

SS PETER AND PAUL
CATHOLIC SCHOOL

SCHOOL COMMISSION

CONSTITUTION AND BY-LAWS

SS PETER AND PAUL CATHOLIC SCHOOL SCHOOL COMMISSION CONSTITUTION

PREAMBLE

The general role of the SS Peter and Paul School Commission is to support and implement the mission statement and philosophy of SS Peter and Paul Catholic School (Attachment I)

ARTICLE I-TITLE

The name of this body shall be the SS Peter and Paul School Commission.

ARTICLE II – PURPOSE AND JURISDICTION

Section I – Purpose

To advise and support the school Principal to help improve the school.

Section II – Limits of Jurisdiction

Individuals have status as Commission members only when acting formally as members of the Commission while it is in session, or when specifically entrusted by the Commission to carry out specific assignments.

ARTICLE III – FUNCTIONS AND DUTIES

It shall be the duty of this Commission to:

- a) Make recommendations pertaining to the maintenance and condition of the facilities
- b) Promote communication and support of Catholic education, specifically of SS Peter and Paul Catholic School, within the school, Parish, and local community.

ARTICLE IV – MEMBERSHIP

Section I – Number of Members

The membership of this Commission shall be comprised of nine (9) selected lay members and two (2) ongoing representatives from the Parish Staff (Pastor and Principal).

Section II – Terms of Office

Selected members shall serve for a term of three (3) years. Member may serve more than one term, but must have a minimum of one (1) year off the Commission before being selected again. Individuals who complete another member's term of office are not required to take one (1) year off the Commission as long as the replacement term does not exceed (1) year.

Section III – Eligibility

Registered parishioners of SS Peter and Paul Catholic Church or parents or the legal guardians of students of SS Peter and Paul Catholic School shall be eligible to become selected members of the Commission. Members must be 21 years of age or older.

Ineligible are:

- a) Those not in agreement with the philosophy and purpose of Catholic education;
- b) Salaried employees of the Parish (except the Principal and Business Manager), whether teaching or non-teaching personnel and their spouses, parents or offspring, or spouse of any SS Peter and Paul School commission member or spouse of an officer on Peter, Paul and Parents, an Athletic Director or spouse of an Athletic Director;
- c) A selected member who is no longer registered with the parish.

ARTICLE V – OFFICERS

Section I – Selection and Terms

Officers should be selected by the Commission membership for the coming year. Officers shall serve one-year terms.

ARTICLE VI –

Section I – Schedule

The Commission shall meet regularly once a month from August to June, except December, at a publicly designated place. Such meetings are open to the public. Special meetings may be called by the President, Pastor, Principal, or through Commission consensus. In any case, the President, the Pastor, and the Principal must be consulted in advance.

Section II – Executive Session

The Commission may meet in executive session. Such meetings are closed to the public.

Section III – Quorum

For the purpose of transacting business, it shall be necessary that a majority of the members of the present.

Section IV – Consensus Decision -Making

Decisions shall be made through the consensus of the Commission. Consensus is achieved by open discussion and the ability of all members to be able to accept a final position.

Section V – Absence from Meetings

Any member who misses three (3) or more School Commission meetings in a year is liable to dismissal, at the discretion of the Commission. The issue shall be decided by consensus of the Commission and communication in writing to the affected member.

Section VI – Records

A written record of all acts of the Commission shall be prepared and preserved by the Secretary.

ARTICLE VII – COMMITTEES

Section I – Standing Committees, Liaisons to Other Parish Committees, and School Commission Positions

- a) Committees Report to the School Commission
 - i) Peter, Paul, and Parents (Cognizant School Commission Member – President)
 - ii) Sports (Cognizant School Commission Member – Vice President)
- b) Liaisons to Other Parish Committees
 - i) Finance
 - ii) Property and Grounds
 - iii) Evangelization
- c) School Commission Ongoing Responsibilities
 - i) Long Range Planning
 - ii) Marketing/Development
 - iii) Special Projects

Section II – Appointed Ad Hoc Committees

Such Committees will be appointed by the Commission President as need arises.

Section III – Committee Membership

Committee Membership shall include at least one (1) current Commission Member (as Chairperson or liaison) with the Principal as Ex-Officio, and others as deemed necessary by the Chairperson.

ARTICLE VIII – LIABILITY

Because all decisions are subject to the approval of the Pastor, the Commission shall not be held liable for the indebtedness or other obligation of the school.

SS PETER AND PAUL CATHOLIC SCHOOL

SCHOOL COMMISSION BY-LAWS

ARTICLE I – NOMINATION AND SELECTION OF COMMISSION MEMBERS

Section I – Nomination

- a) In March, a nominating committee shall be formed (typically consisting of the President and Vice President)
- b) The committee shall propose sufficient candidates to fill vacancies and one as an alternate.
- c) The committee shall gather the necessary information regarding the candidates to ensure eligibility requirements are met.

Section II – Selections

- a) Through prayerful guidance of the Holy Spirit, School Commission selections take place at the May School Commission meeting.
- b) Selected members of the Commission shall take office at the June Commission meeting.
- c) If a selected Commission member is unable to complete a term, the School Commission President will contact the alternate to see if he/she is willing to accept the position. If not, the School Commission President will contact all candidates who expressed interest in being on the School Commission. Selection will take place through prayerful guidance at the first School Commission meeting following the notification of the vacancy.

ARTICLE II – OFFICERS

Section I – Eligibility

All School Commission members are eligible to serve as President, Vice President, and Secretary providing that they will not be simultaneously holding an officer position in any school or parish associated organization. The president and Vice President will have had membership on the Commission for at least one year.

Section II – Duties

- a) The President shall preside at all regular and special meetings of the Commission. The President shall plan Commission meetings with the Principal, and shall appoint such committees as necessary to conduct the business of the Commission.
- b) The Vice President shall perform all duties of the President when the President is absent or unable to act.

- c) The Secretary shall have the responsibility of keeping the official minutes of all regular and special Commission meetings. The Secretary shall also handle Commission correspondence at the direction of the President. The Secretary may be assisted in these duties at the direction of the Commission.

ARTICLE III – MEETINGS

Section I – Conduct of Meetings

1. The ordinary order of business shall be:
2. Prayer
3. Approval of Minutes
4. Principal's Report
5. Committee Reports
6. Old Business
7. New Business
8. Ten (10) Minute Floor Discussion
9. Adjourn

Section II – Agenda

- a) Agenda shall be prepared and agreed upon by the President and the Principal.
- b) Agenda Items - Commission members must submit agenda items to the Principal, Pastor or President at least seven (7) days in advance of the meeting. Agenda items from non-Commission members must be submitted in writing to the Principal, Pastor, or President at least ten (10) days in advance of the meeting for consideration.
- c) Ability to Formally Address the Commission – Individuals (other than commission members) wishing to formally address the School Commission must submit a brief summary of the subject matter to either the Principal, Pastor or the President at least ten (10) days in advance of the meeting. Formal decisions may or may not be given that evening.
- d) Ten (10) Minute Floor Discussion – This ten-minute period will be provided for floor discussion to enable attendees to address the Commission on matters discussed at that meeting (e.g. agenda items).
- e) Written agenda should be available to Commission members at least five (5) days prior to each meeting.

ARTICLE IV – POLICY

Section I – Policy Review

The Commission shall review all existing policies annually.

Section II – Policy Publication

All new policies will be put on the School website (in a timely manner).

The Secretary shall be responsible for maintaining two (2) complete and up to date books of policy, one of which shall be kept in the school office.

Revised October 4, 2018

Rev. Jeremy Trowbridge
Pastor
SS Peter and Paul Church

Steve Henmueller
President, School Commission
SS Peter and Paul Catholic School

SS Peter and Paul Catholic School
Revision 5 October 2018