

**The Maggie L. Walker Governor’s School for Government  
and International Studies  
School Advisory Council By-Laws**

**Mission Statement**

The mission of the Maggie L. Walker Governor’s School (MLWGS) 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 SAC may consist of parents, staff and students of MLWGS, corporate and community members, alumni, 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. The Regional School Board (RSB) shall be notified annually of the SAC membership.

**Section 2. Representative Memberships**

Members of the 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

Parent PTSA members (PTSA)	6 members
Faculty & Staff	4 members
Student	4 members
Administrative Team	1 member
Gifted Specialist	1 member
Director Appointees	3 members

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

**Section 3. Number of SAC Members**

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

**Section 4. Term of Office**

The SAC members representing the PTSA, faculty, staff, and the administrative team will serve three-year terms. The Director's appointees will serve a one-year term. The gifted specialist will serve a two-year term. Student SAC members will begin serving on SAC July 1 before their Junior year and serve until graduation. Except for faculty and staff, the SAC member may serve consecutive terms by being selected by their constituency. A service year is 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. The SAC may suspend or terminate 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 SAC 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 SAC Nominating and Elections Committee.

**ARTICLE II**

**Officers and Their Election**

**Section 1. Officers**

The officers shall be a chairperson, vice-chairperson, recording secretary, and historian. The officers constitute the Executive Board.

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

A current member of the SAC may nominate another SAC member to an officer position, and a SAC member may nominate himself or herself. The Executive Board shall be elected annually by a majority vote of those present and voting, serve a term of one year, and 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. No person may be elected as an officer of SAC if she or he does not hold current membership on SAC.

**Section 3. Removal of Officers**

If SAC determines that it will be best served by removal of an officer, an officer may be removed by a three-fourths (3/4) vote of the SAC.

### ARTICLE III

#### Nominations, Elections and Appointment of Members

##### **Section 1. Nominating and Elections Committee**

The SAC Executive Board shall annually appoint a Nominating and Elections Committee consisting of at least three members. This committee will report at the SAC meeting prior to the election meeting and shall nominate one or more candidates to fill each vacancy. At the SAC election meeting, 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 of the SAC members will be by ballot and a simple majority is required of those present and voting, unless otherwise specified herein.

a. PTSA: Each PTSA representative on the SAC Committee will serve a three-year term and therefore, there will be two openings each year. Prior to elections each year, the Chairperson of the Nominations and Elections Committee shall ensure that notices are posted stating that the SAC is accepting nominations of PTSA members interested in serving on the SAC. Such notices may be posted on MLWGS communication outlets such as Smoke and Scales. The Nominating and Elections Committee shall interview, at the direction of the Committee Chairperson, PTSA applicants for the SAC. The Committee shall interview applicants prior to submitting applicant names to the SAC for a vote. PTSA officers may not simultaneously serve on the SAC. No more than two PTSA representatives on the SAC may simultaneously serve on the Foundation Board.

b. Faculty and staff: Each faculty representative shall serve a three-year term. Elections for faculty and staff representatives shall be conducted in the following manner: a) a member of the Nominating and Elections Committee will notify faculty and staff of upcoming elections for the SAC and request nominations from the faculty and staff to serve on the SAC, b) All nominees will be contacted to ensure their interest in serving on the SAC. Those who approve of their nomination will then be placed on the ballot, and c) Faculty and staff will be notified no less than one week in advance of the election that such election will take place. The election will be held via paper or electronic ballot with faculty and staff having no less than seven days to cast their votes. Individuals receiving the largest number of votes will be on the SAC for a three-year term.

Faculty and staff serving on the SAC must be full-time employees of MLWGS. A minimum of two slots shall be held by full-time classroom teachers, unless two full-time classroom teachers are not willing to serve on the SAC. If two full-time classroom teachers are unwilling to serve on the SAC, the restriction may be temporarily lifted for that election cycle only. Faculty and staff may not serve consecutive terms on the SAC. Faculty and staff serving on the SAC may not simultaneously be a department chair or on the faculty council.

c. Student: Each student representative on the SAC will begin serving on SAC July 1 before their Junior year and serve until graduation. To fill vacancies, the Chairperson of the Nominating and Elections Committee shall ensure that notices are posted asking interested sophomores to complete and submit applications to the Nominating and Election Committee. *See Exhibit A*. Such notices may be posted, *inter alia*, by sending them via direct e-mail to the

sophomore class, announcements in sophomore classes, and a posting on the MWLGS communications outlets. Minimum criteria for selection as a student SAC representative include the following.

1. Sophomore in the year applying to SAC
2. No Honor Code violations
3. GPA of 3.3
4. Demonstrate a commitment to Maggie Walker Governor's School

d. Gifted Specialist: The Gifted Specialist SAC member shall serve a two-year term. The Nominations and Elections Committee shall nominate a representative, and the SAC shall vote on the individual who will fill this position.

e. Administrative Team: The SAC Administrative Team member shall serve a three-year term and be appointed by the MLWGS Director.

f. Director Appointees: Annually, the Director shall appoint three people to serve one-year terms on the SAC. These appointees may not be members of the administrative team. It is preferred, but not required, that the Director Appointees are from different school districts and that consideration be given to appointing a MLWGS alumni.

## **Section 2. Vacancy**

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

## **ARTICLE IV**

### **Duties of Officers**

#### **Section 1. Chairperson**

The chairperson shall preside at all meetings of the 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 the SAC. In addition, the chairperson shall perform all duties incident to the office and other such duties as may be directed by the SAC. It is preferred that the chairperson be a parent.

#### **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 the SAC. The vice-chairperson shall ensure that Robert's Rules of Order (Revised) govern the conduct of the SAC 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 the 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 the SAC. Minutes must report member attendance and the recording secretary shall inform the SAC when Article 1, Section 6 should be considered.

**Section 4. Historian**

The Historian will compile a record of the SAC's activities for the benefit of current and future members as well as the broader MLWGS community. The content will be digitally archived on the SAC site and include approved agendas, meeting minutes project summaries, committee reports, and any other documents or media as deemed appropriate. In conjunction with the school web master, the Historian will ensure that the SAC information and links are accurate and up to date on the MLWGS website. This information will include current members, minutes, SAC reports to the RSB and subcommittee reports.

**ARTICLE V**

**Meetings**

**Section 1. Regular Meetings**

The 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. Elections Meeting**

The SAC shall hold an annual Elections Meeting during which the SAC votes on filling all vacancies for the upcoming year and elects officers.

**Section 4. Place of Meetings**

The SAC shall hold its regular and special meetings in a meeting area provided by the MLWGS.

**Section 5. 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 6. Agenda**

The SAC Executive Board 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 chairperson at least five (5) school days prior to the meeting. Disposition of all agenda items must be noted in meeting minutes.

### **Section 7. 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 8. Conduct of Meetings**

Robert's 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 9. Quorum**

A quorum is a majority of the entire membership.

## **ARTICLE VI**

### **Standing and Special Committees**

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

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

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

A standing committee may adopt rules for its government if not inconsistent with the by-laws or rules adopted by the 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 the SAC, and no work shall be undertaken without the approval of the 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 the SAC unless the 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 VII**

### **Amendments**

Amendments to these by-laws may be recommended at any regular meeting of the 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  
Amended: August 16, 2018