

Ali'iolani Elementary School  
School Community Council  
BYLAWS

**PREAMBLE**

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

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

**ARTICLE 1: NAME OF COUNCIL**

The name of this Council is the Ali'iolani Elementary School Community Council, hereinafter referred to as the SCC

**ARTICLE 2: OBJECTIVES**

The objectives of the SCC shall be in accordance with State guidelines, be consistent with policies of the Board of Education and aligned with the school's mission and vision.

Section 1. To advise the school regarding the planning, budgeting, implementation and evaluation of the Academic Plan.

Section 2. To ensure the school's Academic Plan is consistent with the educational accountability system.

Section 3. To study and review the school's multi-year plan in relation to the education needs of all students.

Section 4. To provide collaborative opportunities for input and consultation

Section 5. To take other action as required by the Department of Education

The principal is responsible for the development of the Academic 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 the plan 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 will participate in the selection and evaluation of the principal as designated by the DOE.

The SCC shall carry out all of the duties and responsibilities assigned to it by the Hawaii DOE.

### ARTICLE III: **MEMBERSHIP AND ELECTION**

Section 1. Membership Representation – Ali’iolani Elementary School SCC shall be comprised of 6 members. Membership shall include the principal, 1 teacher, 1 certificated staff member, 1 community member, 1 parent, and 1 student.

There shall also be one alternative member from each role group. All members, with the exception of the principal and student representative shall be duly elected from their constituent group or in the case of community representatives, by the parents.

Classified, certificated, and non-certificated members must be employees assigned to Ali’iolani Elementary School (AES).

The student member must be free of outstanding obligations and disciplinary action against him/her. The student must also approach, meet or exceed proficiency in all academic areas on the Standard Based Report Card.

The parent representatives must be primary caregiver(s) (parent or guardian) of AES students for their entire term on the council.

Community representatives must live and/or work in the AES district or have a vested interest in the success of the students and school (such as alumni).

Legislators cannot be elected to the SCC

School or district employees servicing the school cannot be a parent or community member of the SCC.

\* - Minimum of the principal and 1 member from each role group  
- 50% from school staff and 50% from parents, students, and community

Section 2 **Election of Members and Term Office.** The SCC members and alternates are elected every year and shall serve for one year until their successors have been elected and qualified. The elections will be held no earlier than March 1<sup>st</sup> and no later than May 31<sup>st</sup> of each year, with elected members to begin their term of office on July 1.

Section 3 Alternates are welcomed to attend any SCC meeting. They may participate in discussion, but will only vote when they are an officially seated role representative.

Section 4. Termination of Membership. The SCC should move to terminate any member who is absent from (three) consecutive meetings without good cause. The SCC, by affirmative vote of two-thirds of all members of the SCC, may suspend or expel the member.

Section 5. Vacancy. Any vacancy on the SCC shall be filled for the remainder of the unexpired term through the appointment of a 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 or recommendation 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 offices as the SCC may deem necessary. Due to the roles and responsibilities of the principal within the SCC, s/he will be exempt from serving as an officer in the SCC.

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 or until each successor has been properly elected.

Section 3. Duties. The duties of the officers shall be:

##### Chairperson

1. Preside at all meeting 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 their absence.
2. Perform other duties as may be assigned by the Chairperson or by the SCC.
3. Provide oversight and support to the SCC committees

##### Secretary

1. Receive and handle all mail addressed to the SCC
2. Keep a current roster of SCC members including contact information.
3. Keep the 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 website and in the school administrative building, as well as providing a copy of notices and agendas to all council members.

#### ARTICLE V: COMMITTEES

Committees shall be 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 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 be created as needed to support the ongoing functioning of the Council. Such committees will be listed in the section of the Bylaws.

#### ARTICLE VI: DUTIES OF MEMBERS

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

1. Attend all council meetings on time or inform the secretary of the expected absences in order that an alternate may be seated.
2. Actively participate in the workshops and training sessions to increase knowledge of the SCC's purpose and functions.
3. Make regular reports of SCC proceedings and actions to their own constituent groups, and to bring back recommendations to the SCC.

#### ARTICLE VII: MEETINGS

Section 1. Regular Meetings. Regular meetings of the SCC will be held at least once per quarter, day and time to be determined by the members of the SCC.

Section 2. Special Meetings. Special meetings may be called by the Chairperson or by the majority of the SCC. A meeting notice and agenda must be posted in a public location at the school and on the school's 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 using parliamentary procedures or an appropriate model of facilitation.

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 a 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 one from 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 an affirmative vote of at least 2/3 of the voting members.