BYLAWS FOR SACRED HEART SCHOOL EDUCATION COMMISSION

Sacred Heart School is an expression of the educational mission of Sacred Heart Parish. Sacred Heart School Education Commission serves as an advisory body in support of the ministry for the good of the school community. The pastor is responsible to the Bishop of the Diocese of Lansing for the administration of the total parish, including the parish school. The principal serves as the chief administrator of Sacred Heart School and is responsible to the pastor.

**Article I. Name of the Organization**

The name of this body shall be Sacred Heart School Education Commission

**Article II. Purposes and Functions**

The Sacred Heart School Education Commission is established by the pastor, in accord with Diocese of Lansing policy, to assist the pastor and principal in policy development and long-range planning for the school. When the education commission meets with pastor, principal and members and agree on a policy matter, the decision is effective and binding on all. The education commission will be consulted prior to decisions being made in its areas of responsibility. The education commission responsibilities are in the following areas:

1. **Planning**

• Establishing a mission statement for the school

• Establishing commission goals for the school

• Establishing future plans for the school

1. **Policy Development**

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

1. **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.

1. **Public Relations, which includes**

• Communication with various public groups or interested persons 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.

1. **Evaluation, which** includes

• Determining whether commission goals and plans are being met;

• Evaluating the commission’s own effectiveness.

**Article III. Membership**

Membership for the Sacred Heart School Education Commission shall consist of 4-5 members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate. Nominations and Selection A committee of the education commission would seek and prepare a slate of prospective education 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 publics the school serves. (A non-catholic parent of child/ren enrolled in the school may be a member of the education commission.)

**Selection**

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.

The selection of new member should begin in February. Selections should be made by March or April and new members should attend several Education Commission meetings for orientation purposes prior to beginning their term on July 1st.

**Article IV. Officers**

Sacred Heart School Education Commission selects members to serve in the positions of chairperson, vice-chairperson and secretary. The officers are selected by the education commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers.

The above officers, pastor and principal form the executive committee. The executive committee may be called to meet and make decisions if necessary in the absence of a full Education Commission meeting.

**Article V. Meetings**

The chairperson and principal should meet to plan the agenda for the education commission meetings and the agenda and written committee reports should be available to members at least one week prior to regularly scheduled education commission meetings.

Sacred Heart School Education Commission meets quarterly beginning in August. Standing committees meet at other times. Education Commission meetings are open to the public. However, the commission is provided the authority to meet for an executive meeting covering personal or confidential matters.

A member who is absent from two regular meeting of the Sacred Heart School Education Commission during one academic year (August through and including June) shall, unless excused by action of the education commission, cease to be a member.

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

Standing Committees will be named and a chairperson delegated. 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 to Parish Council, Finance Council and/or Parent Group

• Development and Endowments

• Alumni Relations