

**HAWAII DEPARTMENT OF EDUCATION  
MAKAHA ELEMENTARY SCHOOL  
SCHOOL COMMUNITY COUNCIL  
BYLAWS**

**ARTICLE I: NAME OF COUNCIL**

The name of this Council is the Makaha Elementary School Community Council, hereinafter referred to as the SCC.

**ARTICLE II: OBJECTIVES**

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 school regarding the planning, budgeting, implementation, and evaluation of the Academic and Financial Plan.
- Section 2. To ensure the school's academic and financial plan is aligned with the educational accountability's system.
- Section 3. To study and develop the Multi-Year Academic Financial Plan in relation to the educational needs of the students.
- Section 4. To emphasize the parent as the first teacher of the child and to provide opportunities for all parents to improve their teaching methods through developmental activities.
- Section 5. To provide collaborative opportunities for input and consultation.
- Section 6. To take other actions as required by the Department of Education.

The Academic and Financial Plan shall be developed by the school principal, reviewed by the SCC, and approved by the Complex Area Superintendent. The SCC shall have the 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 of the duties and responsibilities assigned to it by the Hawaii Department of Education.

**ARTICLE III: MEMBERSHIP AND ELECTION**

- Section 1. **Member Representation and Alternates.** The Council shall consist of the Principal and Vice Principal Alternate, a Parent/Guardian and Alternate, a Community Representative and Alternate, a Student Representative and Alternate, a Teacher and Alternate, a Classified School Personnel and Alternate.
- Section 2. **Election of Members and Term of Office.** The election process shall approximate those described in the 2017 School Community Council Handbook IV. 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 their office at the first regular meeting during the beginning of the school year.
- Section 3. **Alternates.** An elected alternate 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. Alternates are required to attend SCC meetings to keep informed about council business.

Section 4. **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 new regular election or by recommendations from the principal with selection and appointment by the SCC.

Section 5. **Termination of Membership.** The SCC Membership should automatically terminate any member who is absent from three consecutive meetings without good cause. The SCC, by affirmative vote of two-thirds of all the members of the SCC, may suspend or expel a member for cause.

#### **ARTICLE IV: OFFICERS**

Section 1. **The officers** of the SCC shall be a Chairperson, Vice Chairperson, Secretary and such other officers as the SCC may deem desirable.

Section 2. **Election and Term of Office.** The officers of the SCC shall be elected every two years by majority vote of the SCC members and shall serve for two years and until each successor has been properly elected.

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 and post the agenda 6 days in advance of each SCC meeting in the school's administrative building and on the school's Internet website.

##### **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.

Section 4. If both Chairperson and Vice-Chairperson are absent, the members present will select a chair for that meeting.

#### **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.** A committee chairperson shall be appointed by the SCC Chair and be a member of the SCC. Members of the committee shall come from the school community

Section 3. **Reporting responsibilities.** Committee chairs shall present plans of work to the SCC for approval, announce meeting times, and be opened to interested parties from the school community.

#### **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 workshops and training sessions to increase knowledge of the school community council's purpose and functions.
4. Make regular reports of SCC proceedings and actions to their own peer groups using the Internet website, etc. and bring back recommendations to the SCC.

#### **ARTICLE VII: MEETINGS**

Section 1. **Regular Meetings.** Regular meetings of the SCC will be held once a quarter at 4:00 PM at the Makaha Elementary School Library.

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's administrative building 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 in accordance with Robert's Rules of Order or an appropriate adaptation thereof. The SCC shared 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.

Section 4. **Quorum.** No business can be acted upon in any meeting without A quorum present. A quorum shall consist of 50% + one (1) of the membership. Quorum for any SCC with the minimum number of members, 6, shall consist of four (4) members.

#### **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.