

BRUCEVILLE-EDDY ISD SCHOOL HEALTH ADVISORY COUNCIL  
BY-LAWS

The reason to have by-laws is to clarify purpose, structure and operational procedures.

Name of the SHAC is Bruceville-Eddy School Health Advisory Council.

Membership: Will be open to all who qualify. The criteria for eligibility are: committed to the success of our children, demonstrate an interest in our youth, have an awareness of the community and have a willingness to devote time to the council. All SHAC members may seek recruits for SHAC. The council should have at least two (2) students who are willing to participate for the whole year. There should also be at least five (5) members appointed by Superintendent/Administrator and School Board members. The committee should consist of more parents/community members than employees of the school district. Co-Chairman of the council is appointed by the Superintendent/Administration of BEISD. Terms of appointment will be for a minimum of two (2) years to encourage continuity and enhance council function. Terms of service for committee members should be staggered so that rotation occurs for only half the committee each school year. A campus Administrator should be present for each SHAC meeting.

Meetings will be held at least two (2) times per year. The location of the meeting will continue to be in the Elementary school. Notification of meetings will be written, phone calls, or email notifications. Also if possible have the council meeting dates and times on school web site and robo call.

Officers their titles and responsibilities: Co-Chairman will conduct meetings, develop the agenda for the meetings and make sure all members have the agenda at least one week before the meeting. Co-Chairman will serve as spokesperson for BEISD SHAC and orient incoming SHAC members. Record Keeper/Co-Chairman will take minutes of council meetings, distribute minutes to all members at least one week prior to next meeting, send out notices of meetings, maintain records of council attendance, keep a file on any information pertaining to SHAC, and conduct the meeting in the absence of SHAC Co-Chairman. Liaison to Superintendent will be a BEISD board member and take recommendations to the Superintendent.

Voting: In the event a vote is needed to be taken each member present will have one vote.

Revisions to the above document will need to be periodically reviewed to meet the needs of the school and programs. These by-laws are to be revised and approved each year by the SHAC as needed. All changes to by-laws must be approved by members in attendance.

Revised April 10/2018