

BYLAWS
SYCAMORE COMMUNITY SCHOOL DISTRICT ADVISORY COMMISSION
May 2015

Article I
Name

The name of the organization shall be the Sycamore Community School District Advisory Commission (Sycamore Advisory Commission, or SAC).

Article II
History and Purpose

The SAC has been in existence for more than 50 years, and was known as the Sycamore Planning Commission until its name was changed in 2013.

SAC is a committee established and sponsored by the Sycamore Board of Education (BOE). Its purpose is to support the BOE, its administrative staff and the school district by:

- A. conducting research and preparing reports on issues that impact the school district on topics assigned and/or approved by the BOE, and
- B. serving as a communications link among the BOE, school district administration, member organizations, and residents of the district.

Article III
Membership

Section 1. Classes of Membership

- A. Non-voting members will be:
 1. the Superintendent (or designee) of the Sycamore Community School District, and
 2. one member of the BOE, appointed by the BOE.
- B. School-affiliated voting members, nominated by the Superintendent, will be:
 1. four faculty members of the District (one elementary, one intermediate, one junior high, one senior high),
 2. two Sycamore High School students, and
 3. one member of the classified staff.
- C. Community-affiliated voting members will be:
 1. one PTO representative from each school in the District,
 2. one representative of each political jurisdictions within the District,
 3. up to fifteen (15) members-at-large, and
 4. one representative from each civic and community organization.

PTO representatives, representatives of political jurisdictions, and civic and community organizations will be nominated by their respective governing bodies. Members at large will be nominated by the SAC Nominating Committee (see Article V, Section 1).

Section 2. Membership Qualifications

- A. Members must support the mission and goals of Sycamore Community Schools.
- B. Members must live or work full-time within the District.
- C. Members-at-large should represent a cross-section of the District.
- D. PTO representatives are required to be members of that organization.
- E. Civic and community organizations seeking representation on the SAC must satisfy the following criteria:
 - 1. The organization must comprise a minimum of ten (10) members.
 - 2. The activities and purpose of the organization, in any part, must support the mission and goals of the Sycamore Community School District.
 - 3. Their SAC representative must be a member of their organization.
- F. Civic and community organizations and political jurisdictions will submit an application to the SAC that includes:
 - 1. statement of the purpose of the organization, the relationship of the organization to the Sycamore Community School District,
 - 2. an accounting of the organization's activities,
 - 3. number of members within the organization, and
 - 4. an agreement to maintain a good standing in the SAC (see Article IV [Roles and Responsibilities of a SAC Member], and Article V, Section 3 [Termination of Membership]).

This information will be reviewed by the SAC Executive Board and presented to the SAC membership for approval. After SAC approval, the application will be submitted to the BOE for final approval.

The SAC Vice Chairperson will review each of the member civic and community organizations at least every five (5) years to ensure the organization still qualifies for membership.

Section 3: Membership Requirements

- A. The term of membership is one (1) year, beginning June 1.
- B. No member will be eligible to serve more than a total of eight (8) years, regardless of category of membership (excluding Superintendent and BOE representative).
However, in the event of a vacancy that cannot be filled, a member with eight years of service or more on the SAC may be considered to fill the position.
- C. Members may not miss more than 3 meetings within a year, unless excused.

Section 4. Application for Membership

- A. In January, the Communications Officer will solicit candidates to fill member-at-large positions. Potential candidates may be solicited through school publications, school and civic organizations, and news releases to the local media, among other means.
- B. All prospective organizational and individual members must complete an application form, available from the District Office, the school district website or members of the SAC. This application needs to be completed only once unless there is a gap in service.
- C. Applications must be received in the District Office no later than one week prior to the March or November SAC meeting as applicable (See Article V, Section 2-E). Copies of all submissions will be provided to the SAC Chairperson prior to each meeting.
- D. Applications from persons who are not selected will be held for consideration in the following year.

Article IV

Roles and Responsibilities of a SAC Member

Each member will:

- A. support the mission and goals of the Sycamore Community School District;
- B. be an informed advocate of the District;
- C. attend SAC meetings;
- D. notify the Chairperson or Secretary in advance if an absence will occur, and may arrange for a non-voting alternate to attend the regularly scheduled meeting;
- E. serve and actively participate on one or more research committees annually;
- F. facilitate general communication among the community and the BOE and administration;
- G. suggest needs, concerns, or topics for possible study or programs; and
- H. if representing a PTO or a civic/community organization, provide regular updates on the organization's goals and activities.

Article V

Nominations and Approvals

Section 1. Nominating Committee

- A. The Nominating Committee will select a slate of candidates for office, including Chairperson, Vice Chairperson, Communications Officer and Secretary, as well as candidates for members-at-large. Candidates for members-at-large will be selected from the pool of applicants, and must be consistent with the membership qualifications as outlined in Article III, Section 2.
- B. At the January meeting, the SAC Chairperson will appoint a Nominating Committee for the purpose of proposing a slate of nominees for each office and for members-at-large. The Chairperson will solicit four (4) volunteers along with the SAC Vice Chairperson to serve on the Nominating Committee; if there are fewer than four, the

- Chairperson will appoint the balance to fill out the Nominating Committee. The Nominating Committee members will select their own Chairperson.
- C. At the March meeting, nominees will be solicited from the floor for officers. The slate of officers will be selected from a pool of candidates identified by the membership at the meeting or solicited by the Nominating Committee.
 - D. At the April meeting, the Nominating Committee will propose a slate of candidates for officers and members-at-large.

Section 2. Membership Approval

- A. The SAC Chairperson will submit the names of all proposed voting members and officer candidates for approval at the SAC's May meeting.
- B. At this meeting:
 - 1. Officers will be elected.
 - 2. All voting members will be individually approved.
- C. Immediately following the May meeting, the Chairperson will submit a list of officers and voting members to the BOE for approval at their next regularly scheduled meeting.
- D. Newly appointed members are to be notified of their approval by the SAC Vice Chairperson.
- E. Member-at-large candidates and others who apply for membership after the May meeting will be submitted the District Office no later than one week prior to the November SAC meeting. The Executive Board will bring appropriate nominations to the SAC at the November meeting for approval. The approved candidates will then be submitted to the BOE at their next meeting for approval. Members approved by the BOE at this time will be granted a full year of service.

Section 3. Failure to Fulfill Membership Duties

- A. The Executive Board and the BOE representative will determine how to proceed in the case of a member who has ceased to fulfill the basic membership requirements, roles and responsibilities (see Article III, section 3, and Article IV), or become an impediment to the progress or workings of the SAC.
- B. In the unlikely event that termination of membership is necessary, it will be decided by a majority vote of the Executive Board and the BOE representative.
- C. Any member who misses three (3) meetings within a school year, unless excused, will be considered to have resigned and will be advised of the acceptance of their resignation.
 - 1. If the resigning member represents an organization, the SAC Communications Officer will contact the organization to request a replacement.
 - 2. The Executive Board may consider extenuating circumstances in making a final decision.

Article VI Executive Board

Section 1. Officers

- A. The officers are Chairperson, Vice Chairperson, Secretary and Communications Officer; these will comprise the Executive Board.
- B. Each officer will serve a term of office for one (1) year.
- C. No person will serve more than two (2) consecutive terms in the same office.
- D. Officers will be elected at the May SAC meeting each year according to the procedures described in these bylaws and will take office June 1st.

Section 2. Officer Responsibilities

- A. The Chairperson:
 1. will preside at all meetings,
 2. will be entitled to vote at all meetings
 3. will be an ex-officio member of all Committees except the Nominating Committee, and
 4. will perform all the duties ascribed to this office in these bylaws as well as all duties usually incidental to the office of the Chairperson.

- B. The Vice Chairperson:
 1. will act in the place of the Chairperson at any time the Chairperson cannot fulfill his/her duties
 2. will be a member of the Nominating Committee,
 3. will be responsible for reviewing eligibility of member organizations and seeking approval of new member organizations (according to Article III, Section 2-F)
 4. will be responsible for notifying prospective members of their approval
 5. will be responsible for notifying members when their eight years of service has come to completion and ensuring members' fulfillment of SAC responsibilities, and
 6. will perform other duties as assigned by the Chairperson of the SAC.

- C. The Secretary:
 1. will keep the minutes and record of attendance for all regular and special meetings of the SAC. The minutes will be made available to members before the next regular meeting and be available at each meeting.
 2. will keep all records, reports and documents of the SAC,
 3. will submit final copies of minutes and reports to the Superintendent's office for placement on the website, and
 4. will also request that the administrative assistant to the Superintendent/BOE post meeting notices.

D. The Communications Officer:

1. will notify the community of ongoing programs and projects. This includes ensuring updates to the website and promoting member recruitment in order to maximize community involvement,
2. will contact school and community affiliated members (except members at large) to confirm whether they will continue on the SAC in the upcoming year.

Section 3. Duties of the Executive Board

- A. The Executive Board will ensure that all members of the SAC, especially new members, receive sufficient orientation so that they understand the requirements of membership and work of the SAC.
- B. The Executive Board will ensure that all members are provided with copies of the bylaws, membership list, report procedures, project list, committee assignments, and any other information as needed to ensure they will be effective members of the SAC.
- C. The Executive Board will be available to assist new members and answer any questions they may have about the SAC as needed.
- D. The Executive Board will be responsible for maintaining a full roster by monitoring attendance, notifying organizations of resignations, and recommending replacements to the BOE.

Section 4. Vacancies

- A. When a vacancy occurs in the office of the Chairperson, the Vice Chairperson becomes the Chairperson and the office of the Vice Chairperson becomes vacant. The new Chairperson will subsequently fulfill the duties of both Chairperson and Vice Chairperson, until a new Vice Chairperson is appointed.
- B. Vacancies other than the Chairperson will be filled by the following procedures:
 1. Immediately upon being informed of a vacancy, the Chairperson will notify the full SAC membership of the vacancy and announce that nominations to replace the departing officer will be made at the next SAC meeting.
 2. At the next SAC meeting, the nominations will be made and the voting members will immediately vote for the replacement officer.
 3. The person elected will be presented to the BOE at their next regularly scheduled meeting for approval.

**Article VII
Meetings**

Section 1. Meeting Schedule

- A. The SAC will meet the 2nd Monday of each month September through May. In the event of a holiday, the meeting will be held the following Monday. In the event of an unplanned district school cancellation on the day of the meeting, the meeting will also be cancelled.
- B. Special meetings may be called by the Executive Board.

Section 2. Guest Attendance

- A. All meetings are open to the public.
- B. Guests (or members inviting guests) are encouraged to notify the Chairperson of the guest's plans to attend prior to the meeting.
- C. Prospective members (individuals who have submitted applications for membership prior to SAC and BOE approval) may be invited to participate in non-voting SAC activities, such as research committees, if space permits.
- D. At the discretion of the Chairperson, guests and prospective members may participate in the SAC meeting regarding the agenda and items of business of the SAC.

Section 3. Quorum

- A. At any stated meeting, a quorum will consist of 2/3 of the voting members on the membership roster.
- B. A 2/3 majority (2/3 of voting members present) vote will be required for the passage of any resolution or motion.

Article VIII Research Projects

Section 1. Topics of Study

- A. SAC members can propose research topics to be considered by the BOE representative and Superintendent.
- B. The BOE representative and Superintendent will work with the Chairperson and Vice Chairperson of the SAC to identify research topics.
- C. The Superintendent makes the final decision as to which research topics are selected.
- D. The BOE/Superintendent will determine the need/urgency for results from these topics.
- E. At any meeting, the Chairperson may introduce new topics of study requested by the BOE/Superintendent.
- F. Throughout the year, the BOE or Superintendent may develop other research topics.
- G. All final reports will be presented by the end of the program year. A tentative due date will be determined when the project is assigned.
- H. Research Committee reports/findings (preliminary as well as final) will be presented to the BOE representative and SAC at the regular meetings.
- I. The BOE representative and the Superintendent will determine if a formal presentation will be made to the BOE.

Section 2. Research Committee Reports

- A. Individual research committees will be established as needed to fulfill the SAC's program of work.
 - 1. All SAC members, including officers, will be required to serve on at least one research committee per year. The SAC Secretary will track topics and membership involvement.
 - 2. Research committees will typically be formed by volunteer selection. Leadership of each Research Committee will be selected by that Research

Committee. The Chair of SAC and the Board Representative may adjust Research Committee membership and leadership (Chair) at their discretion.

3. Research committees will make a presentation of their work, together with a formal report, if appropriate, including any recommendations, to the SAC.
4. Following the completion of a study topic, the committee that researched the topic will be dissolved, unless additional follow-up work is necessary or requested.
5. The SAC will forward a copy of each Research Committee's report to the BOE. Any response from the BOE regarding the topic and its findings will be recorded by the Secretary and placed in the project report file.
6. Non-voting members may be exempted from Research Committee participation.

Article IX Governance

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the SAC.
- B. The SAC will follow all applicable policies of the Sycamore BOE.

Article X Amendments

Section 1. Amendments

These bylaws may be amended at any regular meeting of the SAC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and/or communicated to all members at least ten (10) days in advance of the next scheduled meeting.

Section 2. Adoption

Amendments to the bylaws adopted by the SAC membership at any regular meeting will be sent to the BOE for approval. Upon approval by the BOE, the SAC Secretary will notify all members of the effective date of the change and provide all members a copy of the newly revised bylaws.

4/6/01 rev 5/13/01 rev 8/19/02 rev 9/4/02 rev 5/10/05 rev 5/16/07 rev 5/2010 rev 3/2013 rev 5/2014 rev 5/2015 rev