

# NUAMES High School Community Council Bylaws

## ARTICLE I: Name

The name of this council shall be NUAMES High School Community Council.

## ARTICLE II: Composition of the Community Council

The Council shall be comprised of school employees, including the principal, and parents/guardians of students attending the school during some period of their term on the council. There should be a minimum of 4 parent/guardians and 3 employees, or if larger, parents/guardians shall outnumber employees.

- A. **School employees** shall be elected by majority vote and serve a 2-year term beginning on **July 1<sup>st</sup>**. They should represent the following within the school: minimum of 2 teachers.
- B. **Parents/guardians** shall be elected by majority vote of parents/guardians of students attending the school in a public election, and serve a 2-year term beginning **July 1<sup>st</sup>**. (Parents/guardians must have a student attending NUAMES for at least one of the years of their term to be eligible.)
- C. **Student Body Officer** shall have a representative appointed by their advisor. The student body has 1 vote.
- D. **Principal** serves as an ex officio member with full voting privileges.
- E. Any unfilled position after elections have been held may be appointed by the community council.
- F. Any qualified person may file or declare their candidacy to the community council prior to the election.
- G. The public shall be given 2 weeks notice prior to the election. Notice of the results will be made available to the public upon request.
- H. Chair of the council shall notify the school board of appointments.
- I. Members of the council may serve 3 successive terms.
- J. Chair and vice-chair will be an elected parent/guardian or school employee member.
- K. The committee may create subcommittees or task forces as needed, whose plans will be approved by the council.
- L. The school resource officer shall serve as an advisor to this committee as needed.

*Each member of the Community Council shall have one vote and decisions shall be made by two-thirds majority. A simple majority of voting members must be present in order for a quorum to exist.*

*At all meetings, parents, teachers, and other community members who are not Council members may attend and comment, but will not vote.*

*All decisions directly affecting classroom instruction will be subject to two readings in two consecutive months to allow the entire faculty and other interested parties to have time to give input to the committee members before a vote is taken.*

## ARTICLE III: Executive Members' Duties

- A. The Chairperson shall:
  - 1. Preside at council meetings
  - 2. Appoint special committees as determined by the council
  - 3. Prepare an agenda for each meeting

- B. The vice-chair shall:
  - 1. Assist the chairperson in the performance of his/her duties
  - 2. Perform duties of the chairperson in the absence of or inability of chairperson to do so.
  - 3. Become the chairperson in the second year of their term
  
- C. The secretary shall:
  - 1. Record minutes of all meetings
  - 2. Present minutes of each meeting for ratification by council
  - 3. Maintain a current copy of the Bylaws
  - 4. Maintain an accurate and current council membership list
  - 5. Conduct correspondence and perform other duties as assigned
  
- D. The treasurer shall:
  - 1. Meet with the school financial officer for Land Trust Funds expenditures.
  - 2. Keep copy of budget for Land Trust Funds.

#### **ARTICLE IV: Duties**

- A. The council will annually evaluate the school's U-PASS, ACT, and CTE results and the percentage of students enrolled in early college (without identity of students being revealed) and use them to develop a school improvement plan:
  - 1. Identify the most critical academic needs and recommend a course of action to meet the academic needs of the students.
    - a. List needed programs, practices, materials, or equipment to implement an action plan that will result in measurable increased student performance.
    - b. Describe how school intends to enhance or improve academic achievement, including financial resources and how they will be used to achieve the plan's goals.
  - 2. While focusing on the school's most critical academic needs, it may include other actions to enhance or improve the academic achievement and community environment for students.
  - 3. The principal shall make available the school budget and other data needed to develop the school improvement plan.
  - 4. The School Improvement Plan shall be subject to approval of the NUAMES school board.
  - 5. The council may develop a multi-year school improvement plan but it must be presented to and approved annually by the NUAMES school board.
  - 6. The council shall prepare and present an annual report of the program to the NUAMES school board at the end of the school year detailing the use of the program funds received by the school and an assessment of the results obtained from the use of the funds.
  
- B. Develop the School LAND Trust Program.
  - 1. School LAND Trust Committee will be comprised of parent and employees elected to the Community Council.
  
- C. Assist in the development and implementation of a staff professional development plan that includes the following components.

1. Professional development activities that align with the school improvement plan.
2. School LAND Trust program, Utah Performance Assessment System for Students, and the Educational Technology Initiative.
3. Provide for development of internal instructional leadership and support.
4. Provide for periodic gathering of all stakeholders at the same time in assessing the professional development process.
5. The time required for and the anticipated costs of implementing and maintaining the plan.

#### **ARTICLE V: Removal and Replacement of Officers and Council Members**

If an officer or appointee fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council may meet and declare the office or position vacant. When any office becomes vacant due to resignation or removal, nominations and elections will take place at the next regularly scheduled meeting. Any resignations should be made in writing to the council chairperson.

#### **ARTICLE VI: Nominating Committee**

The nominating committee shall consist of 2 parents of the council and 1 school employee. The nominee's approval shall be obtained before being formally nominated.

#### **ARTICLE VII: Amendments**

These Bylaws may be amended at any regular meeting of the council provided:

- A. That notice of any proposed amendment shall be distributed in writing to all council members at least 10 days prior to the meeting at which the amendment is to be voted on
- B. That a quorum is present when the vote is taken
- C. That amendments to the Bylaws pass with at least a two-thirds vote of the members present.

#### **ARTICLE VIII: Elected Parent on NUAMES Board of Directors**

Duly elected parents of the Community Council will elect one of its members to serve on the NUAMES Board of Directors, to be approved by the board.

- A. Duties of parent board member:
  1. Will attend both the Community Council and Board of Directors meetings
  2. Will act as liaison between the Community Council and Board of Directors