



SHAPE American High School

Unit 21420 / APO AE 09705

SHAPE International School - U. S. Secondary Section

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ARTICLE I. NAME OF THE COMMITTEE

The name of this committee shall be the SHAPE American High School School Advisory Committee.

ARTICLE II. OBJECTIVES

The principal objective of the SHAPE American High School School Advisory Committee shall be to assure that the intent and provisions of DOD Instruction 1342.15, dated March 27, 1987, "Local Educational Advisory Committee," are complied with by the School Advisory Committee. The Committee shall provide advice and assistance in:

1. Coordinating all community resources in a concerted effort to support the educational program of the school.
2. Providing a forum for the discussion of school achievements and concerns and other school related matters.
3. Disseminating information about the school.
4. Acting as a hearing board for any individual or group that may want to propose additions to or changes in school policy.

The Committee shall have no power to enter into contracts of any nature or to spend public funds. The Committee shall have no power to bind any member of any school authority or official to any debt, liability, or obligation in the absence of an express written authorization from the party to be bound. The Committee shall have no powers beyond those expressly set forth in applicable legislation.

The Committee should not be used as a forum for any individual about a personnel problem affecting only that person. The Committee should not entertain discussions specifically about an individual educator at the school. It is understood that problems and questions raised by parents will often time involve a particular educator. However, these matters should be raised in a general way so as not to focus the attention of the Committee on any one person, rather, focus on the problem generally or the policy involved. The Committee should in no way allow discussion about an individual, which could be constructed, as slanderous.

ARTICLE III. MEMBERS

Section 1: The composition of Educational Advisory Committee is contained in DOD Instruction 1342.15.

Section 2: The term of office for all members is two years.

Section 3: Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the entire Committee. Proxy voting and absentee ballots are not permitted.

Section 4: A member shall no longer hold membership if his or her eligibility for membership should change due to a change of residency, status with respect to school employment, or a sponsorship of a student in school. Membership may terminate as any member who is absent from all regular and special meetings for a period of three consecutive meetings. The Committee, by affirmative vote of two-thirds of all members of the Committee, may suspend or expel a member.

Section 5: Membership on the Committee is not transferable or assignable.

Section 6: Any member may resign by filing a written resignation with the Commander.

Section 7: Vacancies on the Committee will be filled through an elective process.

ARTICLE IV. OFFICERS

Section 1: Officers: The Officers of the Advisory Committee shall be Chair, Vice-Chair, and the Secretary.

Section 2: Election and term of Office. The Officers of the Advisory Committee shall be elected annually and shall serve for one year and until each successor has been elected and qualified. Elections will be held in accordance with the DOD Instruction 1342.15.

Section 3: Removal. Removal of any Officer elected or appointed by the Advisory Committee may be removed by a two-thirds vote of all members sitting on the Advisory committee whenever, in the judgment of the Committee, the best interest of the Committee would be served thereby.

Section 4: Vacancy. A vacancy in an office because of the death, resignation, removal qualification, or other wise may be filled by the Committee for the unexpired portion of the term.

Section 5: Chair. The Chair shall preside at all meetings of the Advisory Committee and may sign all letters, reports, and other communications of the Advisory Committee. In addition, he or she shall perform all duties incident to the Office of the Chair and such other duties as may be prescribed by the Advisory Committee from time to time. It is preferred that the Chair be a parent representative who is not a DOD employee.

Section 6: Vice-Chair. The Vice-Chair shall represent the Chair in assigned duties and to substitute for the Chair during his or her absence, and he or she shall perform such other duties as from time to time may be assigned to him or her by the Chair or the Advisory Committee. The Vice-Chair shall serve as an ex officio member of all committees.

Section 7: Secretary. The Secretary shall keep the minutes of the meetings and shall see that a copy is given to each member of the committee, the school, and the installation.

ARTICLE V: SUPPORT AND RECORDS

Section 1: Committee correspondence shall be typed and distributed by the school's secretarial staff.

Section 2: Distribution of all minutes and official committee memoranda shall include each member of the committee, school, school's officer, other regular liaison member, the installation commander, and DoDDS Regional Office.

Section 3: A permanent file for use by the committee will be kept and stored at the school.

ARTICLE VI: COMMITTEE

Section 1: Standing and Special Committees. Standing and Ad Hoc Committees may from time to time be established by the Advisory Committee. Each member of every standing or special committee may exercise the authority of the Advisory Committee. No standing or special committee may exercise the authority of the Advisory Committee.

Section 2: Membership. The Chair of the Advisory Committee shall appoint members of various committees.

Section 3: Terms of Office. Each member of a Committee shall continue as long as needed.

Section 4: Rules. Each committee may adopt rules for its own government not consistent with these Bylaws and DOD Instruction 1342.15 or with rules adopted by the Advisory Committee.

Section 5: Vacancy. A vacancy in the membership of any Committee may be filled as necessary.

Section 6: Executive Committee. This Committee will consist of the Officers of the Advisory Committee. They will meet at a convenient time between regular advisory meetings. They will consider interim business and set and publish the agenda for the upcoming advisory meeting. It is understood that major policy determinations must be made by the at large membership of the advisory committee.

ARTICLE VII. MEETING OF THE ADVISORY COMMITTEE

Section 1: Regular Meetings. The Advisory Committee shall meet at least quarterly at a time and date set by the Committee.

Section 2: Special Meetings. Special meetings may be called by the Chair or majority vote of the Advisory Committee.

Section 3: Place of Meetings. The Principal shall provide a convenient place to meet at the school.

Section 4: Notice of Meetings. Regular meetings must be notified if any change to the established date, time, or location. All Advisory Committee members must be notified if a Special Meeting is called to include date, time, and location.

Section 5: Decisions of Advisory Committee. All decisions of the Advisory Committee shall be made only after an affirmative vote of a majority of its members in attendance.

Section 6: Quorum. The presence of a majority of the members shall be required in order to constitute a Quorum to make major policy determinations.

Section 7: Attendance at Meetings. All regular and special meetings of the Advisory Committee and of its standing and special committee shall be open at all times to representatives from the DoDDS Regional Office, the local school staff, and the Committee at large. All meetings will be advertised.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

All proceedings of this committee shall be conducted under and pursuant to Roberts Rules of Order.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any time by a two-thirds affirmative vote of the Members of the Advisory Committee provided that the Amendment is to further carry out the objectives of the Advisory Committee as, herein, expressed. Any amendment must conform with DOD Instruction 1342.15.

CHAIRMAN

VICE-CHAIRMAN

SECRETARY
