

Iao School Community Council By-Laws 2025-26

PREAMBLE

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

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

ARTICLE 1: Iao School Community Council

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

ARTICLE: 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 consistent with the educational accountability system.

Section 3. To study and review the school’s multi-year plan in relation to the educational needs to the students.

Section 4. To provide collaborative opportunities for input and consultation.

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

The principal is responsible for the development of the Academic and Financial Plan and presentation of the plan to the school community and SCC. The plan is reviewed by the SCC and the SCC will provide recommendations for revision or recommend the plans 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 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

Section 1 **Membership Representation.** The SCC shall be comprised of 6 members and 6 alternates (one for each constituent group). Membership shall include the principal, (1) teacher, (1) non-certificated staff member, and (1 each) student, parent, and community member.

Minimum is the principal and 1 member from each role group There shall also be one alternate member from each role group.

50% from school staff and 50% parents, students and community All members, with the exception of the principal and the student representative shall be duly elected from their constituent group.

Teacher representatives must be active bargaining unit 5 members assigned to laoSchool.

Classified and non-certificated members must be school employees assigned to lao School.

The student members must be free of outstanding obligations and disciplinary actions against him/her and have a minimum 2.0GPA at time of election.

The parent representative must be primary caregivers (parents or guardians) of lao School students for their entire term on the council.
Community representative must live and/or work in the lao School district or have a vested interest in the success of the students and school (such as an alumni).

Section 2. **Election of Members and Term Office.** There shall be elections at which the SCC member and alternates are elected every two years and shall serve for two years until their successors have been elected and qualified, with the exception of the initial year.

Initial elections and succeeding elections shall all be for 2-year terms.

The elections will be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the first regular meeting in August.

Section 3. **Alternates.** An elected alternate from the same constituent group may be seated in place of absent SCC member. Any seated alternate shall have voting power for the meeting at which he/she is seated.

Section 4. **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.

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 by recommendations 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 officers as the SCC may deem desirable.

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 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, 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 his/her absence.
2. Perform such 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 addresses and telephone numbers.
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 Internet website and in the school's administrative building, as well as email same to all council members.

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.** The chairperson and members of committees shall be appointed by the SCC Chair subject to the 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 shall include a Budget Plan Committee and an Academic Plan Committee.

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. Serve as an office or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings. All council members will serve on at least one committee.
3. Actively participate in the workshops and training sessions sponsored by the SCC to increase knowledge of the school community council's purpose and functions.
4. 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 month.

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 and on the school 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 adaptation thereof. 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 VII: 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 $\frac{2}{3}$ of the 6 voting members.