

**IAO SCHOOL
SCHOOL COMMUNITY COUNCIL BY-LAWS**

PREAMBLE

In accordance with Act 51, Session Laws of Hawaii 2004, other wise known as the “Reinventing Education Act of 2004”, the School Community Council for Iao School was created to support the academic achievement of students by enhancing community involvement in the school.

ARTICLE 1: NAME OF COUNCIL

The name of this Council is the “School Community Council of Iao School” hereinafter referred to as the SCC.

ARTICLE II: OBJECTIVES

The objectives of the SCC shall be in accordance with State guidelines and be consistent with policies of the Board of Education.

- Section 1. To advise the school regarding the planning, budgeting, implementation and evaluation of the Academic and Financial plan.
- Section 2. To ensure the school’s academic and financial plan is consistent with the educational accountability system.
- Section 3. To study and review the school’s multi-year plan in relation to the educational needs of all students.
- Section 4. To provide collaborative opportunities for input and consultation.
- Section 5. To take other actions as required by the Department of Education.
- Section 6. To participate in the selection and evaluation of the Principal as designated by the Department of Education.

The Principal is responsible for the development of the Academic and Financial Plan and to present this plan to the school community and the SCC. The plan is reviewed and evaluated by the SCC. The SCC will provide recommendations for revision or recommend the plans for approval by the Complex Area Superintendent.

The SCC shall have the ongoing responsibility to review the implementation of the plan, assess periodically the effectiveness of the plan and recommend modifications to the plan.

ARTICLE III: MEMBERSHIP AND ELECTION

- Section 1. Membership Representation: Iao SCC shall be comprised of 6 members and 6 alternates (one for each constituent group.) Member ship shall include the principal, (1) teacher, (1) non-certificated staff member, (1) parent, and (1) community member and (1) student. All members, with the exception of the administration and the student representative, shall be elected from their constituent group. Classified and non-

classified members must be school employees assigned to Iao School. The parent representative must be the primary caregiver (parent or guardian) of an Iao student. The community representative can be any person working and living on Maui that has a vested interest in the success of the students and school.

Section 2. Election of Members and Term of Office: There shall be elections at which the SCC members and alternates are elected every two years and shall serve for two years, with the exception of the student representative who will serve for only one year, until their successors have been elected and qualified.

- Initial year elections shall include both one year and two year terms, so that only half of the council will change in any given year,

Elections will be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the first regular meeting in August.

Section 3. Alternates: An elected alternate from the same constituent group may be seated in place of an absent SCC member. Any seated alternate shall have voting power for the meeting at which he/she is seated.

Section 4. Termination of Membership: The SCC Membership should automatically terminate any member who is absent from three consecutive meetings without good cause. The SCC, by affirmative vote of two-thirds of all the members of the SCC, may suspend or expel a member.

Section 5. Vacancy: Any vacancy on the SCC shall be filled for the remainder of the un-expired term through the appointment of a duly elected alternate. If the composition of the SCC falls below legal requirements and no alternates are available, vacancies for the un-expired term may be filled by special election or by recommendations from the principal with selection and appointment by the SCC.

ARTICLE IV: OFFICERS

Section 1. The Officers of the SCC shall be a Chairperson, Vice Chairperson, Secretary, and such other officers, as the SCC may deem desirable.

Section 2. Election and Term of Office: The officers of the SCC shall be elected every year by majority vote of the SCC members and shall serve for one year and until each successor has been properly elected.

Section 3. Duties: The duties of the officers shall be to:

Chairperson

1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SCC.
2. Prepare meeting agendas, provide a copy of the agenda to the Secretary, and ensure that the agenda is posted 6 days in advance of each SCC meeting.

Vice-Chairperson

1. Assume the duties of the Chairperson during his/her absence.
2. Perform other duties as may be assigned by the Chairperson or the SCC.
3. Provide oversight and support to the SCC committees.

Secretary

1. Receive and handle all mail addressed to the SCC.
2. Keep a current roster of SCC members including addresses and telephone numbers.
3. Keep the minutes including attendance and summary reports.
4. Coordinate the posting of the notices and agendas of public meetings via the school's website and in the school's administrative building, as well as email same to all council members.

ARTICLE V: COMMITTEES

There shall be committees created by the SCC as may be required to carry on the work of the Council.

Section 1. Quorum: The quorum for a committee meeting shall be a majority of its members.

Section 2. Selection of committee members. The SCC Chair subject to the ratification shall appoint the chairperson and members of committees by the Council.

Section 3. Reporting responsibilities: Committee chairs shall present plans of work to the SCC.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings: Regular meetings of the SCC will be held on the first Tuesday of each month at the school from 5:30 to 7:30 p.m.

Section 2. Special Meetings: Special meetings may be called by the Chairperson or by a majority vote of the SCC. A meeting notice and agenda must be posted in a public location at the school and on the school website at least six days prior to the special meeting.

Section 3. Order of Meetings: All regular and special meetings of the SCC shall be conducted using parliamentary procedures or an appropriate adaptation thereof. The SCC shared decision making process shall be conducted with consensus as a goal. In the event the SCC reaches an impasse the following action will be taken: The SCC will take a vote with 50% +1 majority required for the decision to be approved.

Section 4. Quorum: No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% + 1 of the membership.

ARTICLE VII: AMENDMENTS

The SCC may amend these bylaws. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the bylaws requires an affirmative vote of at least two-thirds of the 6 voting members.