



**Superintendent's  
Student Advisory Council**

**Bylaws  
2021-2022**

**Article I: Name and Purpose**

The name of the council shall be the Superintendent's Student Advisory Council, henceforth known as "SSAC".

**Section 1: Mission**

To encourage good will, unity and leadership among students

**Section 2: Vision**

- Raise awareness of the positive aspects of the Rockford Public Schools
- Increase community service among our peers
- Improve collaboration between schools, administration and the public

**Article II: Membership**

**Section 1: Qualifications**

An applicant to SSAC must be entering grade 10, 11 or 12 for the ensuing school year. SSAC members must attend the Rockford Public Schools. Potential members must complete the application packet, include a reference letter and participate in an interview.

**Section 2: Selection Process**

Prospective SSAC members are self-nominated and open to any youth in the Rockford Public Schools who meet the above qualifications. The application packet will include background information questions and a teacher recommendation form. Interested students will return the nomination materials to the Rockford Public Schools Superintendent's office by a prescribed deadline. Applicants missing the deadline will not be considered. Based on the quality of each individual's application, candidates will be invited for the final aspect of the selection process: the interview. The SSAC advisors and the nomination committee will interview applicants and provide recommendations to the Superintendent. The Superintendent will then interview recommended applicants and finalize the induction of the new members.

**Section 3: Board Members**

**Clause 1: Executive Board**

There shall be five (5) executive board members. No SSAC member shall be permitted to hold a plurality of positions.

- **Chairperson:** acts as chief executive, leads SSAC meetings, votes in the event of a tie, leads executive board meetings, gives quarterly reports to the Superintendent, calls special meetings, with at least three (3) business days prior written notice (e-mail constitutes as written notice) and is the point of contact on behalf of SSAC.



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- **Vice-Chairperson:** acts as the chief executive of the nomination committee, leads SSAC and executive board meetings in absence of the chairperson and fulfills all other responsibilities assigned to chairperson in the chairperson's absence.
- **Secretary:** records notes from meetings and writes minutes, maintains the SSAC calendar, assists with updating the SSAC Facebook page and tracks SSAC General Assembly and committee members' participation.
- **Treasurer:** maintains SSAC funds and financial records, chairs the financial committee, researches grant opportunities for SSAC and provides guidelines for scholarship/grants to be provided to youth-led projects.
- **Historian:** maintains a record of press releases, photographs and all other media that mentions SSAC's activities and maintains a system of storing historical information as it relates to SSAC.

**Clause 2: General Members**

There shall be fifteen (15) SSAC members, (includes the five (5) SSAC Executive Board members), three (3) representatives from each of the Rockford Public Schools five (5) high schools. (In the event three (3) representatives from each school are not eligible, we will fill the positions with applicants from the other schools.) The responsibilities include, but are not limited to, participation in scheduled meetings and participation in one (1) committee, but no more than two (2) committees during a SSAC calendar year.

**Clause 3: Elections**

At the beginning of every SSAC year, there will be a period for self-nomination or nomination by peers, where SSAC members run for board positions. The platform will be a question and answers format at a sanctioned meeting. The candidate with the most votes from SSAC members will win the position. In uncontested positions, the unopposed candidate will automatically win the election.

**Section 4: Minutes**

Each meeting's proceedings shall be recorded by the secretary and published as meeting minutes for public record. Minutes will be e-mailed to SSAC members to be reviewed prior to the next meeting. The minutes will then be voted upon to be accepted at the next SSAC meeting.

**Section 5: Attendance**

A member is allowed two (2) absences: one (1) unexcused and one (1) excused, from the regularly scheduled general assembly meetings. A member is also expected to attend at least



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50% of SSAC volunteer events during the school year. The consequence after missing a second meeting: council member must submit a blog post for the 205 VIBE. If there are excessive absences (over 50%), the board member will be reviewed at either the general assembly or committee level, wherever appropriate. (There are approximately nine (9) meetings and four (4) volunteer opportunities during the school year.)

#### **Section 6: Impeachment**

A formal charge of impeachment may be brought against a member of SSAC when that member has repeatedly failed to execute the job outlined in their board position, is chronically late, and/or absent from their committee or has committed an action contrary to the values and precedents for which SSAC stands. Should an SSAC board member be recommended for impeachment, a vote will be required from the SSAC quorum. A  $\frac{3}{4}$  vote is required to impeach an SSAC member. In the event of a tie, the SSAC member will not be impeached.

#### **Section 7: Expulsion**

In the case that a vacancy occurs in SSAC, the nomination committee, under direction of the vice-chairperson, will assemble and establish guidelines to fill the position (as outlined in Article IV, Section 1). If the chairperson position is vacant, the vice-chairperson will take over duties and responsibilities as interim. If an executive board member position (other than the chairperson) is vacant, the chairperson takes over the organizational duties as interim. The nomination process will begin to fill a position, giving precedence to the current SSAC members.

### **Article III: Meeting Protocol**

#### **Section 1: General Protocols**

Meetings shall be held monthly, on a day decided by the general assembly, in collaboration with the SSAC advisors. A quorum will exist when  $\frac{2}{3}$  of SSAC members are present. The secretary will be responsible for sending out a meeting agenda to SSAC members and the advisors at least two (2) business days prior to the meeting. Meetings of SSAC will be governed by Robert's Rules of Order, Newly Revised (1990), except when otherwise specified by this constitution. An SSAC meeting shall consist of the general assembly. The SSAC Executive Board meeting will be held as needed.

#### **Section 2: Executive Meeting**

The executive meeting shall consist of the five (5) officers. This meeting will be held on an as-needed basis for such items as the impeachment of an SSAC member.

#### **Section 3: General Assembly**

Facilitated by the SSAC Chairperson, the general assembly SSAC meeting shall include all ten (10) members, the executive board and the SSAC advisors to conduct general business. This meeting



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consists of the executive board member reports, high school reports and the SSAC advisor report. The general assembly shall make all SSAC decisions.

**Article IV: Committees**

Each SSAC member will participate in one (1) committee but no more than two (2) committees during the SSAC calendar year. Every committee will have one (1) elected chairperson, who will be appointed to report to the SSAC Executive Board, and provide minutes, when applicable.

**Section 1: Nomination Committee**

Under the direction of the elected vice-chairperson, this committee will establish the guidelines and criteria for the application packet, evaluate the applications and conduct the interviews of potential SSAC candidates. They will submit their recommendations for future SSAC members to the council to be ratified and to the Superintendent to be appointed. The nomination committee will administer the nomination process, which begins at the end of the school year. Upon the resignation or impeachment of a member, the nomination committee will evaluate candidates using the above criteria and the selection process (Article II, Section 2) to fill the vacancy. The nomination committee consists of its committee members and the SSAC advisors.

**Section 2: Other Committees**

All other committees of SSAC will be decided during the 2021-2022 school year.

**Article V: SSAC Advisors**

The SSAC advisors, two (2) appointed staff members (one (1) from the communications department and one (1) from the Superintendent's office) will assist SSAC with the following:

- Planning Assistance: assist SSAC with planning projects/events in reference to the process, involving other members, logistical considerations and formulating long-range goals
- Leadership Skill Development: guide SSAC members in areas such as assertiveness, budgeting and time management, as well as help the group with problem solving, decision making and cohesiveness; help create opportunities for the educational and personal development of SSAC members
- Liaison: between SSAC and community leaders, provide information to SSAC regarding district procedures and guidelines, and make appropriate contact, when applicable
- Transition: assist and facilitate the outgoing and incoming officers to discuss expectations and re-cap the previous term of office
- Evaluation: assist SSAC with evaluating group projects, performance and progress



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The SSAC advisors should not assume a role as a leader, officer, or voting member within SSAC. The SSAC advisors will have final approval of all SSAC events and activities as the Superintendent's designees.

**Article VI: Amendments**

Upon the request of the SSAC member, an ad hoc committee will be appointed to discuss a proposed amendment. On the specified date, the proposed amendment will be presented at the general assembly meeting for debate. A 2/3 majority vote will ratify the amendment and henceforth, be binding SSAC law to be added to this doctrine. A ¾ vote from the SSAC General Assembly is required to open a constitutional congress, at which time the entire SSAC by-laws will be open to revision.

**Article VII: Ratification**

A ¾ majority is needed for the approval of these bylaws.

*Adapted from "The By-Laws of the Mayor's Youth Advisory Council 2011"*