

**SAINT LUKE CATHOLIC CHURCH
SCHOOL COMMISSION**

BYLAWS

(Revision Date: April 7, 2020)

Article I Name

The name of this body shall be the School Commission of the Parish of Saint Luke Catholic Church, Indianapolis, Inc., of Indianapolis, Indiana, hereinafter referred to as the Commission.

Article II Purpose and Function

Section 1. The Pastor and the Parish Pastoral Council establish the Parish School Commission as a “consultative/advisory” body to assist the Pastor and Principal in the governance of the Parish School as defined in *A Primer on Educational Governance in the Catholic Church* (NCEA, 2009). As such, the Commission serves as a policy-recommending body for Saint Luke School, hereinafter referred to as the School.

The Commission is responsible for plans and policy, and the Principal is responsible for policy implementation and the day-to-day details of educational administration in the School. Commission policy and decisions shall be binding throughout the School upon written ratification by the Pastor. The School operates under the authority of the Pastor, Parish Pastoral Council, the policies of the Archdiocese of Indianapolis, and the Sole Member (Archbishop of Indianapolis or designee) as provided in the Constitution and Bylaws of the Parish.

Section 2. The School Commission shall promote and advance the mission of Saint Luke School in conjunction with the Parish for the faith formation, education, and instruction of students in the Saint Luke Parish of Indianapolis, and adopt in connection therewith a course of education in Catholic principles as well as a secular educational program for elementary schools as prescribed by the Archdiocese and the State of Indiana. Saint Luke School is established to carry out the teaching ministry of the Catholic Church. As such, the religious and academic programs shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Indianapolis.

Section 3. The School Commission of Saint Luke School shall have as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional, and social development of the students. The Commission, operating under the guidance of the Archdiocesan Office of Catholic Schools and in conformity with the policies of the Roman Catholic Archdiocese of Indianapolis, Inc., shall concern itself with planning and policy issues pertaining to the general excellence of Catholic education at Saint Luke School as a ministry of the Saint Luke Parish.

Section 4. The Commission shall be responsible to the Pastor and his delegates for consultation on all aspects of the formal educational program of the School. Working in close consultation with the Principal, and hearing its many constituencies, the Commission Members shall formulate and recommend to the Pastor and his delegates, plans and policies that will enable the School to reach agreed-upon goals. These goals will be related, but not limited to the overall goals established by the Parish and the Archdiocese of Indianapolis. In consultation with the Pastor and the Principal, the Commission

shall be responsible for:

- a) Establishing and recommending to the Pastor for his approval a three-to-five year strategic plan for the School with ongoing monitoring and annual review/revisions. Said strategic plan shall be based upon the *National Standards and Benchmarks for Effective Elementary and Secondary Catholic Schools (NSBECS 2012 or latest edition)* (including required school improvement plans for the School as prescribed by the Archdiocese and State of Indiana for accredited non-public schools). The strategic plan and the school improvement plan may be managed as a single document, at the discretion of the Commission in consultation with the Principal;
- b) Formulating and recommending general educational and financial policies that guide the administration in achieving the objectives of the strategic plan. Said policies recommended by the Commission to the Pastor shall be in compliance with the Canon Laws of the Roman Catholic Church, Indiana civil law regarding accredited non-public schools and the policies of the Archdiocese of Indianapolis. Such policies shall guide planning and administration in the following areas:
 1. Academic affairs;
 2. Student affairs;
 3. Faith Community affairs;
 4. Business affairs;
 5. Institutional Advancement/Development/Enrollment affairs; and,
 6. Personnel affairs.
- c) Providing input to the Pastor on the performance appraisal of the effectiveness of the Principal on how he/she has administered Commission policy and met the goals set by the Commission, using the prescribed Archdiocesan performance appraisal process for school administrators;
- d) Participating in the evaluation of policies and plans and the effectiveness of Commission operations;
- e) Developing and preparing the long-term financial plan, annual operating budget, monthly financial reports, and end-of-year financial statement of the School, in conjunction with the School administration and Finance Council or Commission of the Parish, and presenting these to the Pastor for ratification;
- f) Directing the implementation of Archdiocesan, state and local educational policy in the schools through the Principal;
- g) Oversight of and active participation with the administration in comprehensive institutional advancement/development planning and programs for the School designed to attract human and financial resources including: communication, public relations, marketing, fund-raising, student enrollment management and retention, alumni affairs, etc.;
- h) Communicating effectively with the School community, which includes the Pastor, Principal,

staff, faculty, parents, students, alumni, parishioners and others;

- i) Oversight and evaluation with the Pastor of the overall mission effectiveness of the School in the context of the Catholic Faith.

- *Section 5. Fundamental Considerations for the School Operating Budget*

- - The Principal has ultimate accountability to the School Commission for the school's operating budget.
 - The Principal may delegate day-to-day oversight responsibilities in keeping with the conflict-of-interest expectations to other school employees for school related groups (e.g., Parent Teacher Organization, School Cafeteria, grade level committees), that have associated operating costs.
 - Operating costs for school related groups must be included in the budget approved by the School Commission.
 - School related groups must provide a proposed budget in time for the full school budget review for the following academic year. Proposed activities by school related groups must be aligned with the mission and vision of St. Luke School.
 - In extraordinary circumstances and after consultation with the Executive Committee or the School Commission, the Principal may approve expenditures from school related groups that was not budgeted.
 - School related groups must provide accurate accounting and documentation of costs and must submit receipts requiring reimbursement to the Principal or appropriate delegate in a timely fashion. Accounts payable must be paid from the same school year budget that contained the corresponding expenditures.
 - School related groups may not spend any surplus or unspent funds without prior approval from the Principal. The Principal must inform the Commission of such approval at the next scheduled Commission meeting.
 - Any person responsible for spending any money through a school related group must sign a conflict of interest form.

Article III Pastor

Section 1. The Pastor consults with the Commission and ratifies or vetoes all formal actions of the Commission in writing.

Section 2. The Canon (Church) Law Reserved Powers of a Pastor (Canon = c. #)

- a) Provide for the pastoral, sacramental and temporal care of the assigned Parish: *The pastor (parochus) is the proper (pastor) of the parish entrusted to him, exercising the pastoral care of the community committed to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of **teaching, sanctifying, and governing**, also with the cooperation of other presbyters (priests) or deacons and with the **assistance of lay members of the Christian faithful**, according to the norm of law (c. 519).*
- b) Care and administration of the temporal goods of the parish (cc. 1281-1288).
- c) The Pastor's (*required*) interaction (*consultation*) with the parish finance council (c. 537).

- d) Safeguard and manage the parish's property to include insuring the property (c. 1284, sec. 2-1).
- e) Provide oversight and management of the collection of the parish's revenue and income (c. 1284, sec. 2-4).
- f) Provide oversight and management of the parish's debt obligations (c. 1284, sec. 2-5).
- g) Provide oversight and management of the parish's investment and allocation of funds (c. 1284, sec. 6).
- h) Provide oversight and management of the parish corporation's records (c. 1284 Section 2-7).
- i) Provide a written report to the Sole Member (Archbishop), at least annually, with respect to the financial operations of the assigned parish (c. 1284, Sec. 2-8).
- j) Provide oversight and management of the annual parish budgets (c. 1284, Section 3).

Article IV Members

Section 1. The Principal, any vice principals,, the Parish Pastoral Council Education Liaison, and the PTO Representative shall be *ex-officio* members of the Commission. They have no voting rights and shall not be counted for purposes of determining quorum.

Section 2. Eleven persons shall be voting members of the Commission. Eight of the voting members shall be elected by parishioners of the Parish. Three of the voting members shall be appointed by the Pastor. Each voting member shall be an active parishioner, a parent of a school child, or both. At least six voting members shall be parents of who anticipate having children attend Saint Luke School for at least two years from the time of election or appointment. At least three voting members shall be parishioners who do not anticipate having children attend Saint Luke School for at least two years from the time of election or appointment. Whether elected or appointed or otherwise selected, all new members are officially appointed by the Pastor.

Section 3. At least nine of the eleven members of the Commission shall be practicing Catholics and parishioners at Saint Luke.

Section 4. In order to provide for staggered terms, the Commission shall be divided into three classes. Class One shall be made up of three (3) elected candidates and one (1) appointment. Class Two shall be made up of two (2) elected candidates and one (1) appointment. Class Three shall be made up of three (3) elected candidates and one (1) appointment. All three classes shall total to eleven (11) members of the Saint Luke School Commission. Class One consists of members beginning their term in 2018 and every third year thereafter. Class Two consists of members beginning their term in 2019 and every third year thereafter. Class three consists of members beginning their term in 2020 and every third year thereafter.

Section 5. New members of the School Commission shall be nominated annually in April or May in accordance with a nomination process developed and approved by the Commission.

Section 6. Each Commission member shall be appointed to a term of three (3) years. No voting member may serve more than two (2) consecutive three-year terms. Voting members serving less than a full term may be re-elected to two additional full terms, but no voting member shall serve more than eight consecutive years. Terms begin on July 1 and end June 30. The Pastor and Principal serve as long as they continue to be officers of the Parish.

Section 7. Membership Criteria: Potential members should meet the following criteria:

- a) Demonstrate an interest in and a commitment to Catholic education, and to the philosophy and mission of Saint Luke Catholic School;
- b) Attend Commission meetings regularly and fully participate in the in-service programs and committees of the Commission;
- c) Maintain the highest level of honesty and personal integrity, actively and fully support Commission decisions, and avoid disclosure of confidential matters;
- d) Abide by the Bylaws and policies of the Commission and support the school administrators in the performance of their duties;
- e) Deliberate on all matters before the Commission in good faith and for the common good of the School, the Parish, community that it serves, and the Archdiocese of Indianapolis;
- f) Be a credible witness to the Catholic faith and to Catholic moral values and religious teachings in the School community and beyond; and
- g) Demonstrate a willingness to actively participate in and provide leadership for resource development and advancement programs for the School and financially support the School to the best of their ability.

Section 8. The Commission shall establish an election that will provide for the election/appointment of Commission members consistent with the make-up of the Commission required in Article IV of the Bylaws.

Section 9. The appointment of Commission members by the Pastor shall take place during the month of May in each year.

Section 10. The Pastor shall approve candidates for voting members prior to the election. The Pastor may approve any person for candidacy meeting all other bylaws. However, the basic requirements are:

- a) Catholic members are to be active and practicing adult Catholics (e.g., registered and participating members of the parish);
- b) If married, the marriage is recognized by the Catholic Church;
- c) Attend Saturday evening/Sunday Mass weekly;
- d) Reflect the teachings and values of the Catholic Church in their lives;
- e) Non-Catholic members are to reflect the teachings and values of the Catholic Church in their lives;
- f) Those persons who intentionally are former or inactive Catholics are not eligible for membership.

Section 11. Paid employees and spouses of paid employees of the School or Parish are not eligible to be voting members of the Commission. Business interests with the School or Parish may also cause a conflict-of-interest. Each Commission Member shall annually sign a Conflict-of-Interest Disclosure form for the Archdiocese of Indianapolis and make known any actual, potential, or perceived conflicts of interest that may impair the member's ability to serve on the Commission.

Section 12. Members are expected to attend all scheduled meetings and to participate in committee work. A member who has more than three unexcused absences from regularly scheduled meetings may be

asked to resign by the President and Pastor. Any member may recommend to the President and/or Pastor, disciplinary action, suspension, or the discharge of a member for failure to perform requisite duties or other good cause. The Pastor shall have the power to remove a member for any reason, whatsoever, with or without cause.

Section 13. The Pastor may fill vacancies for the remainder of vacated terms in a manner consistent with the requirements above.

Article V Officers

Section 1. The officers of the Commission shall include a President, Vice-President, Secretary, Finance Chairperson, and Principal. The officers, except for the Principal, shall be chosen by consensus or discernment of the Commission.

Section 2. Commission officers shall be determined annually at the June meeting and serve from July 1 until June 30 of the following year. All officers shall serve one-year terms and may serve a maximum of three consecutive terms in the same office except for the Principal who serves *ex-officio* because of his/her position.

Section 3. The responsibilities of the Commission officers shall be as follows:

- a. **The Commission President** shall preside at all meetings and represent the Commission at all Parish Pastoral Council meetings either in person or through a designated Commission member; The President must be a practicing Roman Catholic in good standing with the Church.
- b. **The Vice President** shall preside in the absence of the President or when the President desires to introduce, second or speak to a motion; The Vice-President must be a practicing Roman Catholic in good standing with the Church.
- c. **The Chairperson of the Commission Finance Committee.** The financial health of the mission and implications of mission planning and programming on financial health need to be taken into account on all decisions and policies (finances should not govern the mission, but these should always be part of the decision-making process).
- d. **The Secretary** shall keep accurate minutes of meetings, forward the minutes to each Commission member, and with the assistance of the Principal and Executive Committee, provide each member with the agenda and preparation materials for the next meeting, and handle all necessary correspondence. Note: Any of the duties of the Secretary may be performed by an assistant (non-Commission staff position), who shall be responsible to and work with the Commission Secretary for purposes of carrying out these responsibilities.
- e. **The Principal** shall provide professional leadership to the Executive Committee and the Commission and shall be responsible to the Pastor and Commission for implementation of Commission policy and plans and the day-to-day administration of the School. The Pastor is the employer of the Principal.

Section 4. The Executive Committee of the Commission shall consist of the President, Vice-President, Secretary, Finance Chairperson, and Principal. The purpose of the Executive Committee is to formulate the Commission meeting agenda, make committee appointments, and to serve as informal advisors to the Principal.

Section 5. Removal of Officers. Except for the Principal, any officer may be removed by the Commission and Pastor when in the judgment of the Commission, the best interest of the School will be served thereby. Such actions require a quorum, majority consensus and approval of the Pastor.

Section 6. The Executive Committee shall meet prior to the regular meeting of the Commission to prepare the regular meeting agenda. The agenda and written committee and School reports should be available to members at least one week prior to the regularly scheduled meeting to ensure adequate time for members to read and understand the documents presented before the meeting.

Article VI Meetings

Section 1. Regular meetings of the Commission shall be held monthly, with the first meeting to be held at the discretion of the President, in August or September, and the final meeting to be held in June. There will be no regularly scheduled meeting of the Commission in July.

Section 2. Special meetings of the Commission may be requested by the President, Pastor, or Principal at any time. Written notice must be made to all voting members and be postmarked or, if electronic communication, time-stamped at least five days prior to special meetings. Notice must be by first class mail, courier service, telephone, electronic mail or text message, facsimile or such other such communication reasonably designed to provide prompt notice to the time, place, and purpose thereof to each member.

Section 3. Members or any committee appointed by the Commission may participate in a meeting by means of conference telephone or similar communications equipment if all persons participating in the meeting can hear each other simultaneously, and participation in such meeting in such manner shall constitute presence in person (although presence in person is always preferable).

Section 4. Any action required or permitted to be taken at any meeting of the Commission or any committee thereof may be taken without a meeting, if all members of the Commission or of such committee consent thereto in writing and the writing or writings are filed with the minutes of the proceedings of the Commission or of such committee. Action taken under this section is effective when the last member signs the consent and the Pastor ratifies the action in writing, unless the consent specifies a prior or subsequent effective date.

Section 5. All written notices required to be given by any provisions of these Bylaws shall state the authority pursuant to which they are issued. Every written notice required pursuant to these Bylaws shall be deemed duly served when the same has been deposited in the United States Mail with first class postage fully prepaid, delivered to a courier service, transmitted by facsimile, transmitted by electronic mail, text message or such other written communication reasonably designed to provide prompt notice, plainly addressed to the addressee at his/her last address appearing on the appropriate record of the Commission.

Section 6. All meetings of the Commission are to be open meetings unless designated as being executive sessions. Policy decisions made in executive sessions must be presented and voted on at open sessions before becoming effective. In order for the Commission to go into an executive session, a motion for executive session must be made, seconded and approved by the Commission. The right of non-members to address the Commission shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions must be addressed to the President of

the Commission and approved at least forty-eight (48) hours prior to the meeting. As a private non-public organization, in some rare cases, the Commission may restrict persons from attending or addressing the Commission.

Section 7. Quorum: A simple majority of the appointed members of the Commission constitutes a quorum for each meeting.

Section 8. Decisions/recommendations regarding policy matters and other major issues are not generally made at the “first reading.” The “second reading” of the resolution occurs after additional consultation, clarification and possibly, amendment. At that time the Commission begins its decision-making for recommendation to the Pastor.

Section 9. The Pastor or Principal must be present at all meetings of the Commission.

Article VII Committees

Section 1. The Commission may establish standing committees or special *ad hoc* committees or task forces as it determines are warranted in the exercise of its discretion. *Ad hoc* committees are considered temporary with a set or very specific task, selected and appointed by the President and Executive Committee as the need arises. When the task has been completed and a report made to the Commission, the *ad hoc* committee or task force is dissolved.

Section 2. All standing and *ad hoc* committees should receive a formal charge from the Executive Committee.

Article VIII Voting

Section 1. Each voting member that is elected or appointed to the Commission shall have a right to vote.

Section 2. After a motion is discussed, the President puts the motion in question for a vote. Another Commission member will second the motion. Upon a second, the motion shall be put to a vote.

Section 3. Voting on a motion will be by voice and/or show of hands unless a paper ballot is requested by a voting member.

Section 4. The President of the Commission can vote under the following circumstances: to break a tie, to make a tie, or if a paper ballot is requested by any voting member.

Section 5. A motion regarding an increase in tuition or fees for school families must first be discussed by the Executive Committee, then added to the Commission’s monthly meeting agenda, and finally discussed by the Commission at its next meeting. A vote may only be taken at the next Commission meeting following the Commission meeting where the motion was presented unless two-thirds of the voting members of the Commission vote to consider the motion at the meeting at which it was presented.

Article IX Parliamentary Authority

Robert's Rules of Order (latest edition) shall be the parliamentary authority. Should the Commission deem it necessary, the President may appoint a parliamentarian for one year.

Article X Amending the Bylaws

The Bylaws may be amended by a consensus of two-thirds of the members of the Commission and formal ratification by the Pastor. Commission members must receive written notice of proposed Bylaw amendments one month prior to the call to consensus or vote.

Article XI Administration vs. Governance Function

With Parish Commission and Archdiocesan policy as a guide for administrative discretion, the Principal reporting to the Pastor of the Parish Corporation, not the School Commission, shall be vested with authority in all decisions related to the day-to-day ordinary administration of the School including professional educational decisions, academic affairs, student affairs and personnel affairs including employee relations, hiring and termination of employees, administration of salaries and benefits and other related employment related matters. The Principal and his/her delegates (professional educators) shall coordinate major educational, student and employment decisions with the Pastor and Superintendent of Catholic Schools or his/her designee.

Article XII Secretariat for Catholic Schools

The Secretary for Catholic Schools (aka, Superintendent of Catholic Schools) is appointed by the Sole Member (Archbishop of Indianapolis) and is delegated authority as his appointed designee to act on his behalf in the area of Catholic school education for the Archdiocese of Indianapolis. The Office of Catholic Schools provides services, guidance, training, evaluation/accreditation review and leadership for Catholic schools.