

CONSTITUTION AND BY-LAWS
OF
THE
CATHOLIC COMMUNITY EDUCATION COMMISSION

Revised 7/26/2017

PREAMBLE

The Bishop of Kalamazoo is, canonically responsible for all activities of the Lake Michigan Catholic Schools, and holds title to all property, both real and personal.

The Kalamazoo Diocese Office of Schools is dedicated to sustaining and improving the quality of Catholic formation and education in our Diocese. The Office of Schools at the Diocese serves as the administrative structure through which the Bishop directs and moderates the education and catechetical activity in the Diocese.

The Office of Schools enacts Diocese policies, monitors school improvements through accreditation, provides opportunities for orientations, in-services, and workshops and provides administrative assistance to Catholic schools and local consultative advisory bodies, such as the Catholic Community Education Commission.

To assist the Bishop in meeting these responsibilities, he has authorized an organizational structure for governance and management consisting of a Community Education Commission. The Articles and Bylaws of this Commission define the Education Commission.

The Pastoral Board, as defined in **Exhibit 1**, is responsible to the Bishop for the Administration of the Lake Michigan Catholic School system. The President functions as the Chief Executive Officer of Lake Michigan Catholic Schools and is assisted in these duties by the Middle High School Principal and Elementary School Principal (the “Administrators”). A copy of the Lake Michigan Catholic Organizational Chart as of July of 2016 is attached hereto as **Exhibit 2**.

This structure is based on principles of collegiality and subsidiarity and represents an appropriate sharing of responsibility of the works of the Church among the People of God.

ARTICLE 1.

Name. 'The name of this body shall be The Catholic Community Education Commission, hereinafter referred to as the “Commission”.

ARTICLE 2.

Appointment, Purpose Powers and Function.

Section 1. The Pastoral Board appoints the Members of the Commission in accordance with Diocesan policy. The Commission Members function as a consultative body, offering advice, counsel and recommendations to the Pastoral Board, the President and the Administrators. Decisions of the Commission, which the

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Pastoral Board has approved, are effective and binding on all. The composition of the Pastoral Board and the Board's responsibilities are set forth and defined within Exhibit 1, attached hereto.

Section. 2. The Commission, with recommendations from the President, shall propose goals for area Catholic Education in accord with the Kalamazoo Diocesan goals; assist the Pastoral Board, the President and the Administrators in formulating policies that will guide the Administrators in fulfilling established goals; review regulations and decisions by the President and the Administrators, implement commission policies, and evaluate the effectiveness of those policies in achieving established goals.

By its nature, the Commission is advisory. It agrees to follow the policies and administrative procedures of the Diocese of Kalamazoo and the Office of Schools. The Commission Members agree that they will use their talents, gifts and insights for the common good of the community to promote the mission and goals of Catholic education. The Commission Members will defer their personal agendas in order to discern with other Commission Members the issues, concerns and challenges they face in meeting the educational needs of the students.

The Commission Members promote respect between and among each other, acknowledge the various views of each Commission Member, discern with each other in an open and collaborative manner and support the decisions approved by the Commission. The Commission functions only when it is in session. This relieves Commission Members of "being on duty" at social or school events or when they meet other members of the community.

Each Commission Member is a public relations agent of the school. It is a privilege to serve as a Member of the Commission. The Commission Members are valued because of their expertise, the support that they give to Catholic education and their generosity in sharing their talents with other members.

The Commission assists the school in achieving its goals to provide quality Catholic education.

It shall be the mission of the Commission to promote a system of Catholic School education to bring forth Christian virtues by transmitting and integrating gospel teachings in an educative process that, within an excellent program of academics, directs the students toward a conscious choice of living a responsible Catholic life.

To fulfill such mission the Commission shall offer advice, counsel and recommendations to the Pastoral Board, the President and the Administrators, keeping in mind the following general goals:

A. Train young people to live knowingly and understandingly as children of God through a school environment that proclaims the Good News

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revealed in Christ, promotes fellowship in Community, and encourages service to others.

- B. Promote in students and adults a deep concern for and skill in peacemaking and the achievement of justice, to help them learn and be sensitive to human needs, to respond positively to such needs through individual and joint action.
- C. Create and maintain in the school a living, conscious, active community of faith where teachers, staff, the President and the Administrators, by work and by integration of faith and their own personal conduct, enable students to live a life in Christ.
- D. Encourage a teaching and learning atmosphere permeated with the Gospel Spirit of freedom and love.
- E. Provide quality education in all areas of a school curriculum without regard to economic, cultural, ethnic or racial background of the student.
- F. Maintain a deep reverence for the uniqueness and giftedness of each student as a person and as a member in the community of families.
- G. Maintain an appreciation of the traditions of each ethnic culture and encouragement for unity and the diversity of these cultures.
- H. Strive to maintain an environment that provides character development and encourages responsible citizenship.

Section 3. The Commission's responsibilities shall include:

- A. Advise the Pastoral Board, the President and the Administrators on the educational program and needs of the Lake Michigan Catholic Schools.
- B. Advise the Pastoral Board, the President and the Administrators regarding the establishment, promulgation, definition, implementation and regular review and revision of policies, which the Administrators implement.
- C. Advise the Pastoral Board, the President and the Administrators on establishing a long range plan for the school which shall be subject to timely up-dating and which shall be

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designed to meet the special needs and requirements of the Lake Michigan Catholic School System.

- D. Provide advice to the President and the Administrators for financial management and for resource development.
- E. Advice to the Pastoral Board, the President and the Administrators regarding the monitoring and overseeing of the financial aspects of all operations to insure adherence to budget provisions and the wise use of funds, and to provide counsel and advice concerning the coordination and integration of educational programs.
- F. Give advice concerning qualifications, guidelines and compensation for staff to the President and the Administrators.
- G. Give advice, concerning standards for buildings, grounds and equipment to the President and the Administrators.
- H. Serve on those committees that may be from time to time established by the Commission.
- I. Provide advice to the Pastoral Board, the President and the Administrators regarding public relations and marketing schemes for the school system.
- J. Evaluate the effectiveness of Commission policies and whether established goals are being met.

ARTICLE 3.

Membership and Appointment.

Section 1. The Commission shall consist of a total of eight (10) representatives appointed by the Pastoral Board; four (4) each from the two (2) parishes of St. Joseph and S.S. John & Bernard, and two (2) at large.

Section 2. Upon recommendation of the Commission and the approval of the Pastoral Board, representatives from other Parishes may be admitted.

Section 3. If desired by the Pastoral Board, the immediate Past President may continue to serve for one additional year to assist in the transition of leadership.

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ARTICLE 4.

Terms of Appointment.

Section 1. Each Commission Member shall serve a term of three (3) years.

Section 2. Each Commission Member may serve a maximum of two (2) consecutive terms. A waiver of this requirement may be granted by the Pastoral Board.

Section 3. Newly appointed Commission Members shall attend the Commission meeting that immediately follows the Commission Member's appointment, and will be seated at the next to last item of business at that meeting. Terms expire for those Commission Members being replaced when the new Commission Members are seated.

Newly appointed Commission Members must attend an in-service (Orientation) sponsored by the Diocese of Kalamazoo.

Section 4. A vacancy on the Commission may be filled by the Pastoral Board.

ARTICLE 5.

Code of Ethics.

The Commission shall have a Code of Ethics under which each Commission Member shall agree to operate. This Code of Ethics shall be mindful of the legal, moral and ethical considerations fostered by the Catholic Church through the Ordinary of the Diocese and the Office of Schools as well as applicable Federal, State and Local Laws. Each Commission Member shall agree, through written signature, to adhere to this Code of Ethics.

ARTICLE 6.

Removal.

A Commission Member may be removed by a majority vote of the Pastoral Board based on what the Pastoral Board believes to be in the best interest of the school system, in the Pastoral Board's discretion

ARTICLE 7.

Officers.

Section 1. Officers of the Commission shall consist of the President, Vice President and Secretary. They shall be appointed by the Pastoral Board, annually.

Section 2. All Officer positions shall be limited to two (2) consecutive appointed

terms. A waiver of this requirement may be granted by the Pastoral Board.

Section 3. All Members of the Commission are eligible to be Officers.

Duties.

Section 1. President. The President shall chair all meetings as the executive head of the Commission. The Commission President shall have the authority to call such special meetings as in his or her judgment may be necessary. The Commission President shall also appoint committee chairpersons.

Section 2. Vice-President. The Vice-President, in the absence of the Commission President or in the event of the Commission President's inability (for any reason) to carry out the functions of his or her office shall assume the duties of the Commission President during such period of absence or disability. In addition, the Vice-President shall perform such other duties as may be delegated by the Commission President.

Section 3. Secretary. The Secretary shall be responsible for the recording of the minutes of all Commission meetings, for preserving them in a permanent form and for sending copies to all Members of the Commission at least one (1) week prior to the next regularly scheduled meeting, along with the agenda for said coming meeting. The Secretary shall report the actions of the Commission to the Bishop of Kalamazoo through the Diocesan Superintendent. The Secretary shall be the custodian of the records of the Commission and shall perform such other duties as from time to time may be assigned by the President of the Commission.

Section 4. If neither the Commission President nor the Vice-President can attend the Commission Meeting, a President Pro-Tem will be selected by the Commission.

ARTICLE 8.

Meetings.

Section 1. The Commission shall meet from time to time according to a yearly schedule agreed upon at the first meeting, as it may be amended from time to time. There shall be a minimum of four (4) meetings scheduled each year between the months of September and May. Additional meetings may be called to accomplish committee work.

Section 2. A majority of the entire Commission shall constitute a quorum and actions approved by a simple majority vote shall suffice for the transaction of matters which come before the Commission, subject to approval of the Pastoral Board.

Section 3. All meetings of the Commission are to be open meetings unless a meeting is previously designated as being executive. The right of non-members to address the Commission shall be limited to those whose written Petition has been received at least eight (8) days prior to the meeting date and approved for the agenda by the Commission President or the

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presiding officer, or as otherwise consented to by the Commission President.

Section 4. A written record of all acts of the Commission, maintained by the Secretary, shall be preserved.

Section 5. The Commission may fix its own rules of procedure, but in the absence of such Rules, “Roberts Rules of Order, Revised” shall apply.

ARTICLE 9.

Special Meetings.

Special meetings of the Commission may be called at the request of the Commission President or at the request of three (3) Members of the Commission on at least three (3) days notice to each Commission Member given personally by telephone or by written notice.

ARTICLE 10.

Committees.

The Commission may appoint standing and ad-hoc Committees as deemed necessary for a specific purpose. Such Committees may be established to investigate and prepare for discussion certain topics and proposals to be treated at a Commission meeting. The functions of these Committees shall ordinarily be fact seeking and advisory. Committee meetings will be announced at Commission meetings and the time and place of the meetings incorporated into the minutes for purposes of public announcement. These Committees are meant to execute the school’s Strategic Plan and to bring about wider consultation and involvement of the greater Lake Michigan Catholic Community. Standing and ad-hoc committees of the Commission may consist of, but not be limited to, the following:

Foster Catholic Identity. This committee will work to encourage family center catechetical culture, increase the faith component in all subject areas, recognize those who emulate LMC values and increase Pastoral involvement in the schools.

Unite LMC Family/Community Living Catholic Faith. This committee will help bridge the gap between the two school buildings, strengthen strategic relationships, and assist in developing initiatives that demonstrate our Catholic values through community service.

Deliver Superior and Differentiated Academics. This committee will assist in the positioning of LMC as the best academic program in the area. They will provide leadership and guidance in the area of technological initiatives for the schools as well as our extracurricular programs. This committee will also guide in the implementation of life skills into the curriculum.

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Ensure Long Term Financial Health. This committee will provide leadership and guidance in the execution of the Partners in Mission Enrollment Management and Advancement Plans. They will also advise on financial models for reporting as well as determining the short and long term financial needs of the schools.

Faculty and Staff Growth and Excellence. This committee will assist the administration in the implementation of best practices to retain and recruit the best in class faculty and staff for the schools. The committee will also provide leadership in the areas of how the schools, its employees and volunteers, model our mission and values.

ARTICLE 11.

Indemnification.

Lake Michigan Catholic Schools shall indemnify to the full extent permitted by law, defend and hold harmless, any person who is made, or threatened to be made, a party to, or otherwise involved in, any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the person is or was acting as a member of the Commission or any of its committees. The person shall be indemnified against expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit or proceeding.

ARTICLE 12.

Amending the Constitution and By-Laws.

The Constitution may be amended by the recommendation of the Commission and the approval of the Pastoral Board.

Adopted this _____ day of _____, 2017

Father Robert Creagan

Approved:

Diocese of Kalamazoo

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Office of Schools

By: _____

Its: _____

Exhibit 1
PASTORAL BOARD

MEMBERSHIP:

- A. Pastor(s) of S.S. John & Bernard Parish and St. Joseph Parish.

RESPONSIBILITIES:

- A. Overview of the religious instruction programs to assure that they are consistent with the teachings of the Church.
- B. Approval (or non-approval) of the President, principals, director of religious education and business manager, with due consideration of area education commission recommendations.
- C. Confirmation of teaching personnel prior to contract offer, in accord with Diocesan Policy #4111. Especially important is approval of all persons teaching religion. The Pastoral Board will select one of its members as a representative to fulfill this responsibility.
- D. Assures that all programs operate within Diocesan policies.
- E. Approval of capital fund drives or any major campaigns.
- F. Approval of major capital renovation or expansion plans.
- G. Approval of annual operating budget.
- H. Approval of parish subsidies to the schools and religious education program.
- I. Enactment of policies proposed by the area education commission.
- J. Approval of proposed changes in the By-laws or Constitution.
- K. Determination of the process for selection of area education commission officers, including appointment by the Pastoral Board if they so choose.

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L. Prior review and approval of area education commission transactions with the Local Ordinary.

Review of other matters as may be recommended from time to time by the Kalamazoo Diocese Office of Schools (i.e. contractual and personnel matters)

Exhibit 2



Exhibit 2
Lake Michigan Catholic Organizational
Chart as of September 22, 2016

