

UDA School Advisory Council Bylaws

ARTICLE I

Name

The name of this Committee shall be the UDA School Advisory Council. Hereafter also referred to as "Council."

ARTICLE II

Purpose

The school advisory council shall serve as an advisory body to the Board of Trustees and provide recommendations in the following areas:

- A. Development of educational goals and objectives;
- B. Development of activities or programs that generate greater cooperation between the community and the school;
- C. Ongoing evaluation of the educational programs of the school.
- D. Other activities and objectives as recommended by the Council and approved by the Board of Trustees.

ARTICLE III

Responsibilities

The School Advisory Council is a resource to the Board of Trustees and the Director. The School Advisory Council, since it is advisory only, has some limitations. The Council may not dictate Board of Trustees' policy. The Council must address issues rather than a particular person, whether they are administrators, teachers, students, citizens, or parents.

ARTICLE IV

Membership

Section I - Composition

The needs and resources of the School require that staff membership include broad representation of parents and school personnel.

- A. The School Advisory Council shall be comprised as follows:
 - 1. The Director
 - 2. Two (2) classroom teachers elected by classroom teachers.
 - 3. One (1) classified staff member selected by the Director.

4. Four (4) parents elected by parents of children who attend UDA.

B. Elections

1. Elections for parent membership on the School Advisory Council shall be held annually at the Fall Festival or Back-to-School Night Program.
2. Elections for teachers will be held during the week preceding or following the Fall Festival or Back-to-School Night Program.

Section 2 - Term of Office

All elected members of the council shall serve for a two-year term with no limit on number of consecutive terms.

Section 3 - Voting Rights

The voting membership shall not exceed eight (8).

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

Section 4 - Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was selected.

Any voting member who fails to attend three consecutive meetings without arranging for a substitute may be dropped from the Council by a simple majority vote of the members present at a regularly scheduled meeting. Each group (parent, staff) will be responsible for selecting a new member for the duration of the school year using an election process.

Voting of such action will occur at the third consecutive meeting missed.

Section 5 - Transfer of Membership

Elected membership in the School Advisory Council is not transferable or assignable.

Section 6 - Resignation

Resignations will be accepted upon written notice to the Chairperson. Each group (parent, teachers) will be responsible for selecting a new member for the duration of the school year using an election process.

ARTICLE V

Officers

Section 1 - Officers

The officers of the School Advisory Council shall be a Chairperson, Vice-Chairperson, Secretary, and such other officers as the Council may deem desirable.

Section 2 - Election of Officers

All officers shall be elected by ballot at an election meeting to be held at the first meeting following completion of all elections as prescribed in Article III.

Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the Council whenever, in the judgment of the Council, the best interests of the Council would be served.

Section 4 - Vacancy

A vacancy in any office because of death, removal, disqualification, or otherwise shall, be filled by a special election at the next School Advisory Council meeting for the unexpired portion of the term.

Section 5 - Chairperson

The Chairperson shall preside at all meetings of the School Advisory Council and may sign all letters, reports, and other communications of the School Advisory Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Advisory Council from time to time.

Section 6 - Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Advisory Council.

Section 7 - Secretary

The secretary shall see to the keeping of the minutes of the meetings, both regular and special, and shall promptly transmit to each of the members, to the Board of Trustees, and to such other persons as the School Advisory Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the Council records; keep a register of the address and telephone number of each member of the Council which shall be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the Council.

ARTICLE VI Meetings of the School Advisory Council

Section 1 - Regular Meetings

School Advisory Council shall meet regularly at least once every other month while school is in session.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Advisory Council.

Section 3 - Place of Meetings

The School Advisory Council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 - Notice of Meetings

Appropriate public notice shall be given of regular meetings at least forty-eight hours in advance of the meeting. Any change in the established date, time, or locations must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by e-mail to each member not less than forty-eight hours prior to the date of such meeting.

Section 5 - Recommendation of the School Advisory Council

All recommendations of the School Advisory Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 - Quorum

The presence of a majority of the community parent members and a majority of school staff members shall constitute a quorum necessary for the transaction of the business of the School Advisory Council.

Section 7 - Conduct of Meetings

All regular and special meetings of the Council shall be conducted in accordance with ROBERT'S RULES OF ORDER or in accordance with an appropriate adaptation thereof.

Section 8 - Public Participation

All regular and special meetings of the Council and of its standing or special committees shall be open to the public.

ARTICLE VII Amendments

These Bylaws may be amended by a two-thirds majority vote of the Board of Trustees at any official meeting.

Definitions - Parents and/or legal guardians are defined as those who have a currently enrolled student at the time of the election. They are therefore eligible for election and duration of their term.

Adopted: 12-18-2013

Revised: