

**HONOKA`A HIGH AND INTERMEDIATE SCHOOL
SCHOOL COMMUNITY BY-LAWS**

PREAMBLE

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

In accordance with Act 51, Honoka`a High and Intermediate 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 Honoka`a High and Intermediate School Community Council, hereafter referred to as the SCC.

ARTICLE II: OBJECTIVES/FUNCTIONS

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 principal regarding planning, budgeting, implementation and evaluation of the: Academic Financial Plans.
- Section 2. To ensure the school's academic and financial plans are aligned with the education accountability system. (302A - 1004)
- Section 3. To review the Hawaii State DOE Multi-Year Strategic Plan in relation to the educational needs of the students.
- Section 4. To provide collaborative opportunities for input and consultation.
- Section 5. Review and evaluate the school's academic and financial plan, and either recommend revisions of the plans to the principal, or recommend the plans for approval by the complex area superintendent;
- Section 6. Participate in principal selection and evaluation, and transmit any such evaluations to the complex area superintendent; and

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 duties and responsibilities assigned to it by the Hawaii Department of Education.

ARTICLE III: MEMEBERSHIP AND ELECTION

- Section 1. **Election of Members and Terms 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 office when the next academic school year officially begins
- Section 2. **Membership.** The SCC membership shall consist of one voting member from each of the six representative groups: Administration, Certificated, Classified, Parent, Community Member and Student
- Section 3. **Alternates.** An elected alternate from the same constituent group may be seated in place of an absent SCC member. 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 for 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 special election.
- Section 5. **Vacancy of alternates.** When there is an elected representative member who does not have an elected alternate ("vacancy of an alternate"), any such vacancy of an alternate on the SCC shall be filled by means of a Special Election as described in Section 6 below
- Section 6. **Special Election.** The schedule, terms and conditions of any Special Election shall be set by decision and majority vote by the SCC.

ARTICLE IV: OFFICERS

- Section 1. **The officers** of the SCC shall be a Chairperson, Vice Chairperson, Secretary, and other officers as the SCC may deem desirable.
- Section 2. **Elections and Terms of Office.** The officers of the SCC shall be elected every two years by majority vote of the SCC members and shall serve for one year until each successor has been properly elected. Newly elected officers shall assume office when the next academic school year officially begins.
- 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 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 minutes of all meetings including attendance and summary reports.
4. Post the notices and agenda of public meetings in the school's bulletin (or internet website if available) 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 of 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 the workshops and training sessions sponsored by the SCC to increase knowledge of the school community council's purpose and functions.
4. Make regular reports of SCC proceedings and actions to their own constituent groups, and to bring back recommendations to the SCC
5. To make decisions based on identified student needs that increase student achievement.

ARTICLE VII: MEETINGS

- Section 1. **Regular Meetings.** Regular meetings of the SCC will be held at least once per month. Time and place will be determined by 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, notices/flyers sent home, and/or posted on the school website (if available) 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 using parliamentary procedures or an appropriate adaptation thereof. The SCC 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 50% + 1 majority required for the decision to be approved.
- 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 there shall be at least 4 of the 6 constituent groups.

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.

SIGNED BY:

SCC Chairperson

Date

Principal

Date

Teacher Representative

Date

Classified Representative

Date

Student Representative

Date

Parent Representative

Date

Community Representative

Date

APPROVAL:

Complex Area Superintendent

Date