

## School Health Advisory Council (SHAC)

### Bylaws

Approved:

### Article I: Mathis ISD

The name of the organization shall be the Mathis ISD School Health Advisory Council, hereinafter referred to as the "SHAC".

### Article II: Purpose

The purpose of the SHAC, acting as an advisory group of individuals who represent segments of the community, is to provide advice to the school system on aspects of the school health program, pursuant to Texas Law. It shall perform such functions as are prescribed by regulations but shall not have any of the powers and duties reserved by law to the school board.

### Article III: Duties

Duties of SHAC members shall include:

- Advise in developing the school health program's vision.
- Use state and district goals as a guide for assessing the school's needs.
- Determine and prioritize the goals of the school health program based on appropriate needs assessments and other data.
- Develop measurable objectives and strategies for addressing the priorities identified concerning issues of the comprehensive school health program (health instruction, healthful school environment, health services, physical education, school counseling, food service, school site health promotion for faculty and staff and integrated school and community programs).
- Encourage Health and wellness activities in the district and community.
- Operate in compliance with Texas Law.

### Article IV: Membership

The majority of the members should be persons who are parents of students enrolled in the district and who are not employed by the district. Members may include public school teachers, administrators, students, health care professionals, the business community, law enforcement, senior citizens, clergy, and nonprofit health organizations that are representative of the ethnic, racial and economic community served by the school.

## Article V: Voting

Voting rights will be extended to members who have agreed to a one year commitment to the SHAC.

## Article IV: Tenure

1. Officers of the SHAC shall serve for a period of one year.
2. There shall be no limit on the number of terms a member may serve other than listed in these bylaws.
3. Designated parent members must have a child enrolled in the Mathis ISD. If the student leaves the District during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.

## Article VII: Meetings

1. Meeting shall be scheduled at established dates four times per school year.
2. Emergency meetings shall only be called if jointly agreed by the SHAC chair and a school administrator.
3. Members should receive a tentative agenda before a meeting.
4. Members should be called or emailed a meeting reminder prior to the scheduled meeting.
5. The duration of meeting shall be started at the designated time and shall last no longer than 60 minutes to optimize productivity, unless agreed upon by the members involved.
6. The current edition of Robert's Rules of Order shall govern the SHAC in all cases where they are not in conflict with these bylaws.
7. SHAC meetings are subject to "Open meeting" laws.

## Article VIII: Officers and Their Duties

1. The SHAC shall have a minimum of 2 standing officers: Chairman and Secretary. When needed, a co-chairperson, moderator, liaison or other officer position can be created.
2. Duties of the Chairperson/Co-chairs shall include:
  - Preside at meetings
  - Member, ex-officio, of all committees
  - Develop agenda items
  - Appoint subcommittee chairs
  - Appoint all committees whose composition, or method of selection, is not provided for elsewhere in State Statute or these bylaws
  - Notify all members of upcoming meeting dates
  - Inform SHAC members of relevant training
  - Assure that communication is maintained and presented to the MISD School Board
  - All other duties ordinarily pertaining to the office

3. Duties of the Secretary shall include:

- Record minutes
- Keep annual attendance records
- SHAC correspondence
- Send minutes to district for public posting within 14 days of meeting

Article IX: Amendments

1. The bylaws shall be reviewed annually.
2. Amendment recommendations shall be advertised at one meeting and shall be voted on at the next scheduled meeting
3. Approval of bylaws amendments shall require a two-thirds vote of members in attendance.