
GECA Advisory Board Bylaws

Article I Duties of the GECA Advisory Board

The Advisory Board of the Dr. TJ Owens Gilroy Early College Academy (GECA), hereinafter referred to the GECA Advisory Board (GAB), shall carry out the following duties:

- Define, discuss and resolve school related issues.
- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
 - Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
 - Recommend the plan and expenditures to the governing board for approval.
 - Provide ongoing review of the implemented plan with the GECA Advisory Board members.
 - Make modifications to the plan whenever the need arises.
 - Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Evaluate the progress (at each semester and end of year) made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to GECA Advisory Board by the district governing board and by state law.
- Set and post meeting agendas 7 -14 days prior to scheduled meetings.

Article II Members

Section A: Composition

The GECA Advisory Board shall be composed of up to 12 members, selected by their peers, as follows:

- GECA Principal
- GECA Counselor
- GECA Clerical
- 2 GECA classroom teachers (1 department chairs & 1 other rotating classroom teacher)
- PTSA Member/Representative
- 1-2 Parent or Community Members
- Up to 3 GECA students (ASB Representatives)

GECA Advisory Board members chosen to represent parents may be employees of the GUSD school district as long as they are not employed at GECA.

Section B: Term of Office

- GECA principal, counselor and classroom teachers are members of the GECA Advisory Board.
- Parents and students of the GECA Advisory Board are to be appointed at the end of each academic year.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the GECA Advisory Board. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The GECA Advisory Board may, by an affirmative vote of two-thirds of all its members, suspend or expel any *elected* member. Any *elected* member may terminate his or her position by submitting a written letter of resignation to the GECA Advisory Board chairperson.

Section E: Transfer of Membership

Membership on the GECA Advisory Board may not be assigned or transferred.

Section F: Vacancy

The Principal shall fill any vacancy on the GECA Advisory Board occurring during the term of a duly elected member.

Article III **Officers**

Section A: Composition and Duties

The officers of the GECA Advisory Board shall be a chairperson, vice-chairperson, secretary, and other officers the GECA Advisory Board may deem desirable.

The chairperson shall:

- Preside at all meetings of the GECA Advisory Board.
- Sign all letters, reports and other communications of the GECA Advisory Board.
- Perform all duties incident to the office of chairperson as prescribed by the GECA Advisory Board.
- Create/Post on the GECA homepage agendas 7 – 14 days prior to scheduled meetings.
 - New business items must be submitted to the chairperson within 7 days prior to the scheduled meeting in order to become an agenda item.

The vice-chairperson shall:

- Represent the chairperson in assigned duties of the GECA Advisory Board.
- Substitute for the chairperson in his or her absence.

- Send out a reminder for upcoming scheduled meeting with the agenda within 7 -14 days of scheduled meeting.

The secretary shall:

- Keep minutes of all regular and special meetings of the GECA Advisory Board.
- Post true and correct minutes of such meeting on the GECA homepage within 7 days after the scheduled meeting.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the GECA Advisory Board.
- Keep a register of the names, emails, and telephone numbers of each member of the GECA Advisory Board and others with whom the GECA Advisory Board has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the GECA Advisory Board.

Section B: Election and Terms of Office

The officers shall be elected annually, at the opening GAB meeting of the school year and shall serve for one year or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all members on the GECA Advisory Board.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the GECA Advisory Board for the remaining portion of the term of office.

Article IV Committees

Section A: Subcommittees

The GECA Advisory Board may establish and abolish subcommittees of its own membership to perform duties as prescribed by the GECA Advisory Board. At least one member representing GECA classroom teachers and one member representing parents and/or students shall make up the subcommittee. No subcommittees may exercise the authority of the GECA Advisory Board.

Section B: Quorum

A majority of the members of the GECA Advisory Board shall constitute a quorum (50% + 1), unless otherwise determined by the GECA Advisory Board.



GECA = HS^{College}

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Article V Meetings of the GECA Advisory Board

Section A: Meetings

The GECA Advisory Board shall meet regularly each month. Special meeting of the GECA Advisory Board may be called by the chairperson or by the majority vote of the GECA Advisory Board.

Section B: Place of Meetings

The GECA Advisory Board shall hold its regular meeting at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by the majority vote of the GECA Advisory Board.

Section C: Notice of Meetings

All public notices regarding changes in the established dates, time or location of scheduled meetings shall be posted within 72 hours of scheduled meeting time on the GECA homepage.

Section D: Conduct of Meetings

Meetings of the GECA Advisory Board shall be conducted in accordance with the rules established by *Education Code Section 3147(c)* and with *Robert's Rules of Order* or an adaptation thereof approved by the GECA Advisory Board.

Section F: Meetings Open to the Public

All meetings of the GECA Advisory Board and of subcommittees established by the GECA Advisory Board shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI Amendments

An amendment of these bylaws may be made at regular meetings of the GECA Advisory Board by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the GECA Advisory Board members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.

Revised August 30, 2016