

**HAWAII DEPARTMENT OF EDUCATION
SCHOOL COMMUNITY COUNCIL**

Highlands Intermediate School BYLAWS (Revised 8/9/09)

ARTICLE I: NAME OF COUNCIL

The name of this Council is the Highlands Intermediate School Community Council, 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 Standards Implementation Design (SID): Academic and Financial Plan.
- Section 2. To ensure the school's academic and financial plan is aligned with the educational accountability system.
- Section 3. To study and develop the SID Multi-Year Plan in relation to the educational needs of the students.
- Section 4. To emphasize the parent as the first teacher of the child and to provide opportunities for all parents to improve their teaching methods through developmental activities.
- Section 5. To provide collaborative opportunities for input and consultation.
- Section 6. To take other actions as required by the Department of Education.

The SID: Academic and Financial Plan shall be developed by the school principal, reviewed by the SCC, and approved by the Complex Area Superintendent. The SCC shall have ongoing responsibility to review the implementation of the plan with the principal, assess periodically the effectiveness of the plan and recommend modifications to the plan. The SCC shall carry out all of the duties and responsibilities assigned to it by the Hawaii Department of Education.

ARTICLE III: MEMBERSHIP AND ELECTION

- Section 1. **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 until their successors have been elected and qualified. Newly elected members shall assume their office at the regular meeting during the month of August. Membership includes:
 - 2 Parents
 - 2 Students
 - 2 Community
 - 3 Certificated Staff
 - 2 Support
 - 1 Administration
- Section 2. **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 segments of the SCC, may suspend or expel a member for cause.

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

Section 4. **Vacancy.** Any vacancy on the SCC shall be filled for the remainder of the unexpired term through the appointment of the duly elected alternate. If the composition of the SCC falls below legal requirements and no alternates are available, vacancies for the unexpired term may be filled by a new regular 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 an agenda for each meeting and post the agenda 6 days in advance of each SCC meeting.

Vice-Chairperson

1. Assume the duties of the Chairperson during his / her absence.
2. Perform such other duties as may be assigned by the Chairperson or by the SCC.

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 of all meetings including attendance and summary reports.
4. Post the notices and agendas of public meetings on the school's internet website and in the school's administrative building.

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 chairperson and members of committees shall be appointed by the SCC Chair subject to the ratification by the Council.

Section 3. **Reporting responsibilities.** Committee chairs shall present plans of work to the SCC for approval.

ARTICLE VI: DUTIES OF MEMBERS

Section 1. **The duties of members shall be to:**

1. Attend all council meetings on time or inform the secretary of the expected absence in order that an alternate may be seated.
2. Accept a position as an officer or committee member when so appointed or elected unless unable to fulfill the requisite duties.
3. Actively participate in workshops and training sessions to increase knowledge of the school community council's purpose and function.
4. Make regular reports of SCC proceedings and actions to their own peer groups and to bring back recommendations to the SCC.

ARTICLE VII: MEETINGS

Section 1. **Regular Meetings.** Regular meetings of the SCC will be held on the 2nd Tuesday of August, October, December, March, and May, at 5:30 p.m. at Highlands Intermediate School, or at a designated date and time agreed by the majority of the SCC.

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 6 days prior to a special meeting.

Section 3. **Order of Meetings.** All regular and special meetings of the SCC shall be conducted in accordance with Robert's Rules of Order or an appropriate adaptation thereof. The SCC shared decision-making process shall be conducted with the intention of reaching consensus. In the event the SCC reaches an impasse which prohibits business from being conducted, the following action will be taken: The SCC will take a vote with a 50% + 1 majority required for the decision.

Section 4. **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership, of which at least 50% are parents and community members.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the SCC. 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 a majority vote of the SCC.