

**Weatherford Independent School District
School Health Advisory Council (SHAC)
Bylaws 2017-2018**

School Health Advisory Council Bylaws

Article I: Name, Mission, and Statement of Purpose

Section One: The name of this group shall be the Weatherford ISD School Health Advisory Council (SHAC).

Section Two: The mission of the SHAC is to promote sound school policies and practices that will improve the health and wellness of students, staff, and families.

Section Three: The SHAC shall have the following goals:

- A. Support a healthy and safe school environment that fosters learning.
- B. Establish healthy behaviors during childhood that carry over for a lifetime.
- C. Strengthen academic success by enriching health and physical activity opportunities.
- D. Promote the implementation of a coordinated school health program focused on the following components:
 - a. Health education and services
 - b. Physical education and physical activity
 - c. Nutrition, environment and services
 - d. Counseling, psychological, and social services
 - e. Social and emotional health
 - f. Physical environment
 - g. Employee wellness
 - h. Family and community engagement

Article II: Authority

Section One: Statute and Policy. Each school district in the State is required in Chapter 28 and Chapter 38 of the Texas Education Code, to establish and maintain a district level school health advisory council. The School Health Advisory Council of the Weatherford Independent School District is specifically authorized by the Board of Trustees in district policy EHAA(LEGAL).

Section Two: Limitations. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. It shall be the responsibility SHAC to establish and amend the Bylaws. Amendments shall be approved by a two-thirds majority vote of the members present.

Article III: Responsibilities

According to state law, the SHAC shall have the following responsibilities:

- A. To hold regular meetings.
- B. To report annually to the Board of Trustees.
- C. To provide recommendations to the Board of Trustees regarding health education curriculum and a coordinated school health program through coordination of health education; physical education and physical activity; nutritional services; parental involvement; and instruction to prevent the use of tobacco.
- D. To provide recommendations to the Board of Trustees on appropriate grade levels and methods of instruction for human sexuality instruction.
- E. To provide recommendations to the Board of Trustees on the number of hours of instruction to be provided in health education.
- F. To recommend strategies for integrating the curriculum components with the following elements in a coordinated school health program for the district:
 - a. School health services;
 - b. Counseling and guidance services;
 - c. A safe and healthy school environment; and
 - d. School employee wellness.
- G. To assist the school district in any other capacity that falls within the guidelines of health, wellness or physical activity of our students.
- H. To provide a written annual report to the Board of Trustees on or before July 30 of each year.

Article IV: Membership

Section One: Membership Criteria. The membership composition of the SHAC shall comply with the following:

- A. Each member will serve a one-year term and may serve in subsequent years.
- B. Parents must live within the district and must be a custodial parent or guardian of a student currently enrolled in this district school.
- C. The majority of the SHAC members will consist of parents of students currently enrolled in the district who are not employed by Weatherford ISD.
- D. The Board of Trustees may also appoint one or more persons from each of the following groups: public school teachers; public school administrators; district students; health care professionals; the business community; law enforcement; senior citizens; the clergy; nonprofit health organizations; and local domestic violence programs.
- E. In order to maintain continuity on the SHAC, at least 5 previous members must be included on the following year's membership roll. If there are not at least 5 returning members, at-large members from the previous year shall be appointed up to a limit of 5.
- F. Membership of the SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district.

Section Two: Council Size. The SHAC will consist of no more than 50 members and no less than 12.

Section Three: Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

Section Four: Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all members to the SHAC. SHAC members may also solicit and appoint new members with approval of the Board of Trustees.

Article V: Meetings

Section One: SHAC meetings will be held with minutes maintained on the Weatherford ISD website under Health Services -- SHAC.

Section Two: Regular meetings will be held no less than four times per school year. Meeting dates will be posted on the Weatherford ISD website. The exact number of meetings will be determined by the needs of the SHAC.

Section Three: Public questions and comments. Meetings are closed to the public. Individuals who wish to speak to the SHAC must email a request to speak one week before a set meeting date to the SHAC Coordinator who will share the request with the SHAC Chairperson. The email should include name, contact information, and the concern or issue. Any written request will be considered at the collaborative discretion of the chair, co-chair, and coordinator. A limit of three speakers is allowed per meeting.

Section Four: Voting. A quorum will be the SHAC members present at the meeting with a minimum of 8 members. No voting may take place without a quorum. Meetings may still be held without a quorum for purposes of presentations, research or discussion.

Voting members shall consist of parents nominated by each campus, student representatives, community members, and at-large members. A simple majority of the members present at the regular SHAC meeting is needed to approve and carry a motion.

Section Five: Attendance. Members are encouraged to contact the Chairman if they know they cannot attend. A sign in sheet will be used at all meetings to keep track of attendance and attendance will be noted in the minutes for each meeting.

Section Six: Agendas. Agendas shall be provided for all SHAC meetings. Agenda items shall be determined by the chair in consultation with the coordinator.

Article VI: Officers

Section One. Terms of Service. The SHAC shall elect a Chairperson, Vice-Chairperson, and Secretary from ~~parent~~ members of the Council. Each will serve a one year term. The officers may serve multiple terms. Officers shall be selected at the first SHAC meeting of the school year.

Section Two: Responsibilities of Chairperson

- A. An employee of WISD
- B. Work with SHAC coordinator to develop the agenda for each meeting
- C. Designate person to take minutes if secretary is not present or was not appointed
- D. Serve as custodian of all SHAC records
- E. Distribute information to absent members and inform them about missed presentations
- F. Provide support in the development of the annual SHAC report

Section Three: Responsibilities of Vice-Chairperson

- A. Presides at SHAC meetings in the absence of the Chair
- B. Work with the SHAC coordinator to develop the agenda for each meeting
- C. Provide support in the development of the annual SHAC report

Section Four: Responsibilities of Secretary

- A. Preside at meetings when both the chair and vice-chair are absent
- B. Take minutes of each meeting
- C. Keep track of attendance
- D. Present minutes of the previous meeting at the following SHAC meeting
- E. Provide support in the development of the annual SHAC report

Article VII. SHAC Coordinator. The SHAC Coordinator shall be a Weatherford ISD administrator appointed by the Superintendent to serve in this capacity.

Section One: Responsibilities of the SHAC Coordinator

- A. Prepare and distribute meeting notices and arrange the location of meetings
- B. Provide members with agendas and background material prior to meeting
- C. Prepare sign in sheets
- D. Serve as custodian of all SHAC records
- E. Provide staff support in the development and submission of SHAC's annual report
- F. Maintain regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.