

**St. John the Baptist Catholic School**  
**School Advisory Board**  
**By-Laws**

**Article I – Name, Purpose and Functions**

**Section 1.**

The name of this organization shall be the St. John the Baptist School Advisory Board, hereinafter referred to as the Board.

**Section 2.**

The purpose of the Board is to provide advice and assistance to St. John the Baptist Catholic School's pastor-principal leadership team in the governance of the school. The Board fulfills its purpose and exercises its functions in accord with the mission and goals of the parish and with the goals, policies and regulations of the Archdiocese of Washington.

**Section 3.**

The functions of this Board are:

- a. Public Relations and Marketing for the strength of the school
- b. Development and Finance for the strength of the school
- c. Strategic Planning
- d. Governance and Evaluation
- e. Fundraising
- f. Community Building
- g. Succession of the Board

**Section 4.**

Since the Board is advisory to the pastor-principal leadership team, Board members individually and collectively do not have the authority to bind the pastor or canonical administrator, principal or others in the school. However, when the Board acts together and in agreement with the pastor and principal, the decisions are binding on all.

**Article II – Membership of the Board**

**Section 1.**

Membership and Composition of the Board

The Board shall be composed of nine members including ex officio members.

- a. Ex officio members include the pastor who has the title of President of the Board and the principal who is the Executive Secretary of the Board.
- b. Members on the Board shall include persons who are:
  1. parents of children in the school
  2. a faculty member (appointed by the principal)
  3. chair of the Home and School Association
  4. those with talents in board functions

## **Section 2.**

### Qualifications of the Members

Board Members must be eighteen years of age with will and interest in making substantial commitment to the work of the Board.

## **Section 3.**

### Selection of Board Members

Candidates for the Board shall be nominated by the existing board to the pastor-principal leadership team. The nomination process shall be handled by the Nominations Committee or by the Board itself, and the process shall include the following steps:

- a. the recruitment of candidates for vacancies
- b. the screening of each candidate to determine the candidate's willingness and interest in serving on the Board.
- c. a vote of school families for candidates for committee chairmanships recommended by the Board and approved by the pastor-principal leadership team
- d. The faculty representative shall be selected by the principal.
- e. The Parish Council representative shall be selected by the pastor.

## **Section 4.**

### Term of Office

- a. The Public Relations and Marketing Chair shall serve a term of 1 year.
- b. The Development and Finance Chair shall serve a term of 2 years.
- c. The Treasurer shall serve a term of 2 years.
- d. The Home and School Association Chair shall serve a term of 1 year.
- e. The Governance Chair shall serve a term of 1 year.
- f. The Nominations Chair shall serve a term of 1 year.
- g. A Parish Council representative may serve a term of 1 year
- h. The faculty member shall serve a term of 1 year.
- i. The principal may appoint a person to fill a vacancy due to resignation, non-attendance at meetings, or for other issues.

## **Article III – Officers**

### **Section 1.**

#### Positions

- a. The Board shall have a Chairman, Vice Chairman, and a Secretary, who shall constitute the Executive Committee. The Executive Committee shall be made up of the chairs of the Public Relations and Marketing Committee, Development and Finance Committee, and Governance Committee. The members may rotate positions monthly or operate according to their consensus on roles during meetings.
- b. The Chairman presides over the Board's meeting and is responsible for developing the Board's agenda in conjunction with the principal.
- c. The vice-chairman presides in the absence of the Chairman and performs other duties as required.
- d. The secretary is responsible for taking the minutes of each meeting and performs other duties as assigned.

## **Article IV – Committees**

### **Section 1.**

Standing Committees of the Board include the Public Relations and Marketing Committee, the Development and Finance Committee, the Governance Committee, and the Home and School Association. The Board itself may act as the Nominations Committee if the Board lacks a Nominations Chair.

### **Section 2.**

The Board may approve the creation of an ad hoc committee as necessary.

### **Section 3.**

The Chair of each committee may appoint its members and shall set the committee's schedule in agreement with the principal. The Treasurer shall be considered a member of the Development and Finance Committee.

## **Article V – Meetings**

### **Section 1.**

#### Frequency of meetings

The Board will schedule a monthly meeting during the school year. The board is not expected to meet in December, June, or August. The principal and chair may determine that an additional meeting is necessary. The principal and chair may cancel a meeting.

### **Section 2**

#### Quorum

Three board members constitute a quorum for board activity.

**Section 3.**

Decision-making process

The consensus method of decision-making shall be the process used by the board. Where agreement cannot be reached a vote may be taken.

**Article VI**

The Board, in agreement with the principal, may vote to amend the by-laws so that the Board meets the changing needs of the school.