



**Saint Michael Parish**  
**School Commission By-Laws**  
(As of January 2025)

## **By-Laws for Saint Michael Parish School Commission (As of January 2025)**

The Catholic school is an expression of the educational mission of the parish.

The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school.

The principal serves as the chief administrator of the parish school and is responsible to the pastor.

The Commission shall be a consultative, advisory body to the Pastor in the formulation of policies affecting the parish school and serves as an advisory body in support of the ministry for the good of the school community. In developing its policies, the Commission must ensure that these follow the intent and spirit of the policies adopted by the Archdiocese Board of Education.

A partial listing of other duties and functions of the Commission are as follows:

### **Article I. Name of the Organization**

- A. The name of this body shall be Saint Michael Parish School Commission or the Commission.

### **Article II. Purposes and Functions**

- A. The pastor establishes the Commission, in accord with archdiocesan policy, to assist the pastor and principal in policy development and long-range planning for the parish and school community. When the Commission meets with pastor, principal and members and agree on a policy matter, the decision is effective and binding on all. The Commission will be consulted prior to decisions being made in its areas of responsibility.

- B. The Commission responsibilities are in the following areas:

#### 1. Planning

- Establishing a mission statement for the school
- Establishing Commission goals for the school
- Establishing plans for the future of the school

#### 2. Policy Development

- 3. Recommending policies that give general direction for the school to the pastor and principal.

#### 4. Finance, which includes:

- Developing a plan and means to finance school programs, including tuition, development, and fundraising
- Allocating resources according to the budget
- Monitoring the budget

#### 5. Public Relations, which includes

- Communication with various public groups or interested people about the school
  - Listening to the needs and concerns of the school community through appropriate forums set up for this purpose
  - Recruiting students
  - Promoting the school to the parish and parents.
6. Evaluation, which includes
- Determining whether Commission goals and plans are being met
  - Evaluating the Commission's own effectiveness

### **Article III. Membership**

- A. The Principal of St. Michael School shall function as the Commission's Executive Director.
- B. The membership of the parish school Commission shall consist of seven to nine members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate.
- C. Each member shall serve a term of three (3) years.

#### **D. Nominations and Selection**

1. A committee of the school Commission would seek and prepare a slate of prospective Commission members by nomination either by self or others. The nominees would meet the following criteria:
- Interest in and commitment to Catholic education and to this school's philosophy and mission
  - Availability to attend meetings and periodic in-service programs and to participate in committee work
  - Maintain high-level of integrity and confidentiality
  - Deal with situations as they relate to the good of the entire school community,
  - Be a credible witness of the Catholic faith to the school community and the other public spaces the school serves. (A Non-Catholic parent of child/children enrolled in the school may be a member of the Commission and may be encouraged.)

#### **E. Ineligibility**

1. A person currently employed by the parish or parish school or a close relative or in-law of or living in the same household as a parish or school employee is ineligible to serve on the School Commission.

#### **F. Selection**

1. Whatever method(s) a pastor uses to choose Commission members of parish Commissions should be used to determine new membership. The process should promote a sense of ownership throughout the school and parish community.
2. The selection of new members should begin in February. Selections should be made by March or April and new members should attend several school

Commission meetings for orientation purposes prior to beginning their term on July 1st.

#### **Article IV. Officers**

- A. The Commission should select members to serve in the positions of Chairperson, Vice-Chairperson, and Secretary. The officers are selected by the Commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers.
- B. The above officers, pastor, and principal form the executive committee.
- C. The executive committee may be called to meet and make decisions, if necessary, in the absence of a full Commission meeting.
- D. The duties of the officers shall be as follows:
  - 1. The Senior Co-Chairperson shall preside at all regular and special meetings of the Commission. He/she will plan the agenda cooperatively with the Executive Director.
  - 2. The Co-Chairperson shall perform all the duties of the senior Co-chairperson when he/she is absent or otherwise unable to preside.
  - 3. The Secretary shall maintain a written record of all acts of the Commission. He/she will publish and make available the minutes of Commission meetings for the parish and school community.
  - 4. The Executive Director shall conduct, receive and dispose of all correspondence as directed and see to the preservation of reports and documents committed to his/her care. Records shall be retained for a minimum of five (5) years. Any document regarding policy adoption shall be retained in accordance with Archdiocesan guidelines

#### **Article V. Meetings**

- A. The chairperson and principal should meet to plan the agenda for the Commission meetings and the agenda and written committee reports should be available to members at least one week prior to regularly scheduled Commission meetings.
- B. The school Commission meets every month beginning in August. Standing committees meet at other times as deemed necessary by the committee chair. If Commission meetings are open to the public, there should be a provision in the operating procedures of the Commission regarding executive sessions covering either personnel issues or other confidential matters. (A Commission could meet at least every other month with standing committees meeting in the other month.)
- C. A member who is absent without justification or notice from two regular meetings of the School Commission during one academic year (August through and including June) shall, unless excused by action of the executive committee, cease to be a member.
- D. Individuals who wish to address the Commission at one of its meetings may

do so by contacting the Commission Chairperson, Vice Chairperson, or Executive Director. This must take place (10) ten days in advance of the Commission meeting to be placed on the agenda.

E. The Commission has the right to go into closed executive session anytime the discussion will involve personnel or matters of a confidential nature.

**Article VI. Standing and Ad Hoc Committees**

A. Standing Committees will be named and a chairperson assigned, as needed by the pastor and/or principal. Ad Hoc committees will be named and a chairperson assigned for specific purposes, as needed by the pastor and/or principal. The committees will address the current and future needs of the school and may include the following:

- Annual Operating Plan and Budget
- Budget Oversight
- Tuition and Parish support rates
- Major Capital Projects
- Public Relations and Development
- Selection of new principal
- Long-range plans
- Review of school policies and procedures
- Maintenance and Operation of the school facilities
- Representative or liaison to Parish Council, Finance Council and/or PTSA/Parent Club
- Development and Endowments
- Alumni Relations

**Article VII. Amendments**

A. These bylaws and all subsequent amendments shall be effective upon consensus of the Commission and approval of the Pastor, subject only to regulations of the Archdiocese Board of Education.

Approved: Fr. Chad Hill Date: 1-15-2025

Fr. Chad Hill  
Pastor  
Saint Michael Parish