

**SY2021/2022 [School Name]**  
**SCHOOL ADVISORY COMMITTEE - BY-LAWS**

**ARTICLE I: NAME OF COMMITTEE**

The name of this committee shall be the [School Name] School Advisory Committee (SAC).

**ARTICLE II: OBJECTIVES**

The principle objective of the [School Name] School Advisory Committee shall be to ensure that the intent and provisions of the following guidance documents are complied with by the SAC.

- DoD Instruction 1342.15, “Educational Advisory Committees & Councils,” dated Dec 7, 2021
- DoDEA Administrative Instruction 1358.01, “School Boards, Advisory Committees, and Dependents Education Council,” dated March 31, 2020.

The Committee’s purpose is to:

1. Advise the principal and installation commander on policies and programs within their purview.
2. Foster communications among administrators, military leaders, parents, and students.
3. Provide a coordinated process to address and resolve issues at the lowest level. Facilitate problem solving and recommend action to appropriate officials.

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

The Committee should not be used as a forum for any individual about a personnel problem affecting only that person. The Committee should not entertain discussions specifically about an individual educator at the school. It is understood that problems and questions raised by parents will often involve a particular educator. However, these matters should be raised in a general way so as not to focus the attention of the Committee on any one person, but rather, to focus on the problem in general, or the policy involved. The Committee should in no way allow discussion about an individual, which could be construed as slanderous.

ARTICLE III: MEMBERS

Section 1: The composition of Educational Advisory Committee SAC is contained in DoD Instruction 1342.15 and DoDEA Administrative Instruction 1358.01. An Election Planning Committee will be appointed, and appropriate members will be elected to the [school name] School Advisory Committee:

\_\_\_ at the end of this school year

Date:

\_\_\_ at the beginning of the next school year

Date: Committee members must be in place by 15 October 2021

Section 2: The term of office for all officers/committee members beginning SY 2021/22 is for two-year terms with half of the membership being elected each year, as follows:

Chair: \_\_\_ Year/s

Vice-Chair: \_\_\_ Year/s

Secretary: \_\_\_ Year/s

Representatives to IAC: \_\_\_ Year/s

\_\_\_ Sponsor Member/s \_\_\_ Year/s

\_\_\_ School Employee Member/s \_\_\_ Year/s

Section 3: Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the entire Committee. Proxy voting and absentee ballots are not permitted.

Section 4: A member shall no longer hold membership if his/her eligibility for membership should change due to a change of residency, or status with respect to school employment, or sponsorship of a student in school. Membership may terminate any member who is absent from all regular and special meetings for a period of three consecutive months. The Committee, by affirmative vote of two-thirds of all members of the Committee, may suspend or expel a member.

Section 5: Membership on the Committee is not transferable or assignable.

Section 6: Any member may resign by filing a written resignation with the Commander.

Section 7: Vacancies on the Committee will be filled through an elective process.

Section 8: Membership of the Installation Advisory Committee is composed of one parent and one professional school employee, elected by secret ballot in a closed session of the SAC.

#### ARTICLE IV: OFFICERS

Section 1: Officers. The Officers of the SAC shall be a Chair, Vice-Chair, and Secretary.

Section 2: Election and term of Office. The members of the SAC shall serve as an officer for one-year, with a limit of no more than 2 consecutive terms. Elections will be held in accordance with the DoDEA Administrative Instruction 1358.01.

Section 3: Removal. Removal of any Officer elected or appointed by the SAC requires a two-thirds vote of all members sitting on the SAC, whenever, in the judgment of the Committee, the best interest of the Committee would be served thereby.

Section 4: Vacancy. A vacancy in an office because of the death, resignation, removal, change in status, or otherwise, may be filled by the Committee for the unexpired portion of the term.

Section 5: Chair. The Chair shall preside at all meetings of the SAC and may sign all letters, reports, and other communications of the SAC. In addition, he or she shall perform all duties incident to the Office of the Chair as well as those that may be prescribed by the Advisory Committee, from time to time. It is preferred that the Chair be a parent representative who is not a DoDEA employee.

Section 6: Vice-Chair. The Vice-Chair shall represent the Chair in assigned duties, to substitute for the Chair during his/her absence, and he/she shall perform such other duties as may be assigned to him/her by the Chair or the Advisory Committee. The Vice-Chair shall serve as an ex officio member of all committees.

Section 7: Secretary. The Secretary shall keep the minutes of the meetings and shall see that a copy is given to appropriate personnel.

#### ARTICLE V: SUPPORT AND RECORDS

Section 1: Committee correspondence shall be typed and distributed by the school's secretarial staff.

Section 2: Distribution of all minutes and official committee memoranda shall include each member of the committee, principal, school's officer, other regular liaison members, the installation commander, the IAC, and the DoDEA District and Regional Offices.

Section 3: A permanent file for use by the committee will be kept and stored at the school.

## ARTICLE VI: COMMITTEE

Section 1: Standing and Special Committees. The SAC may from time to time establish standing and Ad Hoc Committees. The Chair of every standing or special committee must be eligible for membership in the [School Name] School Advisory Committee. No standing or special committee may exercise the authority of the Advisory Committee.

Section 2: Membership. The Chair of the Advisory Committee shall appoint members of various committees.

Section 3: Terms of Office. Each member of a Committee shall continue as long as needed.

Section 4: Rules. Each Committee may not adopt rules for its own government that are not consistent with these By-laws, DoD Instruction 1342.15, DoDEA Administrative Instruction 1358.01, or with rules adopted by this SAC.

Section 5: Vacancy. A vacancy in the membership of any Committee may be filled as necessary by the Chair of the [School Name] School Advisory Committee.

Section 6: Executive Committee. This Committee will consist of the Officers of the Advisory Committee. They will meet at a convenient time between regular SAC meetings. They will consider interim business and publish the agenda for the upcoming advisory meetings. A SAC End-of-Year Report will be completed and forwarded to the DSO as required, by 15 June 2022. It is understood that major policy determinations must be made by the at-large membership of the advisory committee.

## ARTICLE VII: ADVISORY COMMITTEE MEETINGS

Section 1: Regular Meetings. The [School Name] School Advisory Committee shall meet at least 4 times annually, at times and dates set by the Committee. Dates should be publicized as soon as possible to the school community. An agenda should be developed for each meeting beforehand and published on the DoDEA school website at least 1 week prior to each meeting. The SAC and school will widely share and publicize the agenda for each meeting. The [School Name] School Advisory Committee should determine their goals for the year, as soon as possible. Minutes from each meeting will be posted on the DoDEA school website within 2 weeks following the meeting.

Section 2: Special Meetings. Special meetings may be called by the Chair or majority vote of the [School Name] School Advisory Committee.

Section 3: Place of Meetings. The Principal shall provide a convenient place to meet at the school.

Section 4: Notice of Meetings. Regular meetings must be publicized, members must be notified of any change to the established date, time or location. All [School Name] School Advisory Committee members must be notified if a Special Meeting is called to include date, time and location.

Section 5: Quorum. The presence of a majority of the members shall be required in order to constitute a quorum to make major policy determinations.

Section 6: Decisions of [School Name] School Advisory Committee. All decisions of the SAC shall be made in a forum and only after an affirmative vote of a majority of its members in attendance.

Section 7: Attendance at Meetings. All regular and special meetings of the SAC of its standing and special committees shall be open at all times to representatives from all DoDEA Offices, as well as to the local school staff and the committee at-large. All meetings will be advertised beforehand through multiple means of communication.

Section 8: Closed Executive Sessions. At the request of the chair, the committee or executive committee (chair, vice chair, and secretary) may go into closed executive session.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

All proceedings of this committee shall be conducted under and pursuant to the:

- Simplified, Robert Rules of Order*
- Robert Rules of Order*
- Other: \_\_\_\_\_

ARTICLE IX: AMENDMENTS

These by-laws may be amended at any time by a two-thirds affirmative vote of the Members of the [School Name] School Advisory Committee provided that the amendment is to further carry out the objectives of the [School Name] Elementary School Advisory Committee as, herein, expressed. Any amendment must conform to DoD Instruction 1342.15, DoDEA Administrative Instruction 1358.01 and related documents.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
VICE CHAIRPERSON

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Signature:

\_\_\_\_\_

