



Bylaws of St. John the Baptist Catholic School  
School Advisory Committee  
Vermillion, MN

INTRODUCTION

The School Advisory Council (SAC) of St. John the Baptist Catholic School is established to assist the Pastor and the Principal in the governance of this parish school. The Pastor is the Canonical Representative of the parish, including the school, and the enactor of local policy. The Pastor hires, supervises, and annually evaluates the Principal. In addition, the Pastor is responsible for the supervision of religious education and formation programs and approves the school's annual budget.

The Pastor entrusts to the Principal the daily operation of the school program, as specified in his/her terms of employment and/or job description. This responsibility includes the general administration of the school's operations, management of the school's financial affairs within the limits of ordinary administration<sup>1</sup>, recommendations regarding employment of new staff, supervision and evaluation of teachers and school staff, the establishment of curriculum and other educational programming, and the evaluation and management of student behavior. The Principal shall be work in collaboration with the SAC for carrying out its policies and informing the SAC of the need or the requirements for policies.

The establishment of policy is accomplished through the activity of the SAC. The SAC is composed of the administrative team (Pastor and Principal) and the other Council members. When the SAC (administrative team and members) meets and agrees on a

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<sup>1</sup> The phrase "within the limits of ordinary administration" refers to canonical limitations on the authority of local parishes. For example, financial transactions in excess of \$25,000 (amount as of 5/1/2020) require Archdiocesan approval.

policy matter, it is effective so long as it does not conflict with Archdiocesan mandates or applicable law. The SAC's responsibility is solely for policy matters; it has no authority for the school's administration or daily operations, including employment-related matters for school administration, faculty, and staff.

The SAC's primary purpose is the fostering of faith development and the advancement of the school community, in accordance with these Bylaws and the school's mission statement:

*Our mission is to inspire and empower all learners to become the best Christ-centered version of themselves by integrating Catholic virtues, 21st century learning, and service.*

## **ARTICLE 1**

### **NAME**

The name of this body shall be the St. John the Baptist Catholic School Advisory Council (SAC).

## **ARTICLE II**

### **NATURE AND FUNCTION**

**Section 1. Nature:** The SAC is an advisory council and is consultative to the Pastor and the Principal. The members cannot act apart from the Pastor and the Principal and cannot make binding decisions for the parish school without the approval of the Pastor and the Principal. Consultation also means that decisions by the Pastor and the Principal will not be made in major matters affecting the parish school until and unless the SAC has been consulted.

**Section 2. Function:** The SAC has responsibilities in the following areas:

1. Advancement
  - a. Represent and communicate the work of the parish school with all segments of the school, parish, alumni, and broader community
  - b. Assist in public relations and marketing
  - c. Lead in formulating a development program and implementing development initiatives

2. Education Programs
  - a. Provide ongoing review of the school's mission and philosophy statements
  - b. Provide support to the school's administration in the development of the parish school's Catholic Identity and its curriculum
3. Finance
  - a. Assist the Principal in developing the annual budget for submission to the Parish Pastoral and Finance Councils
  - b. Recommend rates or tuition and fees
  - c. Review fundraising efforts and allocation of those funds
  - d. Prepare and update three (3) year budget projections
4. Policy
  - a. Formulate policies for the governance and direction of the parish school consistent with its mission statement and the mandates of the Archdiocese
  - b. Recommend policies for the Parent/Student Handbook
5. Selection of the Principal
  - a. Assist the Pastor in the search process for the Principal; Pastor makes the ultimate hiring decision
6. Strategic Planning
  - a. Establish and review goals of the school, both immediate and long-range, in consultation with the Parish Pastoral Council
  - b. Development plans for implementation of goals, including but not limited to: physical plant, space needs, and technology
  - c. Communicate and collaborate with the parish's other strategic planning groups
7. Technology
  - a. Establish immediate and long-range technology goals for the school
  - b. Assist the administration in achieving established technology goals
  - c. Assist in developing the annual technology budget
8. Accreditation
  - a. Assist the Principal in compiling documentation required for school accreditation

**ARTICLE III**  
**ORGANIZATIONAL RELATIONSHIPS**

**Section 1. Parish Pastoral Council:** The Parish Pastoral Council is a consultative council to the Pastor which advises him on all aspects of parish life. The SAC should inform the Parish Pastoral Council of the school's accomplishments and needs, and may bring to the attention of the Parish Pastoral Council any matters which are broader than the educational programs of the school.<sup>2</sup> Any changes to the Bylaws of the SAC must be approved by the Parish Pastoral Council.

**Section 2. Parish Finance Council:** The Parish Finance Council advises the Pastor in administering the temporal goods of the parish. The school income and expenditure budget is prepared by the Principal and is subject to final approval as a part of the parish-wide budget prepared by the Parish Finance Council.

**Section 3. Home and School Association:** The Home and School Association is a key vehicle through which parents can provide service to the school (e.g., volunteering, fundraising). The SAC works with the Principal and the officers of the Home and School Association in order to understand parent needs and concerns, and to coordinate select fundraising programs of the school.

**Section 4. Archdiocese of Saint Paul and Minneapolis:** Local school policies may not conflict with Archdiocesan mandates. The SAC may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Office for Mission of Catholic Education.

**Section 5. Partner Parishes:** While St. John the Baptist Catholic School is a parish school of St. John the Baptist Parish, a Partnership Agreement has been developed with St. Mary, New Trier and St. Mathias, Hampton to partner with St. John the Baptist in support of their Catholic school that educates students from each of the three parishes.

## ARTICLE IV

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<sup>2</sup> Each parish is encouraged to consider whether the Vice-Chair or other member of the SAC should be invited on a standing basis to attend Parish Pastoral Council meetings in order to ensure good communication and that all of the parish ministries are working together to serve the mission and ministries of the parish. Should a decision be made to make a member of the SAC an official member of the Parish Pastoral Council, then changes must be considered to the Parish Pastoral Council's constitution and will require approval from the Chancery. If a parish does not have a Parish Pastoral Council, it is encouraged to consider how the establishment of one might be extremely helpful to the faith community.

## **MEMBERSHIP**

**Section 1. General Eligibility:** Each member of the SAC shall be:

1. at least 18 years of age;
2. a registered parishioner who is a fully initiated and actively participating Catholic, a parent of a student(s) in the school, an alumnus of the school, or a person active in the business or development community for the geographic area in which the school is located;
3. prepared to give time and energy to the advancement of the parish school, including importantly, attendance at SAC meetings;
4. competent in at least one of the areas of responsibilities set forth in Article II, Section 2;
5. willing to maintain high levels of integrity and confidentiality and to work effectively with others in achieving consensus; and
6. ready to support school mission and philosophy.

Except as may be set forth in these Bylaws, salaried parish employees or their spouses, or anyone currently holding elected or appointed parish office, are ineligible to be a voting member of the SAC without proper disclosure.

**Section 2. Number of Members and Representation:** Members of the SAC shall consist of the Pastor, the Principal, and five (5) to seven (7) Pastor-appointed members upon utilizing the recommendations from the present members. Of the five (5) to seven (7) voting members, there must be one voting member from each of the parishes of St. Mathias in Hampton and St. Mary in New Trier, as long as a Partnership Agreement is in effect between that parish and St. John the Baptist in Vermillion. Voting members are the appointed members. Non-voting members are the Pastor and the Principal. The Principal shall function as the executive officer of the SAC. The Principal is responsible for implementing policies formulated by the SAC and approved by the Pastor, informing the SAC about the education system, and proposing the adoption of needed policies.

**Section 3. Term:** Each member shall serve a term of three (3) years and may serve up to two (2) terms. The term of office shall run from July 1 to June 30. The members' terms shall be staggered over a period of three (3) years to provide for continuity of a majority

of the membership from year to year. A member's term may be extended upon recommendation of the SAC and approval of the Pastor.

**Section 4. Vacancies:** With the exception of ex officio members, any vacancy in membership shall be filled by appointment of the then current SAC. The SAC shall provide a list of recommended candidates from which the appointment shall be made. All appointees must meet the eligibility requirements set forth in Article IV, Section I. The successor member shall serve on the SAC for the unexpired term of the vacating member.

**Section 5. Resignation:** Any member may resign at any time by written notice to the Chair, the Pastor, or the Principal. Any member who misses three or more consecutive meetings will have resigned their membership.

**Section 6. Removal:** A member may be removed by the Pastor with the consultation of the Principal and the parish trustees.

## **ARTICLE V OFFICERS**

**Section 1. Officer:** The SAC'S officers shall be the Chair, the Vice-Chair, and the Secretary.

**Section 2. Chair:** The Chair shall:

1. preside at all meetings of the SAC;
2. plan SAC meetings with the Principal;
3. make all committee assignments and see that the committees function properly;
4. execute all written documents on behalf of the SAC;
5. ensure that SAC recommendations are addressed; and
6. in general, perform all duties pertaining to the office of the Chair.

**Section 3. Vice-Chair:** The Vice-Chair, in the absence of the Chair or at the Chair's request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair and shall perform such other duties as are delegated by the Chair.

**Section 4. Secretary:** The Secretary shall maintain minutes of all SAC meetings, provide such minutes to members, notify members of meetings, and, in general, perform duties pertaining to the office of the Secretary.

**Section 5. Election and Term of Office:** The SAC's officers shall be elected at the annual meeting of the SAC for a term of one (1) year, which shall begin on July 1. Nominations of officers shall be presented by the SAC. Election may be by voice vote or by secret ballot and the Principal will count the ballots. The officers shall hold office until the next annual election and thereafter, until their successors are duly elected and qualified. No member shall hold the same office for more than two (2) consecutive years, unless an extension is recommended by the SAC and approved by the Pastor. All voting SAC members are eligible to serve as an officer.

## **ARTICLE VI MEETINGS**

**Section 1. Meetings:** Regular meetings shall be held at least every other month except in July and August, when no meetings may be held. Any deviation from this schedule will be decided at the prior month's meeting. Special meetings may be held when requested by the Pastor, the Principal, the Chair, or a majority of the members. The Principal must be present for a meeting to take place.

**Section 2. Notice:** Written notice stating the date, time, location, and purpose of the meeting shall be given to members at least seven (7) days before the meeting. Such notice shall be mailed to each member, delivered to him or her personally, or given by a form of electronic communication.

**Section 3. Conduct of Meetings:** The SAC shall operate in a spirit of collegiality and shall seek consensus. All meetings of the SAC are open meetings unless designated as being an executive session. Motions approved in an executive session must be presented at an open SAC meeting for approval before becoming effective.

**Section 4. Confidentiality:** Members of the SAC should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential.

**Section 5. Quorum:** Half of the voting members of the SAC shall constitute a quorum for the transaction of business at a meeting, and each such member, shall be entitled to one (1) vote, either in person, by proxy, or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as set forth in Article IX. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting.

**Section 6. Annual Meeting:** An annual meeting of the SAC shall be held each year. The meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year, the recognition of those members whose terms have expired, and a review of the results of the SAC's self-evaluation and plans for the following year.

**Section 7. Authorization Without a Meeting:** Any action required or permitted to be taken at a meeting of the members may be taken without a meeting by agreement of all of the members entitled to vote on that action.

**Section 8. Visitors:** Visitors wishing to make a presentation at a SAC meeting must request a place on the meeting agenda by contacting the Principal or the Chair, verbally or in writing, at least forty-eight (48) hours prior to the meeting.

## **ARTICLE VII COMMITTEES**

**Section 1. Committee Membership:** All SAC members are expected to serve on one (1) or more standing committees. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the SAC Chair. The Chair shall assign and appoint committee memberships, including committee chairs, after consultation with the Principal. Committee chairs must be SAC members. Committee members may include persons who are not SAC members, but who are competent or

expert in an area of responsibility of the committee to which they are appointed. Teachers and other staff at the parish school are eligible to serve on committees, but are not eligible to serve as SAC members. The Principal and/or his/her designee may attend all committee meetings.

**Section 2. Standing Committees:** Standing committees carry out the functions set forth in Article II, Section 2.

**Section 3. Ad Hoc Committees:** The SAC may appoint such ad hoc committees as it deems advisable and may discontinue the same at its discretion.

**Section 4. Committee Work:** Committee meetings shall be conducted in a spirit of collegiality, and committee chairs shall seek consensus, striving to reach outcomes that all committee members can support. Committee recommendations shall be forwarded to the SAC for a vote or further action.

## **ARTICLE VIII**

### **PERIODIC REVIEW OF BYLAWS**

The Bylaws shall be reviewed and modified, if needed, at least once every five (5) years, or more often if determined by the SAC.

## **ARTICLE IV**

### **AMENDMENTS TO BYLAWS**

Subject to the approval of the Pastor's Parish Council, these Bylaws may be amended by four (4) of the voting members present and voting affirmatively at a regular meeting; provided that the amendment was presented in writing at the preceding regular meeting. Publication of the amendment to the school and parish community prior to approval is encouraged.