



ST. THOMAS MORE  
CATHOLIC SCHOOL

SCHOOL COMMISSION

CONSTITUTION AND  
BY-LAWS

# ST. THOMAS MORE CATHOLIC SCHOOL SCHOOL COMMISSION CONSTITUTION

## PREAMBLE

The general role of the St. Thomas More School Commission is to support and implement the mission statement and philosophy of St. Thomas More Catholic School (Attachment I).

## ARTICLE I - TITLE

The name of this body shall be the St. Thomas More School Commission.

## ARTICLE II - PURPOSE AND JURISDICTION

### Section I - Purpose

This Commission is a policy making body for St. Thomas More Catholic School. The policies of this Commission must be consistent with and supportive of, the policies of the Bishop. No policy of this Commission shall become binding without the approval of the Pastor.

### Section II - Limits of Jurisdiction

Neither the School Commission as a whole nor any individual member shall formally entertain or consider communications or complaints until they have been first referred to the Principal and the Pastor.

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

## ARTICLE III - FUNCTIONS AND DUTIES

It shall be the duty of this Commission to:

- a) Develop and adopt local policies consistent with those of the Diocese.
- b) Make recommendations pertaining to the maintenance and condition of the facilities
- c) Promote communication and support of Catholic education, specifically of St. Thomas More 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 eight (8) 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 one (1) year.

### Section III - Eligibility

Registered parishioners of St. Thomas More Catholic Church who are or were parents or the legal guardians of students of St. Thomas More Catholic School shall be eligible to become selected members of the Commission.

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 St. Thomas More School Commission member or spouse of an officer on St. Thomas Morel and Parents, an Athletic Director or spouse of an Athletic Director;
- c) A selected member who is no longer registered with the parish.
- d) More than one member of a household.

## 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 on the first Thursday of each month from August

to May, 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 - Public Meetings and Executive Sessions

All School Commission meetings shall be open to the public, except in such cases as the, Pastor and Principal deem it necessary to call an executive session of the School Commission.

#### Section III - Quorum

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

#### Section IV - Consensus Decision-Making

Decisions shall be made through the consensus of the Commission.

#### Section V - Voting

A simple majority of all elected members present shall carry the motion and the decision becomes effective upon the approval of the Pastor.

#### Section VI - 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 VII - 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

- 1) PTO
- 2) Sports
- 3) Fundraising

##### b) Liaisons to Other Parish Committees

- 1) Finance
- 2) Property and Grounds

c) School Commission Ongoing Responsibilities

- 1) Long Range Planning
- 2) Marketing / Development
- 3) Special Projects

Section II - Appointed Ad Hoc Committees

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

ARTICLE VIII - LIABILITY

All decisions are subject to the approval of the Pastor. The School Commission is only an advisory council and shall not be held liable for the indebtedness or other obligations of St. Thomas More School.

ARTICLE IX – CONFIDENTIALITY

Commission members should respect the confidential information they receive in close/executive sessions. If the principal is going to feel comfortable sharing significant facts regarding personnel, for example, she/he must be confident that commission members will not discuss these members and spouses. Inability to keep confidences violates stated eligibility requirements and is sufficient reason to request resignation.

# ST. THOMAS MORE CATHOLIC SCHOOL

## SCHOOL COMMISSION BY-LAWS

### ARTICLE I - NOMINATION AND SELECTION OF COMMISSION MEMBERS

#### Section I - Nomination

- a) In March, nominations will be put forth from the Commission.
- b) The Commission shall propose sufficient candidates to fill vacancies and one as an alternate.
- c) A committee of the Commission shall gather the necessary information and interview the candidates to ensure eligibility requirements are met.

#### Section II – Selections

- a) Through prayerful guidance of the Holy Spirit, the committee will select and inform at the April School Commission meeting.
- b) Selected members of the Commission shall take office at the May 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. 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 prepare and keep the official minutes and special School Commission meetings; receive and handle all correspondence as directed by the

President; send a copy of the minutes to each School Commission member; preserve all reports and documents committed to his/her care; maintain separately a policy handbook containing all policies of the School Commission.

## ARTICLE III - MEETINGS

### Section I - Conduct of Meetings

The ordinary order of business shall be:

- 1) Prayer
- 2) Approval of Minutes
- 3) Pastor's Report
- 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 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 Proposal

- a) Policy proposals may be initiated by any member of the Commission.
- b) All proposals must be submitted in writing.
- c) Adoption of local policies includes all requirements and procedures from the diocese. In addition, local practice includes two policy readings: the first for review and changes as needed, and the second for formal approval.

##### Section II - Policy Review

The Commission shall review all existing policies annually.

##### Section III - Policy Publication

- a) All new policies should be communicated to the parents in a timely manner.
- b) 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 on this 15<sup>th</sup> day of March 2018 by the St. Thomas More School Commission

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**Reverend Richard Rosinski**  
Pastor

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**Sonja Keane**  
Principal

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**Robert Brown**  
President, School Commission



# **St. Thomas More Catholic School**

## **Elgin, Illinois**

### ***Mission Statement***

*The mission of St. Thomas More Catholic School is to provide an academic environment which is centered around Christ, and designed to promote the total development of the child, both intellectually as well as spiritually. This is accomplished by the St. Thomas More School and parish community empowering each child with a Catholic curriculum which instills faith, promotes academic excellence, fosters creativity, welcomes change and diversity, and integrates technology.*

### ***Vision***

*St. Thomas More Catholic School's vision is to develop the community's next generation, both spiritually and academically, grounded in the Catholic faith.*

### ***Philosophy of St. Thomas More School***

*We believe that Catholic education begins with faith. Through educational ministry, St. Thomas More Catholic School works together with parents, who are the primary educators of their children, to assist students in the development of their spiritual, intellectual, moral, and physical gifts. Recognizing individual talents and abilities, we provide an educational program that allows children to develop to their fullest extent as whole and responsible Catholic individuals. Guided by the grace and power of the Holy Spirit, we seek to empower students with the values, knowledge, and skills required to participate in today's Church and world.*