

# The Maggie L. Walker Governor’s School for Government and International Studies (MLWGS) Advisory Council By-Laws

## Mission Statement

The mission of the Maggie L. Walker Governor’s School Advisory Council (SAC) is to serve in an advisory capacity to enhance the quality of education, to promote comprehensive educational opportunities, to support the effective components of the existing programs, and to ensure that the MLWGS mission is achieved.

## ARTICLE 1

### Membership

#### Section 1. Composition

Membership of the School Advisory Council may consist of parents, staff and students of MLWGS, corporate and community members, higher education representatives, school administrators, and gifted program specialists. Membership should reflect the diversity of the community in terms of school district size and underrepresented minority groups. Membership shall be presented annually to the Regional Board.

#### Section 2. Representative Memberships

Members of SAC should be drawn from a broad range of interested persons who represent as many aspects of the total community as possible. The maximum number of representatives allocated for selection by each MLWGS constituency is

PTSA	6 members
STAFF	4 members
SCA	4 members
Administrative Team	1 member
Planning Committee	1 member
Director (Appointees)	3 members

Members unable to attend are asked to participate by electronic communication. Members attending by electronic communication shall be deemed present, eligible to vote, and reflected in the minutes.

#### Section 3. Number of Council Members

SAC should consist of no fewer than 10 nor more than 19 members.

#### Section 4. Term of Office

Members representing the PTSA, staff, and administrative team will serve three-year terms. The Director’s appointees will serve a one-year term. The Planning Committee appointee will serve a two-year term. SCA selected members will begin serving on SAC July 1 before their Junior

year and serve until graduation. A member may serve consecutive terms by being selected by their constituency or individual designator. A service year is defined from July 1 – June 30.

**Section 5. Termination of Membership**

The membership of any person who is absent from all regular and special meetings for three consecutive meetings may be terminated. SAC may suspend or expel a member by an affirmative vote of two-thirds (2/3) of all members. Any member may resign by filing a written resignation with the chairperson.

**Section 6. Transfer of Membership**

Membership on the School Advisory Council is not transferable or assignable by a member.

**Section 7. Member Vacancy**

Any vacancy caused by termination or resignation shall be filled for the remainder of the unexpired term in a manner to be determined by the constituency or the council's nominating committee.

**ARTICLE II**

**Officers and Their Election**

**Section 1. Officers**

The officers shall be a chairperson, vice-chairperson, recording secretary, historian, and other such officers that SAC may deem advisable. The officers constitute the Executive Board.

**Section 2. Election and Term of Officers**

Officers shall be elected annually by a majority vote of those present and voting, shall serve for a term of one year, and shall remain in office until a successor has been elected and qualified.

An officer may be re-elected to a second consecutive term, but no officer shall be eligible for the same office for more than two consecutive years unless approved by three-fourths (3/4) of SAC membership.

**Section 3. Nominations and Elections**

The Executive Board of SAC shall annually appoint a nominating committee consisting of three members, no more than one of whom may be a member of the Executive Board. This committee will report at the meeting prior to the election meeting and shall nominate one or more candidates for each office. At the election meeting of SAC, additional nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination.

Election will be by ballot and will require a simple majority of those present and voting.

No person may be elected as an officer if she or he does not hold current membership on SAC.

**Section 4. Removal of Officers**

If the membership judges that the best interests of SAC would be served by removal of an officer, an officer may be removed by three-fourths (3/4) vote of all council members.

**Section 5. Vacancy**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of SAC.

**ARTICLE III**

**Duties of Officers**

**Section 1. Chairperson**

The chairperson shall preside at all meetings of SAC. The chairperson shall appoint, with the concurrence of the Executive Board, all special and standing committee chairpersons, and the chairperson may sign all letters, reports, and communications of SAC. In addition, the Chairperson shall perform all duties incident to the office and other such duties as may be directed by SAC. It is preferred that the chairperson be a parent or community representative.

**Section 2. Vice-Chairperson**

The duties of the vice-chairperson shall be to substitute in the absence of the chairperson and to perform such duties as may be assigned by SAC. The vice-chairperson shall ensure that Roberts Rules or Order (Revised) governs the conduct of Council meetings and other procedural matters.

**Section 3. Recording Secretary**

The recording secretary shall keep minutes of the meetings, both regular and special, and shall promptly transmit a copy to each of the members, to the Executive Assistant to the Director, and to such other persons as SAC may direct. Within five (5) school days of a meeting, a copy of the agenda for that meeting and the approved minutes of the preceding meeting will be sent to the Chairpersons of the Planning Committee, Regional School Board, and Steering Committee, or their designees. The recording secretary shall perform such other duties as may be assigned by SAC. Minutes must report member attendance and the secretary shall inform SAC when Article 1, Section 6 should be considered.

**Section 4. Historian**

The historian shall collect and preserve relevant historical documents to assist in planning repeat activities or researching past actions. The historian will also maintain a record of notable School Advisory Council events and member participation.

**ARTICLE IV**

**Meetings**

**Section 1. Regular Meetings**

SAC shall determine the number of regular meetings; however, it shall meet a minimum of four times a year.

**Section 2. Special Meetings**

Special meetings may be called by the chairperson or by the Executive Board.

The call for a special meeting must state the business to be transacted, and no other business should be transacted except that stated.

**Section 3. Place of Meetings**

SAC shall hold its regular and special meetings in a facility provided by the Maggie L. Walker Governor's School for Government and International Studies representatives.

**Section 4. Notice of Meetings**

Any "non-emergency" change in the established date or time of regular meetings will require special notice in writing delivered personally or by regular or electronic mail to each member not less than three days before the date of such meeting. The same notification requirements apply to special meetings.

In the event of inclement weather or other emergencies causing cancellation or postponement of a scheduled meeting, the chairperson or other designated persons shall endeavor to telephone or otherwise contact each member.

**Section 5. Agenda**

The Executive Board of SAC is responsible for preparation and distribution of an agenda at least three (3) school days prior to any scheduled meeting. All items to be included in the agenda shall be presented to the Chairman at least five (5) school days prior to the meeting. Disposition of all agenda items must be noted in meeting minutes.

**Section 6. Order of Business**

The order of business for a regular meeting shall be:

- a) Call to order
- b) Agenda discussion and approval
- c) Introductions (when necessary)
- d) Acceptance of minutes
- e) Old business
- f) New business
- g) Establishment of the next meeting's agenda

**Section 7. Conduct of Meetings**

Roberts Rules of Order (Revised) shall govern the conduct of the meetings to the extent that such rules are applicable and not inconsistent with the provisions of these By-laws.

**Section 8. Quorum**

A quorum is a majority of the entire membership.

## **ARTICLE V**

### **Standing and Special Committees**

#### **Section 1. Standing Committees**

Such standing committees as may be deemed necessary to promote the objectives and carry on the work of the SAC shall be created by SAC. The membership of all standing committees shall be restricted to those persons who are members of SAC unless otherwise provided by vote of SAC. Chairpersons of standing committees will be selected by the Executive Board or SAC for a term of one year. They may be reappointed for consecutive terms.

Standing committees also may be abolished by the Executive Board or SAC when such action is deemed to be in the best interests of SAC.

A standing committee may adopt rules for its government if not inconsistent with the by-laws or rules adopted by SAC. A vacancy in the membership of the committee may be filled by an appointment made in the same manner as the original appointment.

Chairpersons of standing committees shall present proposed plans to SAC, and no work shall be undertaken without the approval of SAC.

#### **Section 2. Special Committees**

Special and ad hoc committees may be appointed in the same manner as standing committees. They may also be abolished in the same manner or automatically cease to exist when their special function has been completed. Special committee members need not be members of SAC unless SAC specifically requires it.

In all other respects, the special committees will function in the same manner and are subject to the same restrictions as standing committees.

## **ARTICLE VI**

### **Amendments**

Amendments to these by-laws may be recommended at any regular meeting of SAC by two-thirds (2/3) vote of the members present and voting, provided that notices of the proposed amendments shall have been given at the previous meeting. By-laws and amendments thereto shall be approved by the Regional School Board.

Adopted: August 20, 2003

Amended: October 21, 2010

Amended: May 17, 2012

Amended: June 20, 2013

Amended: September 17, 2015