

**Hana High & Elementary School
School Community Council
By-Laws
(Revised 5/19/15)**

PREAMBLE

Act 51, Session Laws of Hawaii 2004, known as the “Reinventing Education Act 2004” in part requires “strengthening community involvement through school community councils.”

In accordance with Act 51, the Hana High & Elementary School Community Council was created to support school improvement and the academic achievement of students through increased community involvement in the school.

ARTICLE I: NAME OF COUNCIL

The name of this council is the Hana High & Elementary 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 Academic and Financial Plan.
- Section 2. To ensure the school’s Academic and Financial Plan is consistent with the educational accountability system.
- Section 3. To study and review the school’s multi-year plan in relation to educational needs of all students.
- Section 4. To provide collaborative opportunities for input and consultation.
- Section 5. To take other actions as required by the Department of Education.

The Principal is responsible for the development of the Academic and Financial Plan and presentation of the plan to the school community and SCC. The plan is reviewed and evaluated by the SCC. The SCC will provide recommendations for revision or recommend plans for approval 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 the duties and responsibilities assigned to it by the Hawaii Department of Education.

ARTICLE III: MEMBERSHIP AND ELECTION

- Section 1. Membership Representative.** Hana High & Elementary SCC shall be comprised of nine members. Membership shall include the Principal, two teachers, two non-certified staff members, two parents, and two community members. All members with the exception of the administration shall be duly elected from their constituent group. Teacher representatives must be active bargaining unit 5 members assigned to Hana High & Elementary School (HHS). Classified and non-certified staff members must be school employees assigned to HHS. Parent representatives must be primary caregivers (parents or guardians) of HHS students for the entire term on the Council. Community representatives must live and/or work in the HHS district or have a vested interest in the success of the students and school (such as alumni). Middle and High School students may be invited to join the Council. Student representatives will be considered as optional members and will only be selected if interested students present themselves to the SCC or Principal.
- Section 2. Election of Members and Term of Office.** There shall be elections at which the SCC members are elected every year and shall serve for two years until their successors have been elected and qualified. Elections shall all be for alternating 2-year terms for each type of representative, so that only half of the Council will change in any given year. The elections will be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the first regular meeting in August. Student members shall serve 1-year terms and will be recommended by the Principal with selection and appointment by the SCC.
- Section 3. Termination of Membership.** The SCC membership should automatically terminate any member who is absent without good cause from three consecutive meetings. The SCC, by affirmative vote of two-thirds of all members of the SCC, may suspend or expel a member.
- Section 4. Vacancy.** Any vacancy on the SCC shall be filled for the remainder of the unexpired term. Vacancies for the unexpired term may be filled by a special election or by recommendation from the Principal with selection and appointment by the SCC.

ARTICLE IV: OFFICERS

- Section 1. Officers.** 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, provide the agenda to the Secretary, and ensure that the agenda is posted six days in advance of each SCC meeting.

Vice Chairperson

1. Assume the role of the Chairperson during his/her absence.
2. Perform such other duties as may be assigned by the Chairperson or the SCC.
3. Provide oversight and support to the SCC Committees.

Secretary

1. Receive and handle all mail addressed to the SCC.
2. Keeps a current roster of SCC members including addresses, email addresses and telephone numbers.
3. Keep minutes of all meetings including attendance and summary reports.
4. Coordinate the posting of the notices and agendas of public meetings on the school's internet website and in the school's administrative building as well as email same to all Council members.

ARTICLE V: DUTIES OF MEMBERS

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

1. Attend all Council meetings on time and inform the Secretary or the Chairperson of each expected absence.
2. Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties, and attend all committee meetings.
2. Actively participate in the workshops and training session sponsored by the SCC to increase knowledge of the School Community Council's purpose and function.
3. Make regular reports of the SCC proceedings and actions to their own constituent groups, and to bring back recommendations to the SCC.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. Regular meetings of the SCC will be held at least once per month.

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 six days prior to a special meeting.

- Section 3. Order of Meetings.** All regular and special meetings of the SCC shall be conducted using parliamentary procedure or an appropriate adaptation thereof. The SCC shared decision-making process that 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% plus one majority required for the decision to be approved if an even number of members are in attendance or with a 50% plus one-half majority if an odd number of members are in attendance.
- Section 4. Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of five of the nine required members, of which there shall be at least one from four of the five required constituent groups.

ARTICLE VII: 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 the majority of its members.
- Section 2. Selection of Committee Members.** The chairpersons and members of the Committees shall be appointed by the SCC Chairperson subject to ratification by the Council.
- Section 3. Reporting Responsibilities.** Committee chairs shall present plans of work to the SCC for approval.
- Section 4. Standing Committees.** Standing Committees may include a school public relations committee and school policy review committee.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended by the SCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which necessary notice of meeting and agenda were posted. Passage of amendments to the by-laws requires a vote of at least 2/3 of the nine required voting members.