

ALEXANDER M. PATCH ELEMENTARY SCHOOL SCHOOL ADVISORY COMMITTEE BY-LAWS

ARTICLE I: OBJECTIVES

The main objective of the Alexander M. Patch Elementary School Advisory Committee (SAC) shall be to serve as a forum for parents and teachers to communicate recommendations, concerns or advice on school matters to the Principal. The SAC will do so in accordance with the provisions of the Department of Defense Instruction (DoDI)1342.15, dated, 27 March 1987, "Local Educational Advisory Committees." In achieving this purpose, the SAC shall provide advice and assistance in:

1. Coordinating community resources in a concerted effort to support the education programs of the school.
2. Providing a forum for the discussion of school achievements, concerns, and other school related matters.
3. Disseminating information about the school.
4. Acting as a hearing committee for any individual or group that may want to propose additions or changes to school policy.

The SAC shall have no power to enter into contracts of any nature or to spend public funds. The SAC shall have no power to bind any member or any school authority or school official to any debts, liability, or obligation in the absence of an expressed written authorization from the party to be bound. The SAC is advisory in nature and shall have no powers beyond those expressly set forth in the applicable DoDI.

ARTICLE II: MEMBERS

Section 1. The composition of the SAC is defined in DoDI 1342.15, which specifies the SAC be composed of equal numbers of parents and full-time professional employees of the school. The number of parent and professional employees will be determined by the PES student enrollment. Present PES enrollment calls for a SAC consisting of 4 parents and 4 professionals advising the PES Principal.

- (1) The term of office for all members is two years. In keeping with DoDI 1342.15, members may not serve more than two consecutive two-year terms (i.e. all or part of any four consecutive school calendar years). A person can run again after a one year break.
- (2) Each member shall be entitled to one vote and may cast their vote on each matter that is submitted to a vote of the entire SAC. Proxy voting and absentee ballots are not permitted.
- (3) A member shall no longer hold membership if eligibility for membership should change due to a change in residency status, with respect to school employment, or of sponsorship of a student in PES. Membership will automatically terminate for any member who is absent from all regular and special meetings for a period of three consecutive months. The SAC, by affirmative vote of two-thirds of all members of the SAC, may suspend or expel a member for reasonable cause.
- (4) Membership on the SAC is not transferable or assignable.
- (5) Any member may resign by submitting a written resignation to the SAC Chairperson or Vice Chairperson.

(6) Vacancies on the SAC will be filled by first offering the vacant position to the next candidate receiving the largest number of votes in the previous election. Parent vacancies can only be filled by parents, and professional employee vacancies can only be filled by another professional employee. If the above process does not result in a replacement, the SAC Election Committee will conduct an election to fill the vacancy.

(7) Membership of the Installation Advisory Committee will be comprised of one parent SAC member, and one school employee SAC member and must be elected by plurality vote at the first SAC meeting. When an IAC position becomes vacant, another election must be held by the SAC. Section 2. SAC Chairperson will appoint a non-SAC member to head an Election Planning Committee each April to conduct an election for the purpose of electing the following year's SAC. If an election is not possible by the end of the school calendar year, one will be conducted at the earliest possible time after school has resumed in the following school calendar year.

a. Election Planning Committee: The Planning Committee shall consist of parents of students enrolled in PES, professional employees from PES, and/or the Principal. Unless impossible to avoid, members of the existing SAC (except the Chairperson) may not be selected for membership on the planning committee.

b. Responsibilities of the Election Planning Committee:

(1) Produce an announcement soliciting eligible candidates who are willing to serve on the SAC and publish the announcement four weeks prior to the election.

(2) Produce an announcement that specifies the election date, location, names of candidates, voter eligibility, and post it two weeks prior to the election.

(3) Ensure that all eligible and willing candidates are placed on the ballot, including a provision for write-in candidates. The ballot cannot be changed in the middle of an election.

(4) Conduct the election, tabulate and certify the votes, and publish the results of the election immediately after the election. Furnish the candidate vote standing to the SAC secretary for official recording and for future use in selecting new committee positions in accordance with Article II, Section 7.

c. Voter Qualifications:

To vote in the SAC election, a person must be of voting age (18 years or older and either a parent of a current PES student (both parents may vote) or a full-time professional PES employee.

ARTICLE III: OFFICERS

Section 1. Officers of the SAC shall be a Chairperson, Vice Chairperson, and Secretary.

Section 2. Each officer of the SAC will be elected by each SAC at its initial meeting. Officers serve for a one-year term, until a successor has been elected.

Section 3. Any officer elected or appointed by the SAC may be removed by a two-thirds vote of members.

Section 4. The Chairperson shall preside at all meetings of the SAC and may sign

all letters, reports, and other communications of the SAC. The Chairperson shall perform all duties incident to the office and other such duties as may be prescribed by the SAC from time to time. The Chairperson cannot be a full-time professional employee of DoDDS or of the school.

Section 5. The duties of the Vice Chair shall be to represent the Chairperson in assigned duties, provide assistance with parliamentary procedures, and to substitute for the Chairperson in their absence.

Section 6. The Secretary shall keep the minutes of all meetings of the SAC and shall promptly issue true and current copies of the minutes of such meetings; see that all notices are duly given in accordance with the by-laws; be custodian of the SAC records; keep a register of the address and phone numbers of each member of the SAC; and in general, perform all duties incident to the office of the secretary. Minutes must be prepared & approved within 2 weeks ACW E3.2.1.4

ARTICLES IV: COMMITTEES

Section 1. The SAC may from time to time establish standing and ad hoc committees. The Chair of every such committee will normally be a SAC member but it can also be a person who is eligible for membership on the SAC by virtue of being a parent or professional employee of PES. No standing or ad hoc committee may supersede the authority of the SAC. The SAC may establish and abolish committees, as it desires.

Section 2. Unless otherwise determined by the SAC in its decision to establish a committee, the SAC Chairperson shall appoint members to the various committees.

Section 3. Each committee shall only adopt rules that are consistent with the by-laws and DoDI 1342.15.

ARTICLE V: MEETINGS OF THE SAC

Section 1. By regulation (DoDI 1342.15), the SAC shall hold regular meetings at least four times annually at times and dates set by the SAC. It is strongly recommended the SAC meet on a monthly basis to enable timely consideration of issues which may arise.

Section 2. Special meetings shall be called by the Chairperson or by majority vote of the SAC and will be open to the public.

Section 3. The SAC will hold meetings at the PES Media Center (library) beginning at 15:00 hours on the first Thursday of every month, or in another location or time as provided by the PES Principal.

Section 4. Regular meetings will be announced a minimum of one week prior to the meeting, by publication in the previous monthly minutes, and/or by notice in a newsletter.

All members will be personally notified of changes. Items should be submitted in time to allow the agenda to be published and placed in the school's office and the Installation Commander's office one week prior to the scheduled meeting but maximum flexibility will be retained to enable the broadest range of issues to be discussed as permitted by time.

Section 5. All decisions of the SAC shall be made only after affirmative vote of the majority of the quorum of SAC members in attendance.

Section 6. The presence of the majority of the members shall be required to constitute a

quorum necessary for the transaction of business of the SAC. No decisions of the SAC shall be valid unless a majority of the members concur therein by their votes.

Section 7. All regular and special meetings of the SAC shall be conducted in accordance with "Robert's Rules of Order" and shall normally be one hour to 90 minutes in duration.

Section 8. All regular meetings of the SAC and its committees shall be open at all times to parents, representatives of DoDDS District Superintendent Office (DSO) and the local school staff.

ARTICLE VI: RECORDS

Section 1. Committee correspondence shall be typed by the SAC Secretary and distributed to all members of the SAC and to the PES principal. Assistance, as needed, may be provided by the school's secretarial staff.

Section 2. The minutes must be approved within 2 weeks of each SAC meeting shall be posted in a prominent location, i.e. SAC bulletin board provided by the school and under SAC News. Distribution shall include each member of the committee, principal, and the US Army Garrison Stuttgart Schools Liaison Officer.

Section 3. The SAC Chairperson will prepare the End-of-Year Report which is sent to the Heidelberg District Superintendent Office (DSO). The report will be prepared as per instructions provided by the DSO.

Section 4. Permanent record of the SAC records will be retained by the SAC Secretary (binder located in front office). Records must be retained for at least two years.

ARTICLE VII: AMENDMENTS

These by-laws may be amended at any time by a two-thirds vote of the members of the SAC. Any amendments must conform to DoDI 1342.15, or other superseding regulation. By-laws should be reviewed and signed on a yearly basis but remain in effect until changed.

Date: June 7th, 2012

Chairperson: Libby Phillips

Secretary: Mark Luchs