

**Saint Joan of Arc Catholic Church**  
School Commission  
By-Laws

[Elected & Appointed Members]

**Article I        Name**

The name of this body shall be the School Commission of the Parish of St. Joan of Arc, hereinafter referred to as the Commission.

**Article II        Purpose and Function**

Section 1:        The Pastor and the Parish Pastoral Council establish the Commission as the policy-making and planning body for St. Joan of Arc School. Commission policy and decisions shall be binding throughout the School upon written ratification by the Pastor.

Section 2:        The Commission shall be responsible to the Pastor and the Parish Pastoral Council for the following:

- participating in the evaluation of the Principal, as determined by the Pastor, on how he/she has administered Commission policy and met the goal set by the Commission. The Pastor will use the prescribed performance appraisal process from the Archdiocese of Indianapolis.
- developing the annual operating budget for the School in conjunction with the Finance Council of St. Joan of Arc Parish.
- achieving, through the Principal, Archdiocesan and Parish goals for Catholic school education.
- reporting on the status of the School in the Parish.
- directing the implementation of Archdiocesan educational policy in the School program.

Section 3:        The Commission shall establish the necessary means and instruments to communicate Commission policy and decisions to the Parish community.

**Article III        Membership**

Section 1:        The Pastor shall be an ex-officio, non-voting member of the Commission.

Section 2:        Nine (9) persons appointed by the pastor shall be voting members of the Commission. The Principal of the School shall be an ex-officio member of the Commission, but shall have no voting rights on the Commission and shall not be counted for purposes of determining whether a quorum is present.

Section 3: Members shall serve a three year term. No member may serve more than two consecutive terms. Membership terms begin on July 1 and end June 30.

**Article IV      *Officers***

Section 1: The officers of the Commission shall include a Chairperson, Vice-Chairperson, and Secretary. The officers shall be elected by a majority vote of the Commission or assigned by the pastor.

Section 2: Officers of the Commission shall be elected to a one year term. No officer may serve more than two consecutive terms.

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

- Chairperson – shall preside at all meetings and represent the Commission at all Parish Pastoral Council meetings.
- Vice-Chairperson – shall preside in the absence of the Chairperson or when the Chairperson desires to introduce, second or speak to a motion.
- Secretary – shall be responsible for the following: maintaining accurate minutes of meetings, forwarding the minutes to each Commission member, maintaining all correspondence and providing necessary communications to Archdiocesan and parish commissions.

Section 4: The Executive Committee of the Commission shall consist of the Chairperson, Vice-Chairperson, Secretary, and Principal. The purpose of the Executive Committee is to formulate the Commission meeting agenda.

Section 5: The Principal of the School shall be the Administrative Officer of the Commission and shall be responsible to the Commission for implementation of Commission policy.

**Article V      *Meetings***

Regular meetings of the Commission shall be held monthly. Agenda items will be sent via email by the Chairperson prior to regular meetings. Special meetings may be called by the Chairperson, the Principal, or the Pastor and shall be called by the Chairperson upon written request of one-third of the Commission members. Written notice must be postmarked at least five days prior to special meetings.

**Article VI      *Quorum***

A simple majority of the voting members of the Commission constitutes a quorum for each meeting.

**Article VII      *By-Law Amendments***

The By-Laws may be amended by a vote of two-thirds of the members of the Commission and formal ratification by the Pastor. Commission members must receive written notice about By-Law amendments two months before the vote to amend.

Amendment to the By-Laws of St.Joan of Arc Catholic School

**Racial Nondiscrimination:** It is the policy of this corporation to operate the school in a racially Nondiscriminatory manner. The corporation shall admit students of any race, color, national and ethnic origin and afford such students with all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Further, the corporation shall take affirmative action to assure that it's school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies,admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The statement of racial no discrimination shall be included in all its brochures,catalogues, advertisements and websites dealing with student recruitment, admissions, programs, and scholarships.