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Article I: Name and Purpose

The name of the council shall be the Superintendent's Student Advisory Council, henceforth known as "SSAC".

Section1: Mission

To encourage good will, unity and leadership among students.

Section 1: Vision

- Raise awareness of the positive aspects of the Rockford Public Schools
- Increase community service among our peers
- Improve collaboration between schools, administration, and the public

Article II: Membership

Section 1: Qualifications

An applicant to SSAC must be entering the 10th through 12th grade for the school year. SSAC members must attend the Rockford Public Schools. Potential members must complete the application packet, include a reference letter, and participate in an interview.

Section 2: Selection Process

Prospective SSAC members are self-nominated and open to any youth in the Rockford Public Schools and meet the above qualifications. The application packet will include background information questions and a teacher recommendation form. Interested students will then return the nomination materials to the Rockford Public Schools Superintendent's Office by a pre-prescribed deadline. Applicants missing the deadline will not be considered. Based on the quality of each individual's application, candidates will be invited for the final aspect of the selection process: the interview. The SSAC Advisors and the Nomination Committee, under the Nomination Committee, will then interview applicants. Recommendations are provided to the Superintendent. The Superintendent will then interview recommended applicants and will finalize the induction of the new members.

Section 3: Board Members

Clause 1: Executive Board

There shall be five Executive Board Members. No SSAC member shall be permitted to hold a plurality of positions.

- Chairperson: acts as chief executive, leads SSAC meetings, votes in an event of a tie, leads Executive Board Meetings, gives quarterly reports to the Superintendent, calls special meetings as long as he or she gives at least three (3) business days prior notice via written notice (e-mail constitutes as written notice). Is the point of contact on behalf of SSAC.
- Vice-Chairperson: acts as the chief executive of the Nomination Committee, leads SSAC and Executive Board meetings in absence of the chairman, and all other responsibilities assigned to chairperson in absence of the Chairman.



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- Secretary: records notes from meetings to be written into minutes, maintains the SSAC calendar, assists with updating the SSAC Facebook page, and tracks SSAC General Assembly and committee member's participation.
- Treasurer: maintains SSAC funds and financial records, chairs the Financial Committee, researches grant opportunities for SSAC, and provides guidelines for scholarship/grants to be provided to youth-led projects.
- Historian: maintains a record of press releases, photographs, and all other media that mentions SSAC's activities and maintains a system of storing historical information as it relates to SSAC.

Clause 2: General Members

There shall be fifteen (15) SSAC members, (includes the five SSAC Executive Board Members), three representatives from each of the Rockford Public Schools five high schools. The responsibilities include, but are not limited to participation in scheduled meetings, as well as participation in one committee but no more than two committees during a SSAC calendar year.

Clause 3: Elections

At the Beginning of every SSAC year, there will be a period for self-nomination or nomination by peers, where SSAC members are declared to run for Board Positions. The platform will be question and answers format at a sanctioned meeting. The candidate with the most votes from SSAC members will win the position. In uncontested positions, the unopposed candidate will automatically win the election.

Section 4: Minutes

Each meeting's proceedings shall be recorded by the Secretary to be edited into Minutes. These minutes will be e-mailed to SSAC members to be reviewed on-line prior to the next meeting. The Minutes will then be voted upon, to be accepted, at the next SSAC meeting. The Minutes are to be public record.

Section 5: Attendance

A member is allowed four absences: two unexcused, two excused from the regularly scheduled General Assembly meetings. A member is also expected to attend four SSAC events during the school year. Consequence after missing a fourth meeting, council member will need to bring in writing a volunteer or event idea to contribute to the meeting. If there are excessive absences, then the board member will be reviewed either at the General Assembly or Committee level, wherever appropriate.



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Section 6: Impeachment

A formal charge of impeachment may be brought against a member of SSAC when that member has repeatedly failed to execute the job outlined in their Board position, is chronically late, and/or absent from their committee, or has committed an action contrary to the values and precedents that SSAC stands for. Should a SSAC board member be recommended for impeachment, this will require a vote from the SSAC quorum. A $\frac{3}{4}$ vote is required to impeach a SSAC member. In the event of a tie, the SSAC member will not be impeached.

Section 7: Expulsion

In the case that a vacancy opens up in SSAC, the Nomination Committee, under direction of the vice Chairperson, will assemble and establish the guidelines to fill the position (as outlined in Article IV, Section 2). If the chairperson is vacant, then the Vice chairperson will take over duties and responsibilities as interim. If an Executive Board member (other than the chairperson) is vacant, then the Chairperson takes over the organizational duties as interim. The nomination process will begin to fill a position giving precedence to the current SSAC members.

Article III: Meeting Protocol

Section 1: General Protocols

Meetings shall be held bi-weekly on a day decided by the General Assembly. A quorum will exist when $\frac{2}{3}$ of SSAC's members are present. The Secretary will be responsible for sending out a meeting agenda to SSAC and the facilitator at least two (2) business days prior to the meeting. Meetings of SSAC will be governed by Robert's Rules of Order, Newly Revised (1990), except when otherwise specified by this Constitution. A SSAC meeting shall consist of the General Assembly. The SSAC Executive Board meeting will be held as needed.

Section 2: Executive Meeting

The Executive Meeting shall consist of the five officers. This meeting will be held on an as needed basis for such items as the impeachment of a SSAC member.

Section 3: General Assembly

Facilitated by the SSAC Chairperson, the General Assembly SSAC Meeting shall include all ten (10) members and the SSAC Advisors to conduct general business. This meeting consists of the Executive Board member reports, high school reports, and the SSAC Advisor report. The General Assembly shall make all SSAC decisions.

Article IV: Committees

Each SSAC member will participate in one committee but no more than two committees during the SSAC calendar year. Every committee will have one elected chairperson, whom will be appointed to report to the SSAC Board, as well as provide minutes when applicable.



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Section 1: Nomination Committee

Under the director of the elected vice-chairperson, this committee will establish the guidelines and criteria for the Application Packet, evaluate the Applications, and conduct the interviews. They will submit their recommendations for future SSAC members to the council to be ratified, and to the Superintendent to be appointed. The Nomination Committee will also administrate the nomination process, to begin at the end of the school year. Upon the resignation or impeachment of a member, the Nomination Committee will evaluate candidates, using the above criteria and the Selection Process (Article II, Section 2) to fill the vacancy. The Nomination Committee consists of its committee members and the SSAC Advisors.

All other Standing Committees of SSAC will be decided on during the 2017-2018 school year.

Article V: SSAC Advisors

The SSAC Advisors, two staff members appointed from the Communications Department, will assist SSAC with the following:

- **Planning Assistance:** The advisors will assist SSAC with planning projects/events in reference to ordering the process, involving other members or logistical considerations, and formulating long-range goals.
- **Leadership Skill Development:** Guide SSAC members in areas such as assertiveness, budgeting, time management as well as helping the group with problem solving, decision-making, and cohesiveness. Create opportunities for the educational and personal development of SSAC members.
- **Liaison:** Between SSAC and community leaders, provides information to SSAC regarding district procedures and guidelines and making appropriate contact when applicable.
- **Transition:** Assist and facilitate the out-going and in-coming officers to discuss expectations and re-cap the previous term of office.
- **Evaluation:** Assist SSAC with evaluating group projects, performance, and progress.

The SSAC Advisors should not assume a role as a leader, officer, or voting member within SSAC. The SSAC Advisors will have final approval of all SSAC events and activities as the Superintendent's designee's.

Article VI: Amendments

Upon the request of the SSAC member, an Ad Hoc committee will be appointed to discuss a proposed amendment. On the specified date, the proposed amendment will be presented to the General Assembly Meeting to be debated upon. A vote of 2/3 majorities will ratify the Amendment and,



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henceforth, be binding SSAC law to be added to this doctrine. A $\frac{3}{4}$ vote from the SSAC General Assembly is required to open a Constitutional Congress, at which time the entire SSAC By-Laws will be open to revision.

Article VII: Ratification

A $\frac{3}{4}$ majority is needed for the approval of these By-Laws.

Adapted from "The By-Laws of the Mayor's Youth Advisory Council 2011"