

# **Bylaws**

## **Hays CISD School Health Advisory Council**

### **Article I—Name**

The official name of this organization shall be the Hays CISD School Health Advisory Council. The organization shall also be known as the Hays CISD SHAC.

### **Article II—Mission Statement**

The Hays CISD SHAC will endeavor to create school environment that nurtures physical, mental, emotional, and social health so that all students are able to learn at their highest potential.

### **Article III—Responsibilities**

According to Chapter 28.004 of the Texas Education Code, District policy, and the direction of the Board of Trustees and District administration, the SHAC shall have the following responsibilities:

1. To hold regular meetings
2. To meet the requirements of Chapter 38.013 of the Texas Education Code and District policy EHAA (LEGAL), including:
  - a. Provide advice and counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels, that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
  - b. Approve the District coordinated school health program, subject to adoption by the Board of Trustees.
  - c. To advise and consult with the District in the development of a comprehensive health education curriculum.
  - d. To recommend the District grade levels and curriculum for human sexuality instruction.
3. To meet the requirements of FFA (LEGAL) including:
  - a. Development of nutrition guidelines and wellness goals in collaboration with District administration for FFA (LOCAL).
  - b. Development of the Wellness Plan.
4. To research and review available data related to health instruction, healthy school environment, health services, physical education, school counseling, food service, school site health promotion for faculty and staff and make appropriate recommendations to the school board based on data and discussion.
5. To provide a written annual report in September of each school year and present the report in a meeting of the Board of Trustees if requested.

### **Article IV—Membership**

Membership shall include no fewer than 10 nor more than 30 members, with the following mandates:

1. A majority of the members shall be parents of students enrolled in the District and must not be employed by the District
2. One or more may be public school teachers, public school administrators, students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives of another group.
3. Membership may include non-voting advisory members.

**Eligibility.** Non-employee members must be residents of Hays County or work in Hays County. Non-voting advisory members may live in surrounding areas. According to District policy membership categories are as follows:

1. Parent of student enrolled in the District (not employed by the District)
2. Teacher
3. Administrator
4. Student
5. Health care professional
6. Business community
7. Law enforcement
8. Senior citizens
9. Clergy
10. Nonprofit health organizations
11. Other

**Appointments.** The Executive Committee (Article VII) shall annually develop a SHAC membership roster, based on consideration of applications received, referrals from campuses and SHAC members, and other appropriate sources including recommendations from the Board of Trustees.

The SHAC Standard Membership Selection Considerations shall be applied (see below). The annual membership roster shall be provided each June to the Board of Trustees for approval and appointment.

SHAC Membership Selection Considerations:

Considerations for Selecting New Members:

- Extent to which candidate would help achieve membership diversity
- Extent to which candidate has previous district, campus, or community service
- Extent to which candidate is known to have a positive attitude and work well with others
- Extent to which candidate is known to possess certain subject matter expertise
- Extent to which candidate is known to advocate for the interests of all children

Considerations for Selecting Existing Members for Additional Terms:

- Extent to which incumbent would help maintain membership diversity
- Extent to which incumbent has maintained reasonably regular attendance
- Extent to which incumbent has maintained a positive attitude, has worked well with others, and has contributed to the committee
- Extent to which incumbent would provide leadership and experience to the committee
- Extent to which continued service by incumbent would prohibit other interested and capable candidates from serving

**Terms.** The term of service for an appointment shall be two years, normally beginning the first SHAC meeting of the year in September.. Members may serve 2 consecutive terms.. In filling vacancies, members may serve partial terms. In developing the SHAC membership roster for the Board of Trustees, the Executive Committee will take into consideration the terms of members to ensure overlapping of terms. Members may serve an additional year after 2 consecutive terms if another member cannot be found from the campus and/or district area.

**Vacancies.** The Board of Trustees delegates to the SHAC Executive Committee the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

**Resignation.** If a member chooses to resign before his/her term ends, a letter or email to one of the Co-chairs of the SHAC will serve as appropriate documentation.

**Attendance.** SHAC will meet a minimum of 4 times per year unless otherwise determined by the SHAC. Members are encouraged to attend all meetings. If a member misses three consecutive meetings and does not communicate with SHAC via email for three months, he/she will be asked to submit a resignation letter to the SHAC executive committee.

**Code of Conduct.** The District welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, District parents and students, District staff and Trustees, and members of other District advisory committees. In meetings, members must be recognized by the Chair before speaking, and otherwise respect the order maintained by the Chair. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC; and, unless otherwise authorized by the administration, members shall not speak for the District. Members, by their comments and/or actions, shall not reflect poorly on the SHAC. Violation of this code of conduct may result in reprimand or dismissal by the Executive Committee.

**Undue Advantage.** SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Executive Committee. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include SHAC membership on his or her resume.)

#### **Article V— Parent Co-Chair**

The parent co-chair of the SHAC shall be a parent of student(s) enrolled in the District, who is not employed by the District. SHAC members elect a parent co-chair, who serves a term of two years. The Parent Co-Chair shall assist the District Co-Chair in their duties to facilitate meetings, keep records, maintain membership, and other matters which may arise.

#### **Article VI—District Co-Chair**

The District Co-chair of SHAC will be the Director of Student Health Services. The District Co-chair shall maintain:

1. Agendas
2. Minutes
3. Working drafts and master copies of SHAC recommendations
4. Membership and subcommittee lists
5. SHAC website postings
6. Communication via email with SHAC members about upcoming meetings
7. Other matters

#### **Article VII--Executive Committee**

The Executive Committee shall consist of the Co-Chairs and a parent appointed by the members of the full SHAC. The responsibilities of the Executive Committee shall be to: determine the schedules for all meetings of the full SHAC, set the agendas for all meetings of the full SHAC, establish or alter subcommittees, receive recommendations from subcommittees for forwarding to the full SHAC, serve as the Membership Committee of the SHAC.

#### **Article VIII—Meetings**

SHAC is required to meet at least four times a year.

Agendas will be established through consultation with the Executive Committee considering recommendations from committee members. The Co-Chairs shall ensure that minutes are kept for all regular SHAC meetings. Minutes for regular meetings shall be posted on the SHAC website.

An audio or video recording will be made of each SHAC meeting. Recordings of all SHAC meetings will be posted on the SHAC website.

#### **Article IX—Decision Making**

Members shall attempt to reach decision by consensus. However, if a consensus cannot be obtained, members shall reach a decision by majority vote. Quorum for voting in a meeting requires one quarter of voting membership to be present. Voting may occur electronically or in meetings.

#### **Article X—Communications**

Hays SHAC will maintain a page on the District website, and may utilize other media as an avenue of communication. Minutes of the SHAC meetings (as well as supporting documentation, including drafts and final versions of recommendations) will be posted on the SHAC link of the District website. An annual report, as required by state mandate, will be given to the Board of Trustees. SHAC reports to the School Board during regular meetings will take place as needed or requested by the School Board.

An orientation for new SHAC members will be conducted by the Co-Chairs every year prior to the August meeting and as new members join.

#### **Article XI—Amendments**

Amendments to the bylaws will be proposed by a subcommittee of the SHAC and approved by the full SHAC during a meeting or via email.