

Kansas City, Missouri School District

District Advisory Committee

Bylaws

Article 1

Name

The name of this committee shall be the **District Advisory Committee**, herein after called the **DAC**.

Article 2

Purpose

The purpose and function of this committee is to:

A. Serve as a source of information for parents, School Advisory Committees (SAC), the Kansas City Missouri School District and District administration.

1. Enhance communication between the school board, district administration and individual SACs.
2. Provide a voice for parents in the district and in the community
3. Promote district "best practices".
4. Provide parent input into decision-making at the district level, including reviewing district policies.

B. Provide assistance to parents and SACs

1. Provide training and resources for improving parental involvement.
2. Provide training for SACs.
3. Have resources available for parents, families and SACs.

C. Support the Kansas City, Missouri School District

1. Support District and Board in an advisory capacity at regular and special meetings, on school and community improvement efforts, and to the Parent Resource Center and its operations.
2. Work to improve parent/teacher communication.
3. Support the district's school improvement efforts.
4. Act as an Advisory Body to the Parent Resource Center and its operations.

Article 3

Membership

Section 1

Composition of the DAC

The membership of the DAC shall be composed of representatives of the following groups:

- A. Representatives from each elementary, middle and high**

- School in the Kansas City, Missouri School District.
- B. Representatives from each of the four following interest groups: Title I, English as a Second Language (ESL), Special Education, and Early Childhood.
- C. Interested community members.

Section 2 Selection of the school representative
 The official representative from each school shall be the SAC chair, or such other person as has been delegated by their SAC, along with the official representative of Title I, English as a Second Language, Special Education, Early Childhood and other said District Parent Groups.

Section 3 Voting Rights
 Voting at DAC meetings shall be limited to the official representative from each KCMSD school along with the official representative of Title I, ESL, Special Education and Early Childhood. Each representative of the DAC shall be entitled to one vote and may cast that vote on each matter submitted to vote of the DAC. Voting rights may be granted to other district parent groups according to policies and procedures developed by the DAC. Proxy voting and absentee ballots shall not be permitted.

Article 4 Organizational Structure
 DAC members, as defined above, shall annually elect a Chairperson, Vice Chairperson, Recording and Corresponding Secretaries, Treasurer, Parliamentarian and a Member-At-Large and shall comprise the Executive committee.

Section 1 Executive Committee Officers
 DAC officers will be elected by the DAC to a one-year term. All official DAC representatives at the general organization meeting will be entitled to cast one vote for each position.



- A. Chairperson**
 1. Responsible to the membership for carrying out the purposes of the DAC.
 2. Presides at all meetings of the DAC and may sign all letters, reports, certifications and other communications of the DAC.

3. Performs all duties pertinent to the office of the chairperson and such other duties as may be prescribed by the DAC from time to time.
4. Keeps the membership informed of the activities of the committee officers and others acting in the name of the DAC
5. Appoint and/or creates special committees as necessary subject to Executive committee vote.
6. Responsible for ensuring the basic functions of the DAC are adhered to and information is disseminated in a timely and prudent manner.
7. May call a meeting of the Executive Committee at any time deemed necessary, and must call such meetings upon a written request of a quorum.
8. Responsible for final reports, correspondence, certifications, other communications and other duties as required by the office.

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B. Vice-Chairperson

1. Responsible to the Chairperson, and carries out those duties delegated by the Chairperson.
2. If the Chairperson is unable to carry out their duties because of illness or any other reason, the Vice-Chairperson assumes the duties and responsibilities of the Chairperson.
3. Serves as the ex-officio member of all committees.

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C. Recording Secretary

1. Keeps or causes to be kept the minutes of the meetings, both regular and special, of the DAC.
2. Serves as the custodian of the DAC's records and minutes and in general performs all the duties pertinent to the office of recording secretary and other such duties as from time to time may be assigned to the office by the Chairperson or the DAC.
3. Keeps accurate records of all the group's activities.
4. Keeps available to the membership at all times.
5. Assumes the duties and responsibilities of the Chairperson in the advent of the absence of both the Chairperson and the Vice-Chairperson.
6. Keeps or causes to be kept proper official records for two years on file and accessible.

D. Corresponding Secretary

1. Responsible for assuring pertinent documents, dates and follow-up information is disseminated to the membership
2. Disseminates a true and correct copy of the minutes of each meeting.
3. Responsible for recording all correspondence submitted to the DAC, and keeps a file of all replies, and communicates via appropriate means to members when necessary as directed by the Chairperson or the DAC.

E. Treasurer

1. Responsible for collection, disbursement and secure custody of funds as directed by the Executive Committee.
2. Causes and keeps a full and accurate account of the receipts and disbursements in books/records belonging to the DAC
3. Provide a written statement to the Chairperson at each meeting, and an annual financial report to the DAC.
4. Provide a written statement to the Chairperson at each executive meeting and an annual financial report to the DAC.
5. Any funds and deposits shall be deposited in the name of the DAC in banks or other depositories approved by the Executive committee.
6. Two signatures shall be required on all funding documents.
7. The following are authorized signatories: Chairperson, Vice-Chairperson and Treasurer.
8. The Treasurer shall chair finance and/or fund-raising planning events.

F. Parliamentarian

1. Responsible for advising the Chairperson on matters of parliamentary procedures according to Roberts Rules of Order or other guidelines as agreed to by the group.
2. Maintains the bylaws and chairs the bylaws committee.
3. Attends all meetings and provides advice on parliamentary procedures, and when called upon shall instruct the Executive Committee.

- 4. Shall be entitled to all rights and privileges of membership including the right to make motions, debate and vote.
- 5. Maintains the bylaws and is Chair designee of the bylaws committee.

G. Member – At – Large

- 1. To serve as a member of the Executive Committee.
- 2. Perform duties as assigned by the DAC Chairperson.

Section 1

Eligibility of Officers

Officers shall be duly elected from the voting membership of the DAC, Article III, Section 2.

Section 2

Election of Officers

Officers shall be annually nominated in April and elected at the regular meeting in May each year.

Section 3

Term of Office

Officers elected in May shall hold office for one year. Officers may serve in the same office for three consecutive full terms.

Section 4

Resignation

Any officer may resign by giving a 30-day written notice to the Executive Committee.

Section 5

Removal of an Officer

- A. The officer shall be given 15 days notice.
- B. The officer shall be given an opportunity to be heard, either orally or in writing, and at least five (5) days before the effective date of the proposed action.
- C. The executive committee shall consider the request, decide what action to take, and issue the result. The decision of the executive committee is final.
- D. Any officer removed from office by a two-thirds (2/3) majority vote of those voting members attending a regular or special meeting called for such a vote.

Section 6

Temporary Vacancies

If an office is vacant due to resignation or removal, the Executive Committee shall appoint a replacement until the end of the term.

Article 5 Task Forces and Sub-Committees

The DAC may establish such task forces and sub committees, as it may feel necessary and appropriate to pursue identified issues and interests

- A. A "Task Force" is a group established to address a specific issue.
- B. A "Sub-Committee" is an ongoing committee that addresses is issues of a continuing nature.

Article 6 Meetings**Section 1 Regular Meetings**

The DAC shall conduct at least one regular meeting every other month, at times and dates agreed upon by a majority of the active membership. All meetings, regular and special, shall be held at the Parenting Resource Center, located at 1215 E. Truman Road, unless otherwise designated by the Chairperson. All meetings shall be open to the public.

Section 2 Special Meetings

Special meetings may be called by the Chairperson or by a majority of the executive committee. Special meetings may be called by sending advance written notice to each DAC member, SAC Chairperson and Principal identifying the time, place and specific issues to be addressed. The DAC Chairperson or the Executive Committee or any eight DAC members must sign notices. Discussion at these meetings shall be limited to the specific issue or issues noted. No other business may be presented.

Section 3 Notice of Meetings

All special meetings shall be noticed. Such notice shall state the day, hour and location of the meetings, and each member shall be noticed no less than three school days before the date of such meetings.

Section 4 Quorum

A quorum is required to conduct the business of the DAC. A quorum for any and all DAC meetings shall be 1/4 of the official voting membership. The recording secretary shall determine whether a quorum is present. Discussion may be

held at meetings where a quorum is not present, but no official action may be taken.

Section 5 Decisions of the DAC

On any matter other than amendment of these bylaws, if consensus can be reached, a vote need not be taken. If however, a vote must be taken, then a majority of the members present at that meeting (where a quorum of the committee is present) is necessary for the adoption of any matter voted on by the DAC.

Article 6 Property Of Documents

All documents, records, minutes, correspondence or other papers kept by an officer or committee member of the DAC in connection with the discharge of their duties as an officer or committee member shall be deemed to be property of the DAC, and shall be turned over to the Chairperson when the officer or committee member ceases to perform the task to which the papers relate.

Article 7 Parliamentary Authority

All meetings of the DAC shall be conducted under and pursuant to Robert's Rules of Order. If procedural problems arise on an issue not covered by these bylaws, Robert's Rules of Order shall be used to resolve the issue.

Article 8 Amendments

These bylaws shall be considered for amendment upon the submissions of a written copy of the proposed change from the petitioner and an affirmative vote of the majority of DAC voting members in attendance at a regularly scheduled meeting to formally consider the change for adoption and incorporation into or deletion from these Bylaws. Upon completion of this action, the Chairperson must acknowledge and accept the proposed amendment and refer it to a task force to review and comment upon its merits and deficiencies. The task force must report its analysis at the next general meeting, whereupon the proposed amendment must be brought to a vote. Two-thirds (2/3) of the voting members present must vote in the affirmative for passage of the amendment and inclusion or deletion of its content from these Bylaws.