

RHS SCHOOL ADVISORY COMMITTEE BYLAWS
Passed January 16, 2019

Article One: Name and Authority

The name of this organization is the Ramstein High School Advisory Committee. It is organized in accordance with (IAW) Department of Defense Instruction (DoDI) 1342.15 dated December 7, 2012.

Article Two: Purpose

The purpose of the SAC is to advise the RHS administration on matters within the jurisdiction of the high school according to Enclosure 4 of DoDI 1342.15, which includes promoting an improved educational environment within the school, and being a voice for the parents of RHS students.

Article Three: Objectives

The SAC will make recommendations and advise the school on matters including:

1. School policies toward students and parents, school 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;
5. Student standards of conduct and discipline; and
6. Policies and standards of the overseas school system operated by DODEA in accordance with Chapter 2SA of Title 20 of the United States Code (USC) and Department of Defense Directive (DoDD) 1342.20, and related to matters listed above.

The SAC will provide:

1. A forum for parents to raise issues concerning the school;
2. Conclusive and relevant advice to the principal;
3. Dissemination of information about SAC activities to the school community
4. Assistance as needed and possible to the RHS Continuous School Improvement Leadership Team (CSI)
5. Information to the local School Advisory Board (SAB) as required.

The SAC shall have no power to enter into contracts of any nature or to spend public funds. The SAC shall not 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.

The SAC shall not be used as a forum for any individual about a personal problem affecting only that person. The SAC shall not entertain discussions specifically about an individual educator at the school. These matters should be raised in a general way so as to not to focus the attention of the SAC on any one person, but rather, to focus on an issue that may be a general problem, or policy that warrants discussion and review..

Article Four: Members

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 Ramstein High School (RHS) student enrollment.

1. Non-voting members will include the principal, School Liaison Officer (SLO), and a representative from the teacher's union, Parent-Teacher Student Organization (PTSO), and Continuous School Improvement (CSI).
2. Members are elected annually for a two-year term. Members may run for re-election but may not serve more than two consecutive terms. A person who attends two meetings consecutively is eligible to serve as a member and may be made a member mid-year as necessary.
3. Each May, the parent co-chair shall form an Election Planning Committee (EPC). The EPC will include the co-chair and the principal. Other personnel eligible IAW DoDI 1342.15 may be added at the discretion of the parent rep co-chair.
4. Elections will be held annually either in Spring or in September to fill all anticipated openings for the following school year. The EPC may hold additional elections to fill positions left vacant by unexpected moves.
5. Membership is non-transferrable. Members who must miss a meeting may send a substitute, but the substitute may not vote.
6. A member who fails to attend two meetings during the course of the year may be removed by majority vote and replaced with the candidate receiving the next highest number of votes' in the general election, if available.
7. Only the elected membership may vote on official deliberations of the SAC.

Article Five: Officers

1. Officers: The Officers of the Advisory Committee shall be a Chairperson (non-RHS employee), Vice-Chairperson and a Secretary. The SAC will also include two student representatives (Senior Class President and Student Council Representative)
2. Election and term of Office: The Chairperson, Vice-Chairperson and Secretary shall be elected annually. All officers will be elected at the May or September SAC meeting of the school year. Elections may be mid-year to add new members as necessary.
3. Removal: Removal of any officer elected or appointed by the SAC requires a majority vote of all members sitting on the SAC, whenever, in the judgment of the SAC, the best interest of SAC would be served thereby.

4. Vacancy: A vacancy in an office because of resignation, removal, death, or qualification may be filled by the SAC for the unexpired portion of the term.
5. Chair: The Chairperson shall preside at all meetings of the SAC and shall 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 SAC from time to time.
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/hers by the Chair or the SAC. The Vice-Chair shall serve as an ex officio member of all committees.
7. Secretary: The Secretary shall keep the minutes of the meetings and shall see that a copy is given to appropriate personnel.

Article Six: Support and Records

1. SAC correspondence shall be typed by the SAC Secretary and distributed to all members of the SAC and to the Principal. Assistance, as needed, may be provided by the school's administrative support staff.
2. The minutes will be approved at the next SAC meeting. Distribution shall include each member of the committee, Principal, School Liaison Office (SLO), and the Kaiserslautern District Superintendent Office. **Can minutes also be accessible to RHS parents through posting on school website?**
3. The SAC Chairperson and Principal will prepare the End-Of-Year Report which is sent to the Kaiserslautern District Superintendent Office and the KMC SLO.
4. Permanent record of the SAC records will be retained by RHS electronically. Records must be retained for at least two years.

Article Seven: Committees

1. The SAC may from time to time establish standing and ad hoc committees. The Chair of each 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 of professional employee of RHS. No standing or ad hoc committee may supersede the authority of the SAC. The SAC may establish and abolish committees as it desires.
2. Unless otherwise determined by the SAC in its decision to establish a committee, the SAC Chairperson shall appoint members to the various committees.
3. Each committee shall only adopt rules that are consistent with the by-laws and DoDI 1342.15.

Article Eight: Meetings

1. By regulation DoDI 1343.15, the SAC shall hold regular meetings at least four times annually, at times and dates set by the SAC. The SAC will set its meeting schedule for

the school year at the September SAC meeting. The date for the September meeting will be set at the last meeting of the prior school year.

2. Special meetings shall be called by the Chairperson or by majority vote of the SAC and will be open to the public.
3. Regular meetings will be announced a minimum of one week prior to the meeting by publication in previous 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 established.
4. Decisions of the SAC shall be made in a forum and only after an affirmative vote of a majority of its members in attendance.
5. Attendance at all regular and special meetings of the SAC and of its standing and special committees shall be open at all times to representatives from the district office, ASO, or DoDEA Offices, as well as to the local school staff and the committee at-large. All meetings will be advertised beforehand.

Article Nine: Parliamentary Authority

All proceedings of this committee shall be conducted under and pursuant to the Simplified Robert's Rules of Order.

Article Ten: Amendments

These Bylaws may be amended at any time by a majority affirmative vote of the members of the Ramstein High School Advisory Committee (RHS SAC) as herein expressed. Any amendment must conform to DoD Instruction 1342.15 and related documents.

By-laws should be reviewed and signed on a yearly basis, but remain in effect until changed.

CHAIRPERSON-PRINTED NAME

SIGNATURE

VICE-CHAIRPERSON-PRINTED NAME

SIGNATURE

SECRETARY-PRINTED NAME

SIGNATURE