/03

Revised: 9/07; 3/14

<NAME OF> PARISH SCHOOL

COMMISSION ON EDUCATION  
By-Laws

## BY-LAWS

### ARTICLE I NAME AND ADDRESS

The name of this body is the Commission on Education of <NAME OF> Roman Catholic Parish. The address of this body shall be <INSERT ADDRESS OF THE PARISH>

### ARTICLE II PURPOSE

Section 1: This commission has been established to promote the participation of members of <NAME OF> Parish in the educational mission of the Church, and in particular of this parish, to advise the pastor and to recommend to him policies on educational matters in order to ensure the mission, quality, and stability of Catholic education in the parish.

Section 2: The following are areas in which the education commission provides advice and oversight: Mission effectiveness; planning; finances; selection and support of leadership; development, public relations, and marketing; and evaluation

### ARTICLE III MEMBERSHIP

<i>If the scope of the commission is only the school, the coordinator of religious education does not serve as an ex-officio member.</i>
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Section 1: Voting members of the commission shall consist of not less than nine nor more than eighteen individuals. Ex-officio members shall be the pastor, the school principal, and the coordinator of religious education. *Ex officio* members serve by virtue of their office as long as they hold that office.

Section 2: The chairperson of the commission shall serve as a member of <NAME OF> Parish Council, and the chair of the commission's finance committee shall serve on the <NAME OF> Parish Finance Council.

Section 3: All appointed commission members shall serve for a three-year term. No members shall serve more than two consecutive three-year terms. The term of each member shall commence with his/her installation immediately following the final regular meeting of a school year.

Section 4: In the event of a vacancy, the commission will recommend to the pastor a candidate to serve the balance of the unexpired term.

Section 5: The failure of any voting member of the commission to attend any two consecutive meetings of the commission may constitute a refusal to act by said member unless the chairperson is notified of intended absence prior to the meeting and the absence is accepted by the commission.

Section 6: Voting members shall be appointed by the pastor upon the nomination of the commission. Letters of appointment shall be issued by the pastor and shall specify the terms of the appointment and its commencement.

Section 7: Members of the education commission or any of its committee who are Catholic must be in good standing with the Church, and those who are not Catholic must have values and a lifestyle consistent with Catholic doctrine and moral standards. Employees of the school and their spouses and members of their households shall not be eligible for appointment to the education commission.

#### ARTICLE IV OFFICERS

Section 1: The officers of the commission shall be a chairperson, vice-chairperson, and secretary. All officers are elected by majority vote of the commission with the approval of the pastor. Elections are held at the last regular meeting of a school year. New officers assume their positions at the end of the meeting at which they were elected.

Section 2: Officers' Duties:

2:01: The chairperson shall preside at all meetings of the commission and shall see that all resolutions are acted upon. He or she will meet with the pastor and administrators before each meeting to establish an agenda, which will be distributed to all members before the next meeting.

2:02: The vice-chairperson shall perform the duties of the chairperson when he or she is absent at meetings, and will perform any other assigned duties.

2:03: The secretary shall see that minutes of all meetings are kept and distributed. He or she will perform any other assigned duties as needed.

#### ARTICLE V MEETINGS

<i>Four regular meetings per school year are recommended.</i>
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Section 1: Regular meetings of the commission shall be held at such times and places as may be provided for in resolutions adopted by the commission each year and published each year in advance. Adequate notice shall be made of any change in meeting dates.

Section 2: Special meetings of the commission may be called by the pastor or, upon the approval of the pastor, by the chairperson or two or more members.

Section 3: The commission shall use a consensus process for decision-making or another process which assures broad support. In circumstances not defined in the process, the procedures of the commission shall be governed by *Robert's Rules of Order*.

Section 4: Any member of <NAME OF> Parish may attend any regular meeting of the commission on education. Any person qualified to attend a meeting of the commission, or any person attending any such meeting at the request or invitation of the commission, may address the commission only upon recognition by the chairperson.

*Items such as Section 4 are optional. Meetings are not required to be "open."*

Section 5: On the call of the chairperson and with the approval of the pastor or on the call of the pastor alone, any meeting of the commission on education may be adjourned from time to time for an executive session of the commission without notice other than announcement at the meeting.

Section 6. Any action which may be authorized or taken at a meeting of the commission may be authorized or taken without a meeting by the affirmative written vote of a majority of the members, which written votes shall be filed with or entered upon the records of the commission and noted in the minutes of the next regular or special meeting.

Section 7. The commission members shall not receive salaries, fees or compensation for their service as members or their attendance at any commission or committee meetings, but may be reimbursed for reasonable costs incurred in connection with the performance of their duties hereunder.

Section 8. A commission member having a conflict of interest or conflict of responsibility on any matter involving the school or parish shall refrain from voting on such matter. No commission member shall use this position for his/her own direct or indirect financial gain.

Section 9. Meetings of the education commission or any committee of the commission may be held through communications equipment if all persons participating can hear each other. Such participation by any commission member or committee member shall constitute presence at the meeting.

## ARTICLE VI QUORUM

Section 1: A majority of the voting members of the commission shall constitute a quorum. At any meeting of the commission at which there is a quorum present, a majority of the members present at any such meeting shall be sufficient for action by the commission. No action may be taken in the absence of the pastor or his delegate.

## ARTICLE VII COMMITTEES

Section 1. Standing Committees. In addition to the executive committee, the commission shall have standing committees to process its work. With the exception of the executive committee, at the first commission meeting of each school year, the chair shall, subject to the approval of the commission, appoint members to these committees. Each standing committee shall have only such duties as are prescribed by these by-laws and such additional duties as are prescribed by the

committee; shall consist of not less than two commission members, one of whom shall serve as chair; and each such standing committee shall be subject to the control of the commission. With the approval of the commission, each standing committee may invite one or more interested persons to serve on the committee. The term for non-commission committee members shall be three years. All committee actions, formal and informal, are subject to the approval of the commission at a regular or special meeting of the commission. Each committee may adopt procedures to conduct its business as it deems necessary, subject to the approval of the commission.

(a) Finance Committee. The finance committee shall oversee the annual budget process and monitor the fiscal practices and policies of the school in cooperation with the administrator of the school and the parish finance council. The finance committee shall make recommendations concerning the financial policies and practices of the school including but not limited to tuition, fees, faculty salaries, and grant-in-aid programs.

(b) Building & Grounds Committee. The buildings and grounds committee shall plan for and provide for the long and short range needs of the physical plant and property.

(c) Program Committee. The program committee shall provide for and monitor the mission effectiveness of the school and the quality of all of the programs of the school as well as provide leadership for planning and policy in this area.

(d) Nominating and Commission Development Committee. The nominating and commission development committee shall submit recommendations to the commission for members to be appointed by the pastor. This committee shall also recommend to the commission at the appropriate time members to be elected as officers and members to be appointed chairs of the various committees. The nominating and commission development committee shall also submit its nominations for any of the foregoing offices when vacancies occur. In addition, this committee shall design and coordinate a plan that will facilitate the preparation of all commission members for effective functioning on the commission and the standing committees, and, in addition, coordinate a plan for the annual evaluation of commission performance and effectiveness.

(e) Development, Public Relations, and Marketing Committee. The development, public relations, and marketing committee shall monitor the initiatives of the school in these areas and give leadership in providing for resources and planning in these areas.

Section 2. Ad Hoc Committees. The chair may establish committees and appoint members thereof to further the work of the commission. Each such committee shall have only such powers and duties as are prescribed by the commission and shall be subject to the control of the commission. Member of the committees will serve at the will of the commission

Section 3. All committee reports shall be distributed to all members of the commission prior to any meeting of the commission.

ARTICLE VIII  
POLICIES and POLICY FORMULATION

Section 1: It is the responsibility of the principal as the chief executive officer of the school to attend to the proper development and maintenance of policies for the good of the school. The principal will normally initiate the formulation of a needed policy with an appropriate committee for consideration by the commission and for recommendation by the commission to the pastor. Only the pastor may enact policy.

ARTICLE IX  
AMENDMENTS

Section 1: These by-laws may be amended, altered, or repealed by the pastor. Ordinarily, such change shall be undertaken after consultation with the commission and upon the recommendation of a majority of the members of the commission present at a meeting, provided there is a quorum and provided the recommended change has been given to all commission members not less than five days before any regular meeting of the commission at which the action is proposed. Such action is subject to the approval of the Bishop of the Diocese of Peoria through the Office of the Superintendent of Schools, within 10 business days of the decision to modify.

Section 2: These by-laws are to be interpreted in accord with the *Code of Canon Law* and the usages, customs, rules, regulations and statutes of the Roman Catholic Church of the Diocese of Peoria. The by-laws and all actions pursuant thereto shall always be subject to and shall in no way contravene the Affidavit of Incorporation and the By-laws of the Catholic Diocese of Peoria, <NAME OF> Parish or the Statutes of the State of Illinois under which these corporations exist.