

**VISITATION SCHOOL  
SCHOOL MINISTRY TEAM (SMT)  
BYLAWS  
Revised May 2021**

**1. Mission Statement of Visitation School**

Visitation School (the "School"), a ministry of Visitation Parish, strives for academic excellence in a Christ-centered environment as it provides quality spiritual, moral and social development for young people in the community we serve. We cultivate and share Catholic values, knowledge, and culture with a spirit of mutual respect, responsibility and love.

**2. Mission of School Ministry Team**

The Visitation School Ministry Team (SMT) shall oversee the operation of the School alongside Visitation Parish's Pastor and the School's Principal.

**3. Duties and Responsibilities of SMT**

SMT's main responsibility is to oversee and set policies for the School. It shall be the School administration's responsibility to implement the policies once established. In its supervisory and policy-setting role SMT shall:

- a. Promote the School's Catholic identity;
- b. Advise the Principal and Pastor on academic and extracurricular programs;
- c. Advise the Principal and Pastor on the fiscal operation of the School;
- d. Assist the School with marketing and development efforts and with the recruitment of prospective students;
- e. Oversee the Visitation Athletic Committee and the Parent Teacher Organization as described herein and other groups supporting the students;
- f. Facilitate communication among Visitation's families, parishioners, and faculty, and other Parish and School organizations

In fulfilling these responsibilities SMT is committed to best organizational practices, transparent financial accounting and open and inclusive processes.

**4. Membership and Officers**

SMT shall consist of twelve voting members. Nine members shall be either

- 1) parishioners of Visitation Parish (for at least a year) or
- 2) parents or guardians of a tuition-paying student of the School (for at least a year).

Two members shall be the presidents, respectively, of the Visitation Athletic Committee (VAC) and the Parent Teacher Organization (PTO) or delegates thereof.

SMT shall have three officers, a President, President-elect, and a Secretary, with terms as follows:

<u>Title</u>	<u>Term</u>
President	1 year
President-Elect	1 year
Secretary	1 year

The remaining seven SMT members are as follows:

<u>Title</u>	<u>Term</u>
Members	3 years
VAC	1 year
PTO	1 year

## **5. Membership Selection Process**

- a. SMT is a self-perpetuating ministry. Each member shall serve a three-year term. Terms coincide with the school year, starting and ending on the last day of school. To encourage continuity, it is the goal that three of the nine members' terms shall expire each year so that members serve staggered terms.
- b. The nominating committee shall present to SMT the candidates for the vacant membership positions, and a slate for the posts of President-elect and for Secretary, all for approval at the May meeting each year. The selection process shall be accomplished in the following manner:
  - i. SMT shall advertise the need for new members on SMT in the Parish and School communications each spring, including a description of the responsibilities of an SMT member.
  - ii. Persons interested in serving on SMT should contact the President or any member of SMT and submit a written statement of interest in the form provided by SMT.
  - iii. SMT shall route all statements of interest from prospective members to the Nominating Committee.
  - iv. The Nominating Committee will also solicit candidates of the office of the President-elect and Secretary from the current membership.
  - v. The Nominating Committee will present the candidates and their statements at the May meeting. Each member, including outgoing members, shall cast three votes among the field of candidates. A member may not cast more than one vote for a candidate. The three candidates receiving the most votes shall be appointed new members.

- vi. Following the selection of the three new members, the Nominating Committee shall present the slate for President-elect and Secretary. Candidates for such offices should recuse themselves from the discussion and vote for such office. The SMT shall move to approve the slate of officers.
- vii. A member completing his/her second year on SMT may be selected President-elect in which case he/she would serve a four year membership term increasing the size of SMT to ten for the year in which such member serves as President.
- viii. All candidates will be notified of the outcome of the selection process prior to publication in School or Parish communications.

## **6. Meetings, Quorum and Voting**

- a. The SMT will meet once a month except in July. Members are only permitted two (2) unexcused absences. The President, Principal and Pastor may call additional meetings as deemed appropriate. The time and location of each meeting will be announced in advance to all except for matters involving executive session consideration. Any parishioner or parent may address the SMT if he/she has given prior written or verbal notice to the President of his/her intention to do so. The President shall provide an agenda in advance of the meeting to facilitate efficient meetings.
- b. A majority of the members of SMT constitutes a quorum for meeting purposes. Members may appear and vote by proxy, either in paper or electronic form. The majority vote of those present for a meeting shall be a valid SMT act.
- c. To enable timely decision-making on non-controversial, routine matters the Chairperson may conduct a vote on a matter proposed by a member through electronic means (by email, text or the equivalent). If a majority votes in favor of the measure, and provided there are no objections or request for face-to-face discussion, the matter shall be approved.

## **7. Officer Responsibilities**

The President-elect shall succeed the President and serve consecutive one-year terms. Candidates for SMT offices shall come from existing SMT members and be selected as provided below.

- a. The President of the SMT shall:
  - i. Provide notice, agenda, and conduct SMT meetings;
  - ii. Appoint SMT committees and chairpersons of such committees;
  - iii. Represent, or appoint a representative for all Ministry Team meetings on request; and
  - iv. Serve as a voting member of the Visitation Parish Council.
- b. The President-elect of the SMT shall;
  - i. Fulfill the responsibilities of the President in his/her absence;
  - ii. Assume the office of President should the President vacate the office; and

- iii. Perform other duties specified by SMT or the president.
- c. The Secretary of the SMT shall:
  - i. Prepare the minutes of SMT meetings;
  - ii. Provide a copy of the minutes to SMT members shortly after the meeting; and
  - iii. Maintain a permanent file of meeting minutes and other SMT records

## **8. Committees**

Committees of the SMT shall be standing or ad hoc. Each committee shall exercise such power and carry out such functions as are delegated by SMT and described below. The President of the SMT shall appoint the members and chairpersons of all committees, except that the Vice President-Finance shall serve as chairperson of the Finance Committee by virtue of such office. Each member of SMT shall serve on a committee. Persons who are not members of the SMT may be appointed to serve on committees, as well.

The standing committees on the SMT shall include:

- a. Executive Committee;
- b. Academic and Student Life;
- c. Finance;
- d. Marketing, Recruitment and Development;
- e. Stewardship; and
- f. Technology Committee.

Ad hoc committees, such as Nominating Committee, will be appointed by the President of the SMT for such special tasks as circumstances warrant.

### **A. Executive Committee**

The Executive Committee shall coordinate the activities of the SMT. The Executive Committee shall be comprised of:

- I. The Principal of the School;
- II. The Pastor of Visitation Parish; and
- III. The Officers of the SMT.

### **B. Academic and Student Life (ASL)**

The Academic and Student Life Committee shall advise the Principal and Pastor on the academic and extracurricular programs of the School. Its goal is to ensure that an academically challenging education is provided in a spiritually based Catholic atmosphere. Duties of the Academic and Student Life Committee are to:

- I. Propose and/or approve new programs in consultation with the Principal;
- II. Consult with the Principal regarding curriculum;
- III. Review and update the annual policies and procedures manual;
- IV. Review staff development procedures; and

- V. Work with Visitation's Faith Formation Ministry Team (FFMT) to help School families live their faith each day.

Membership on the ASL Committee will include:

- VI. The Principal of the School
- VII. Minimum of two (2) SMT members (one of whom serves as Chair);
- VIII. One faculty representative selected by the School Faculty;
- IX. As needed and available, the optional participation and inclusion from Visitation Athletic Committee (VAC);
- X. The chairperson or designated representative of the Technology Committee; and
- XI. Other community members who possess interest and expertise to serve.

### **C. Finance**

The Finance representative of the SMT shall advise the Principal on the fiscal operations of the School. The duties of the Finance Committee are to:

- I. Assist the Principal with the preparation of the School's budget;
- II. Review the school's monthly financial statement with the Principal;
- III. Provide assistance with accounting practices to School groups;
- IV. Review the cost of tuition, School expense, and number of students;
- V. Audit and review sources of income; and
- VI. Assist the Parish Administrative Ministry Team on planning annual budgets and fundraisers.

The Chairperson of the Finance Committee will represent SMT on the Parish Administrative Ministry Team.

### **D. Marketing, Recruitment and Development (MRD)**

The duties of the MRD Committee are to:

- I. Review annual the development needs of the School (as expressed in long-range plan and annual budget);
- II. Oversee the production of the PTO annual report of fundraising for previous academic year for distribution at Back To School Night.
- III. Collaborate with PTO regarding all fundraising activities done in the name of the School
- IV. Review annual public relations and recruitment needs of the School
- V. Prepare a 3-5 year plan as part of the long-range plan; and
- VI. Provide an annual calendar for both PR and recruitment to be submitted to the School board at the August meeting.

The Chairperson of the MRD Committee or a representative thereof will serve on the Parish Development Committee.

Membership on the MRD Committee shall include the following:

- I. The Principal of the School;
- II. SMT member as Chair
- III. Parish staff representative; and
- IV. Other community members who possess the expertise and desire to serve.

#### **E. Technology Committee**

The duties of the Technology Committee are to:

- I. Participate with committee to conduct a yearly audit of hardware and software resources used to support the technology infrastructure (backbone). This includes host and connectivity providers as well as onsite network and IT support services;
- II. Work with administrators and council to produce a three-year plan that includes areas of potential growth and advancement utilizing state of the art technology software and hardware programs;
- III. Work with administrators to research and evaluate new academic and operational software and hardware that engage and procure the advancement of academics that may fall in line with long term growth (three-year plan);
- IV. Ensure that all current technology touch points used within the school for internal and external communications follow designated industry best practices as well as conform to the established graphic design standard dictated by the MRD Committee; and
- V. Ensure that committee provides regular updates to Parish Council that can assist in effectively communicating technology growth and advancement in the School.

Membership in the Technology Committee shall include the following:

- I. The Principal of the School
- II. SMT member as Chair;
- III. Parish staff representative; and
- IV. Other community members who possess the expertise and desire to serve.

#### **F. Stewardship**

The Stewardship Committee shall advise the Principal on the Stewardship of students of the School. The duties of the Stewardship Committee are to:

- I. Work with parent coordinators of each grade to provide opportunities for stewardship with students in their grade level;
- II. Consult with the Principal regarding stewardship within the School; and
- III. Keep the website update with stewardship opportunities for students.

The Chairperson shall serve on the Parish Development Committee.

Membership on the Stewardship Committee shall include the following:

- I. The Principal of the School
- II. SMT member as Chair
- III. Visitation faculty staff member
- IV. Parish faculty staff member
- V. Parent (Grade) Coordinators
- VI. Other community members who possess expertise and desire to serve.

## **G. VAC and PTO**

VAC and PTO are School ministries supervised by SMT. While not committees of SMT, or appointed by SMT and while operating primarily independent of SMT, VAC and PTO are integral to the School's mission overseen by SMT and, accordingly, shall be overseen by SMT. To facilitate such oversight, VAC and PTO shall report regularly on VAC and PTO developments at SMT meetings, and shall share budget information, meeting agendas, meeting minutes and important decision-making with SMT officers or the relevant SMT committee and be guided by SMT input accordingly.

### **9. Vacancies and Removals**

Should any SMT member or officer be unable to fulfill his/her term the SMT shall recruit and select a replacement to serve the balance of such term.

SMT may remove an officer or member by two-thirds vote if such member fails to fully participate in SMT activities and for other good cause.

### **10. Bylaw Amendments**

These Bylaws may be amended by the SMT provided that the proposed amendment be submitted in writing at least two (2) weeks prior to the SMT meeting, and approved by two-thirds of the members.