

Schweinfurt High School

School **A**dvisory **C**ommittee

Bylaws

Revised and Adopted

August 2011



Bavaria District



Schweinfurt High
School Advisory Committee BY-LAWS
(REVISED AND APPROVED AUGUST 2011)

ARTICLE I.
NAME AND AUTHORITY

The name of this organization is the Schweinfurt High School Advisory Committee (SHSAC).

It is organized under Department of Defense Instruction 1342.15 (DoDI 1342.15) dated March 27, 1987. No provisions of the by-laws shall be constructed to conflict with that instruction.

ARTICLE II.
PURPOSE

The purpose of SHSAC is to act as a liaison between the school and the community to assure a positive environment for the children who attend Schweinfurt High School (SHS).

- A. SHSAC may make recommendations and advise the principal on all matters within the jurisdiction of the SAC; these include:
- (1) School policies toward students and parents, student activities, and administrative procedures affecting students;
 - (2) Instructional programs and educational resources within the school;
 - (3) Allocation of resources within the school to achieve educational goals;
 - (4) Pupil services (health, special education, testing, evaluation, counseling, and extracurricular activities);
 - (5) Student standards of conduct and discipline; and
 - (6) Policies and standards of the dependents' education system related to the above-enumerated matters (DoDI 1342.15).

B. SHSAC does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees for which another forum exists, or internal management of DoDDS or their programs. SAC does not raise money or engage in any monetary project.

C. SHSAC will advise, via the school liaison and the Installation Advisory Committee (IAC), the Installation Commander on improvements for dependent education, including administrative and logistical support and any other school matter that falls within the jurisdiction of the Installation Commander.

D. SHSAC recommendations to the school principal shall be communicated formally in writing and summarized as part of the minutes of the SAC meeting. The principal has 2 weeks to respond in writing. Informal discussion of the recommendations is encouraged before the principals formulate a written response. Any SAC or IAC may communicate informally at any time with any DoDDS office and the military command structure. This informal communication does not require an official response, but does serve as a flexible and immediate means of advising various levels of DoDDS

and military management of achievements and concerns.

E. SHSAC recommendations that cannot be approved or disapproved by the principal shall be forwarded to the DoDDS district superintendent through the District Advisory Committee (DAC). The response time is two week.

F. SAC recommendations that cannot be approved or disapproved by the DoDDS district superintendent shall be forwarded to the DoDDS regional director for action. The DoDDS regional director shall respond to the recommendations in writing within 2 weeks after receiving them.

G. SAC recommendations that cannot be approved or disapproved by the DoDDS regional director shall be forwarded within 2 weeks of receipt to the DoDDS Director. The DoDDS Director shall respond to the recommendations in writing to the SAC that originated them within 1 month of receipt.

H. Throughout this process, DoDDS reviewing officials who forward SAC recommendations to the next level of review shall provide a copy of the correspondence to the SAC that originated the recommendations and to any other personnel previously involved in the review process.

ARTICLE III. REPRESENTATIVES AND ELIGIBILITY

A. The minimum size of elected membership shall be in accordance with the school population, as shown below, and contain an equal number of parents of students enrolled in the school and full-time professional employees of the school.

<u>Student Enrollment</u>	<u>Committee Size</u>
1-150	2 or 4
151-300	4
301-500	6
501-800	8
Over 800	10

B. A full time professional school employee is one other than the principal and assistant principal, such as a teacher, pupil personnel specialist, special educator, nurse, or media specialist. A member may not be a substitute teacher, teacher aide, or clerical staff member.

C. A parent member has to have a student enrolled at SHS and is the only member of his/her family to serve on a current SAC. Simultaneous membership by one family on two or more SAC's is not permitted.

D. Alternate members will be persons in both categories receiving the next highest votes in their category and will serve as substitutes for members unable to attend a scheduled meeting. These members MAY vote while serving in the capacity of substitute.

E. Other non-voting members shall include the school principal, one member of the Federal Education Association Bargaining Unit, and the Installation Commander, or representative.

F. Whenever a vacancy occurs in the elected membership of SHSAC, the Chair will appoint the alternate from the same category as the departing person that received the next highest votes during the election and remains willing to serve. In the event that there are no alternatives available, the SAC may call a special election.

G. Whenever an elected member is absent for two consecutive meetings without providing an alternate, he/she may be replaced as in F above.

ARTICLE IV. OFFICER ELECTION AND TERM OF OFFICE

A. Elected members shall serve for two (2) school years with half the membership being elected each year. Members may not serve more than two (2) consecutive terms.

B. Elections will be held in the May so that a transition meeting may be held in June with old and new members.

C. Election of IAC (Installation Advisory Committee) members will be composed of two representatives from the SHSAC, consisting of the one parent and the one professional school employee who are elected by secret ballot during a closed session of the SHSAC by the voting members of the SHSAC to represent them on the IAC. Election of IAC members shall take place at the first meeting of the SHSAC and shall be determined by plurality vote. When there is a tie, the representative shall be determined by flipping a coin in the presence of the SAC.

ARTICLE V. OFFICERS

Officers on SHSAC will be Chairperson, Vice Chairperson, Parliamentarian and Secretary. These officers will be known as the Executive Board. They will make every effort to deal with matters brought to their attention by the school and military communities.

A. Chair: The Chairperson will preside at all regular and special meetings of SHSAC and will perform all duties normally pertaining to such office. The Chairperson will receive and keep current, a permanent file for use by the committee that will be stored at the school.

SO 1. Make every reasonable effort to deal with matters brought to their attention by the school and military communities.

2. Advise the school principal, the installation commander, and, as appropriate, the school and military organizational chains of command on school matters, as specified in enclosure 3, DoDI 1342.15.

3. Ensure that regular committee meetings shall be scheduled four times during the school year or more often, if needed, for SACs and IACs.

4. Form a planning committee to conduct elections for the next SAC term.

5. Prepare and furnish one copy of the annual end-of-year SAC report to the DoDDS school principal, the district superintendent, and the DoDDS regional director, and one copy to the component command through the installation commander by June 15 of each year.

Kelly B. Vice Chair: The Vice Chairperson will serve as Chair when the Chairperson is absent from any meeting or duty. In the event the Chairperson is unable to complete the full term of office, the Vice Chairperson will succeed to the office until the next election.

Robin C. Secretary: The Secretary will keep the official records of SHSAC, including accurate minutes of all meetings of the committee. The Secretary will also handle all correspondence of the organization.

D. Parliamentarian: Any questions of procedure of organization not explicitly covered by these by-laws are to be resolved in accordance with Robert's Rules of Order. A Parliamentarian may limit discussion time per topic to ensure equal representation of all concerns at the completion of regular SAC business.

ARTICLE VI. MEETINGS

A. Regular meetings of SHSAC must be held a minimum of four (4) times during the year and be open to the public. Meetings will be scheduled at a time most convenient to a majority of the Committee Members as well as a time conducive to maximum public participation. Public notice of each regular meeting will be well publicized.

B. Three/fourths of the members must be present in order to vote.

C. Special meetings of SHSAC will be held as designated by the Chair or the Committee.

D. The Chairperson will prepare a proposed agenda at least one (1) week before the regularly scheduled meetings and post it on the school SAC bulletin board in the school. An item not on the scheduled agenda may be discussed if submitted in writing prior to opening new business. Any committee action may be deferred until the next meeting.

E. Meetings will be limited to one (1) hour and topic discussion time will be limited in order to cover all agenda items.

F. Within two (2) weeks following the meeting, the official minutes shall be approved by the committee members and provided to the principal, the installation commander, the DoDDS district superintendent, the DoDDS regional director, and the component commander. The idea is to provide the minutes to all voting members electronically, and then they have to reply within a

certain time (in the e-mail) to make any corrections. Afterwards, the chairperson approves the minutes and signs them.

G. Minutes will be kept of the proceedings of each meeting. Tentative minutes of the last meeting will be provided to each voting member one (1) week prior to the next scheduled meeting. These minutes will be posted for the public access on the SAC bulletin board in the school. Once approved, copies will be provided to each voting and liaison member of the committee as well as the Installation Commander and the school office.

H. Concerns not addressed in the agenda may be discussed at the end of scheduled business in Open Forum.

➤ Open Forum Guidelines:

1. Open Forum Requests will be provided in writing at the beginning of each meeting. Concerns can be put in writing by parents unable to stay for the meeting and will be read into the minutes.
2. Presentation of concerns will be addressed from the podium to attendees.
3. To ensure all are heard, each speaker will be limited to three (3) minutes per concern.
4. Information must be factual and/or personal to the person presenting the issue/concern. The SAC will address the issue/concern; however, it may need to be referred to the "Parent Review Committee" before it is discussed by the SAC.
5. To ensure that all concerns are heard, each topic will be limited to three (3) speakers.
6. SHSAC will maintain a log of concerns expressed during open session.

ARTICLE VII. COMMITTEES

SHSAC will create committees to perform the following duties: establish goals and objectives, conduct elections, evaluate SHSAC's operations, and review the by-laws and additional committees as follows. Standing committees will be elected to fulfill the purposes of SHSAC and to carry on the regular work of the Committee. Members will be appointed by the Chair, subject to the approval of the Committee, and will serve for one full school year. Ad hoc committees may be formed to conduct and execute the temporary duties of the committee. These committee members must be eligible members of the SAC and may be appointed to serve by the SAC Chair only for the needed duration.

The Standing Committees will be:

A. Goals and Objectives Committee: To provide focus and direction to the work of the advisory committee, goals and objectives will be determined by the committee for each school year. Copies of the goals and objectives will be provided to the school through the principal and to the community through the commander.

B. By-Laws Committee: This committee will review the by-laws of SHSAC and incorporate any approved amendments.

C. Evaluation Committee: This committee shall prepare the year- end report, which reviews the progress made in achieving the established goals and objectives and include recommendations for achieving the goals not accomplished. This year-end report must be submitted to the Installation Commander and Principal no later than June 15th of each year.

E. Parent Concern Committee: This committee will receive and review parent responses. The committee will contact parents to acknowledge, clarify, or redirect their concerns.

F. Installation Advisory Committee (IAC): The IAC shall be composed of two representatives from the SAC consisting of one parent and one professional school employee who are elected by secret ballot during a closed session of the SAC by voting members. Election shall take place at the first meeting of the SAC.

Ad hoc committees will be:

A. Election Committee: The Chairperson shall form a planning committee and appoint a chairperson to conduct elections. The committee will consist of parents of students enrolled in the school, professional employees, members not seeking re-election, the principal or his/her designee, and the commander. Unless impossible to avoid, members of the existing SAC (except for the Chairperson) may not serve on the election committee. The election committee will:

1. Publish an announcement soliciting candidates eligible to serve on the SAC at least four (4) weeks prior to the election.

2. Publish a subsequent announcement specifying election procedures, location, date, time, and candidate information at least two (2) weeks prior to election.

3. Ensure that all willing candidates are placed on the ballot, including provisions for write-in candidates.

4. Determine the eligibility of candidates.

5. Conduct the election, tabulate and certify the votes, and publish the results immediately following the election using the following guidelines:

- a. Assure that all voters are either parents of students enrolled in school or are full-time professional school employees.

- b. Voting will be by secret ballot.

- c. The ballot will be constructed and the candidates' names arranged alphabetically under one of two categories: Parents and Professional School Employees.

- d. Each voter may vote for five (5) candidates in EACH category. Voters may cast fewer than the maximum allowed by category; however, categories with more than five votes will not be

counted. Voters must be made aware of this when they vote (For example, if only four votes were marked in the professional category and six votes were marked in the parent category, only the professional category will be counted.

e. In the event of a tie, the membership will be determined by flipping a coin in the presence of the election committee.

f. Candidates who receive an insufficient number of votes to be elected will be designated as alternate committee members. Such members will be ranked in each category by the number of votes received. The list will be maintained in order to establish substitutes and alternates and to fill vacancies throughout the term.

g. Elections should be held in the spring so that newly elected members might attend the final meeting of the old SAC (usually June) to elect officers for the new school year.

ARTICLE VIII. AMENDMENTS

These by-laws may be amended by a three-fourths vote of the members present at any meeting. Amendment proposals will be submitted to all committee members at least one week prior to a regularly scheduled/voting meeting.

These Bylaws were reviewed and approved on this date:

SAC Chairperson

Principal

Installation Commander