

Nativity Catholic Church

Nativity Catholic School Commission By-Laws

Article I Name

The name of this body shall be the School Commission of the Parish of Nativity, 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 advising and planning body for Nativity Catholic 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 performance review of the Principal on how he/she has administered Commission policy and met the goals set by the Commission using the prescribed performance appraisal process from the Archdiocese of Indianapolis. Performance review is initiated by the Pastor.
- developing the annual tuition structure for the school in conjunction with the Finance Council of Nativity 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 and Deanery 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 and the Principal shall be ex-officio, non-voting members of the Commission.

Section 2: The chairpersons of the standing committees of the Commission shall be members

of the Commission and are ex officio, voting members.

Section 3: Three other members of the parish shall be elected to the Commission as at-large, voting members. Up to two additional voting members may be appointed by the Pastor at his discretion in order to achieve balance and/or representation.

Section 3: At-Large 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 Election of At-Large Members and Terms of Office

Section 1: Election of at-large members to the Commission will be conducted annually in the spring.

Section 2: The term of office for ex officio members (standing committee chairpersons) shall not be restricted.

Section 3: Any term of office that cannot be completed by a Commission member shall be filled by the Commission.

Article V 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.

Section 2: Officers of the Commission shall serve a two-year term. No officer may serve more than two consecutive terms, with the exception of the Secretary.

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 by reporting on Commission activities/recommendations.
- 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 Deanery Boards and Commissions.

Section 4: The Executive Committee of the Commission shall consist of the Chairperson, Vice-Chairperson, Secretary, Principal, and Pastor. 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 the implementation of Commission policy.

Article VI Meetings

Regular meetings of the Commission shall be held at least 10 times a year. Special meetings may be called by the Chairperson, the Principal, or the Pastor, or 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 VII Quorum

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

Article VIII By-Law Amendments

The By-Laws may be amended by a consensus vote of the members of the Commission and formal ratification by the pastor. Commission members must receive written notice about By-Law amendments one month before the vote to amend.

Nativity Catholic School Commission

Standing Rules

Article I Members

- Section 1:* At-Large members of the Commission shall be practicing Catholics of at least eighteen years of age who are registered in Nativity Parish. Up to two standing committee chairpersons may be filled by non-Catholic parents of current Nativity students.
- Section 2:* Members of the Commission should have a strong commitment to the mission of Nativity Catholic School.
- Section 3:* Members are expected to attend all scheduled meetings and to participate in committee work. A member who has more than three unexcused absences from Commission meetings may be asked to resign by the Chairperson and the Pastor.
- Section 4:* Vacancies shall be filled by the Commission for the remainder of the term vacated.

Article II Voting Rights

- Section 1:* Each member of the Commission shall have a right to a vote.
- Section 2:* The Principal and Pastor are ex-officio members of the Commission and do not vote.

Article III Appointment of the Members of the School Commission

- Section 1:* The standing committees of the Commission shall appoint one member to serve on the Commission.
- Section 2:* The appointment of the members of the Commission shall take place during the spring of the year.

Article IV Officers

- Section 1:* Discernment of the Commission Officers shall be held at the first meeting each year.

Article V Executive Committee

- Section 1:* Members of the Executive Committee shall be the Chairperson, Vice-Chairperson, Secretary, the Administrative Officer (Principal), and the Pastor.

Section 2: The Executive Committee shall hold discussions, virtual or otherwise, to prepare the Commission agenda. The agenda and written committee reports will be available to Commission members at least one week prior to the regularly scheduled Commission meeting. The Chairperson shall be responsible for sending written notice of Commission meetings.

Article VI Standing Committees

Section 1: Standing Committees of the Commission are:

- PFO
- Finance
- Facilities
- Technology
- Enrollment Management (Marketing)
- Strategic Planning
- Alumni
- Development & Grants

Section 2: Special Committees shall be established by the action and approval of the Commission.

Article VII Meetings

Section 1: Meetings shall be held as prescribed in the By-Laws.

Section 2: All meetings shall be open meetings unless designated as an Executive Session. In order for the Commission to go into an Executive Session, a motion for Executive Session must be made by a member, seconded, and approved by the Commission.

Section 3: Non-members wishing to address the Commission shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions must be addressed to the Chairperson of the Commission and approved at least forty-eight (48) hours prior to the meeting.

Article VIII Order of Business

Section 1: The order of business shall be determined by the Executive Committee.

Article IX Decision-Making

Section 1: Decisions shall be made by vote.

Article X Amending Standing Rules

Section 1: The standing rules of the School Commission may be amended by a two-thirds vote of the Commission and ratification of the Pastor. Commission members must receive written notice about amendments one month before the vote to amend.

Amended: 10/22/25

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