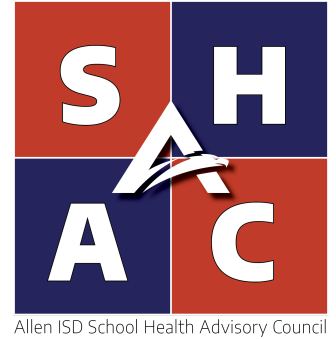


Allen ISD School Health Advisory Council (SHAC) By-Laws



Article I: Name, Vision, Mission and Purpose

Section 1: Name

The name of this group shall be the Allen ISD School Health Advisory Council (SHAC).

Section 2: Vision

Allen ISD students will reach their full personal, health and academic potential.

Section 3: Mission

To build a healthy school community through a whole school, whole community, whole child model that ensures all children will graduate with the knowledge and skills to maintain a healthy lifestyle.

Section 4: Purpose

Review and recommend policies and procedures to Allen ISD School Board that impacts the overall wellness of students, staff and families in Allen ISD in the following areas:

- A. Support a healthy and safe school environment that fosters learning.
- B. Establish healthy behaviors that last a lifetime.
- C. Strengthen academic success by enriching health and physical activity opportunities.
- D. Champion the practice of Coordinated School Health (CSH) by effectively implementing the following CSH components:
 - Health Education and Services
 - Physical Education and Physical Activity
 - Nutrition Environment and Services
 - Counseling, Psychological, and Social Services
 - Social and Emotional Health
 - Physical Environment
 - Employee Wellness
 - Family and Community Engagement

Article II: Membership

Section 1: Appointment of Members

The Allen ISD Board of Trustees shall annually appoint at least eight members to the AISD SHAC.

Section 2: Membership Criteria

- A. Custodial parents or guardians serving on the council must have a student currently enrolled in the district and be living within the Allen ISD boundaries.
- B. 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.
- C. SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district while balancing the interests of the components of Coordinated School Health.

- D. Members should have a strong commitment to the health and well-being of students, staff and community members.
- E. The Superintendent or a representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.
- F. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.

Section 3: Terms of Service

The term of service for an appointment shall be one year beginning with the first meeting of the school year. Members may serve multiple terms.

Section 4: Conflict of Interest

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

Section 5: Council Size

The SHAC shall consist of at least eight members. The Chair shall maintain a list of current members.

Article III: Officers and Committee Chairs

Section 1: The Chair

- A. An employee of AISD.
- B. Presides at all meetings of SHAC unless absent.
- C. Appoints committees as necessary.
- D. Serves as ex-officio member of all committees without voting except on the Nominating Committee.
- E. Works directly with the Executive Committee and the Co-Chair to compile agendas, discussion items and action items for all SHAC meetings.
- F. Performs other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute district policy and direction of the Board of Trustees.

Section 2: The Co-Chair

- A. Meets the requirements of Article III, Section 2A and B.
- B. Presides at SHAC meetings in the absence of the Chair.
- C. Serves as ex-officio member of all committees without vote except the Nominating Committee.
- D. Performs other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, district policy and direction of the Board of Trustees.

Section 3: Secretary

- A. Presides at meetings when both the Chair and Co-Chair are absent.
- B. Prepares meeting notices, minutes, and communications to be sent to the SHAC members.
- C. Ensures that adequate facilities arrangements are secured for all meetings.
- D. Serves as custodian of all SHAC records.

- E. Provides staff support in the development and submission of SHAC’s annual report.
- F. Performs other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, district policy and direction of the Board of Trustees.

Section 4: Executive Committee

- A. The Executive Committee shall consist of the committee chairs of all Substantive Standing Committees.

Section 5: Nominating Committee

The Nominating Committee members shall be appointed by the Chair and consist of four members of the SHAC. They shall be responsible for reviewing and selecting applicants to be approved by the Board of Trustees to serve on the SHAC, as well as apportioning the members to a standing committee.

Section 6: Substantive Standing Committee

A standing committee for each of the following substantive areas is recommended:

- Health Education and Services, Physical Education and Physical Activity, Nutrition Environment and Services, and Physical Environment
 - Counseling, Psychological, and Social Services and Social and Emotional Health
 - Employee Wellness
 - Family and Community Engagement
- A. A Committee Chair shall be appointed by the SHAC Chair with the advice of the Co-Chair to serve on the Executive Committee as well as preside over and be a part of the Standing Committee.
 - B. Standing Committees serve the SHAC’s decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these information items into action items for a SHAC vote.
 - C. Committees should strive for representation reflecting the diversity of the community served by AISD.
 - D. A Standing Committee should be comprised of at least three members.

Section 7: Ad Hoc Committees

The Chair may establish and appoint Ad Hoc Committees as deemed necessary and appropriate in consultation with the Executive Committee.

Article IV: Meetings

Section 1: The SHAC shall conduct a minimum of four regular meetings per year. These meetings will be posted on the AISD website. The meetings will be held at the Allen ISD Professional Learning & Auxiliary Services Building from 5:30PM-7:00PM unless other accommodations need to be made.

Section 2: Public Questions and Comments

All meetings of the SHAC shall be open to the public. Public questions and comments are permitted following the meeting and speaking time is limited to four minutes. Speakers must email a request to speak to the SHAC Chair at least one week before a set meeting. A limit of five speakers is allowed per meeting.

Section 3: Quorum

A quorum will be the SHAC members present at the meeting with a minimum of eight members. Meetings may be held without a quorum for the purpose of presentations, research or discussion. No voting may take place without a quorum.

Section 4: Voting

A simple majority of the members present at the regular SHAC meeting is needed to approve and carry a motion.

Section 5: Agendas

Agendas shall be provided for SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Co-Chair and the Executive Committee.

Article V: Communication

Section 1: To the Board of Trustees

SHAC shall submit to the Board of Trustees, at least annually, a written report that includes:

- A. Any SHAC recommendation concerning the school district's health education curriculum and instruction or related matters that the council has not previously submitted to the Board.
- B. Any suggestion modification to a council recommendation previously submitted to the Board.
- C. A detailed explanation of the council's activities during the period between the date of the current report and the date of the last prior written report.
- D. Any recommendation made by the physical activity and fitness planning subcommittee.

Section 2: To the Public

Meeting dates, times and an overview of the minutes will be posted on the AISD SHAC website. Not later than the 10th day after the meeting, the school district shall post the minutes and recording on the AISD SHAC website. Minutes of the meetings will be kept on file in the office of the Chair.

Article VI: Amendments

The procedure for making changes to the by-laws shall be by a two-thirds majority vote of the members present.