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**South  
Texas ISD**

**RIO GRANDE VALLEY | GRADES 6-12**

MED HIGH DR., MERCEDES, TX 78570

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## School Health Advisory Council (SHAC)

### School Health Advisory Council Bylaws

#### Article I: Authority

**State Statute:** As mandated by the state Title 2, Chapter 28, Section 28.004 of the Texas Education Code, South Texas Independent School District (STISD) will implement a School Health Advisory Council (SHAC) approved by the STISD Board of Trustees.

- I. Name  
The name of this organization shall be South Texas Independent School District's School Health Advisory Council and shall be referred to as the STISD SHAC.
2. Purpose  
The purpose of the STISD SHAC is to assist the district in ensuring that local community values are reflected in the district's health education instruction. The council will promote the health and wellness of the STISD community by providing guidance to the school board through its recommendations.
3. Goal  
The goal of the STISD SHAC is to promote a district-wide culture of health and fitness that inspires lifelong wellness choices in the STISD community.
4. Limitations  
The STISD SHAC will have no authority over any official decisions made within the district to elicit or expend public funds, and will have no authority to enter into any contracts.

#### Article II: Responsibilities

In accordance with the state law and district policy, and the direction of the STISD Board of Trustees, the STISD SHAC shall have the following responsibilities:

1. Meet a minimum of four times annually.
2. Contain a minimum of five members.
3. Provide the school board with a detailed account of STISD SHAC activities and recommendations at least once annually.
4. Recommend indicators for evaluating effectiveness of coordinated school health programs.
5. Provide recommendations on the number of hours to be provided in health education to the district for approval by the board of trustees.



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6. Provide advice and recommendations/counsel to the board of trustees prior to it making decisions pertaining to the areas of health education curriculum appropriated for specific grade levels. Recommendations may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and type II diabetes through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/ emotional wellness, and health services.
7. Consult regularly with the superintendent and her/his administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
8. Consult and inform the superintendent or deputy superintendent first prior to the release of any STISD SHAC reports, requests, recommendations or issues posed during the board of trustees meetings.
9. Work closely with the district in developing a comprehensive health education curriculum.

## **Article III: Meetings**

### Section One: Regular Meetings

The STISD SHAC shall meet a minimum of four times per year to be determined at the first meeting of the year.

### Section Two: Open Meetings

All STISD SHAC meetings will be open to the public. Meeting minutes will be posted on the district website. The public shall have reasonable opportunity to provide comment. The chair may limit the time given to speakers.

### Section Three: Quorum

A majority of the members officially approved by the board of trustees shall be considered a quorum of the council. Meetings may be held without a quorum for purposes of presentations or discussion; however, no actions or voting may take place without a quorum.

### Section Four: Decision-Making

Members shall attempt to reach decisions by consensus or majority vote. Only votes of the members present will be accepted. Each official STISD SHAC member is only allowed one vote per item.

### Section Five: Agendas

An agenda will be provided for all STISD SHAC meetings. The agenda will be determined by the chair in collaboration with the co-chair and or STISD SHAC.

## **Article IV: Membership**

### Section One: Membership Criteria

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The membership of the STISD SHAC shall be in compliance with the law as outlined in the Texas Education Code Title 2, Chapter 28 section 28.004

1. A majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district.
2. The board of trustees may also appoint one or more persons from another group, including, but not limited to:
  - a. Public teachers
  - b. Public school administrators
  - c. District students
  - d. Health care professionals
  - e. Business community
  - f. Law enforcement
  - g. Senior citizens
  - h. Clergy
  - i. Non-profit health organizations
3. A parent shall serve as chair or co-chair of the council.
4. The STISD SHAC must contain a minimum of 5 members.

### Section Two: Terms of Service

The term of service for an appointment shall be two years, normally beginning with the first STISD SHAC meeting of the year. Parents and community members serve a two-year appointment. Campus level staff and students shall serve a one-year term. Members may serve multiple terms.

### Section Three: Vacancies

After three consecutive absences the officers will be relieved of their duties and a new vote will be taken to replace the vacant position. Any member vacancies will be filled as needed and approved by the Board of Trustees. Typically new council members will be submitted for approval at the beginning of every new school year.

## **Article V: Officers**

### Section One: Terms of Service

Member vacancies will be filled as needed and approved by the board of trustees. Typically new council members will be submitted for approval at the beginning of every new school year. Officers with three consecutive absences will be replaced. The STISD SHAC will vote on a replacement.

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## Section Two: Responsibilities of Officers

### A. Chair

1. Presides at all meetings of the STISD SHAC.
2. Works directly with the officers and coordinator to compile agendas for all meetings of the STISD SHAC.
3. Shall present at least annually a detailed account of STISD SHAC activities and recommendations to the board of trustees.

### B. Co-Chair

1. Shall preside at STISD SHAC meetings in the absence of the chair.
2. Works directly with the officers and STISD SHAC coordinator to compile agendas for all meetings of the STISD SHAC.
3. Shall perform other duties and responsibilities assigned by the chair in accordance with STISD SHAC's authorizing statute, district policy, and direction of the board of trustees.

### C. Secretary

1. Presides at meetings when both the chair and co-chair are absent.
2. Works with the coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
3. Shall perform other duties and responsibilities assigned by the chair in accordance with STISD SHAC's authorizing statute, district policy, and direction of the board of trustees.

## Section Three: STISD SHAC Coordinator

The STISD SHAC coordinator shall be chosen by the district administration. He/she will facilitate the STISD SHAC and serves as a liaison between the district and the STISD SHAC. The responsibilities of the coordinator shall include:

1. Ensuring that adequate facility arrangements and staff support are secured for all meetings.
2. Providing council members with agendas and background materials prior to meetings.
3. Serving as a custodian of all STISD SHAC records.
4. Serving as a liaison between the STISD SHAC and the district.
5. Working with the district to promote awareness of the STISD SHAC and serves as a contact person for those interested in serving as STISD SHAC members.
6. Providing support in the development and submission of STISD SHAC's annual report to the board of trustees.

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