

BRUSSELS AMERICAN SCHOOL
ADVISORY COMMITTEE
AND
INSTALLATION ADVISORY COMMITTEE
BYLAWS

ARTICLE 1 - NAME

The name of this organization shall be the Brussels American School Advisory Committee (BASAC) and Installation Advisory Committee (IAC) and it shall herein be referred to as the Committee. This single organization is organized under the auspices of DoD Instruction 1342.15 Educational Advisory Committees and Councils, dated March 27, 1987 herein referred to as the reference.

ARTICLE 2 - PURPOSE

This Committee is organized to function as a School Advisory Committee (SAC) and an Installation Advisory Committee (IAC) as defined and directed by the above referenced instruction. As such, this Committee shall act as liaison between the school administration, the community and the Installation Commander to assure a positive school environment for the children of the Brussels American School. In doing so, it is the intent that this Committee shall foster participation in school affairs by members of the school and military communities and provide a coordinated process to address and resolve issues at the lowest practical level. The focus of the Committees actions is to advise the Principal on matters within the jurisdiction of the school and to advise the Installation Commander on matters, including support, within his jurisdiction which are applicable to the school.

ARTICLE 3 - MEMBERSHIP

a. The Committee shall be composed of elected voting and designated liaison (non-voting) members. Voting members shall be an equal number of parents of students enrolled in the school (Parent Representatives) and professional school employees employed at the school (Faculty Representatives). A senior high school student will be an additional voting member. Liaison members of the Committee will include the school principal, and the Installation Commander, and one person designated by the appropriate organization recognized as the exclusive bargaining representative of the employees of the school. While not member of the Committee, the Presidents of the PTSA and the Booster Club, and the assistant school principal are encouraged to attend the meetings.

b. The size of the elected membership shall be in accordance with guidelines established in the above mentioned reference.

c. Elected members shall serve for 2-year terms, with half of the membership being elected each year. Members may not serve more than two consecutive terms.

ARTICLE 4 - OFFICERS AND DUTIES

The voting members of the Committee shall, in their initial meeting, elect a Chairperson, a Vice-Chairperson, and a Secretary.

a. The Chairperson shall:

1. Make every reasonable effort to deal with matters brought to the committee's attention by the school and military communities.
2. Advise the school principal, the Installation Commander, and as appropriate, the school and military organizational chains of command on school matters as specified in enclosure 3 of the reference.
3. Ensure that regular Committee meetings shall be scheduled. Although the reference requires that the Committee meet at least four times during the school year, the BASAC plans to meet on a monthly basis.
4. Form an Election Planning Committee to conduct elections for the next Committee term in accordance with enclosure 3 of the reference.
5. Prepare and furnish one copy of the annual end-of-year SAC/IAC report to the DoDDs school principal, the district superintendent, and the regional director, and one copy to the Component Commander through the Installation Commander by June 15 of each year.
6. Take action to announce the time (after school), date, and location of Committee meetings publicly at least one week in advance. At the first meeting of each school year the Committee will establish a policy for meeting days and times for the year.
7. Prepare and circulate to Committee members a proposed agenda well in advance of each meeting. A final agenda shall be available in the school's office and in the Installation Commander's office at least one week prior to the meeting day.
8. Preside at all meetings.
9. Act as the Committee representative, or appoint a Committee representative, for all meetings within the jurisdiction which involve Committee business.

10. Appoint Chair persons and members of subcommittees as required.

11. Sign all letters, correspondence, and reports of the Committee.

b. The Vice-Chairman shall:

1. In the absence of the Chairperson, assume the duties of the chair.

2. Serve as an ex-officio member of any subcommittee.

c. The Secretary shall:

1. Ensure that minutes of the proceedings of each Committee are kept. The minutes shall indicate which items are for the attention of the Principal and which items are for the attention of the Installation Commander. Within two weeks, the official minutes shall be approved by the committee members and provided to the Principal, the Installation Commander, the DoDDS District Superintendent, the DoDDS Regional Director, and the Component Commander.

2. Prepare or have prepared, all committee correspondence and maintain appropriate files.

Removal of any officer elected under ARTICLE 4, or appointed by the Committee, maybe effected by a two-thirds majority of all voting members when, in the judgment of the Committee, the best interest of the Committee and the community are served thereby.

ARTICLE 5 - COMMITTEE PROCEDURES

a. The Committee shall utilize Robert's Rules of Order for conducting regular meetings but they will be conducted as informally as efficiency and good order allow.

b. The Committee shall establish and annually review governing bylaws. Copies of these Brussels American School SAC/IAC bylaws shall be provided to the School Principal, the Installation Commander, and the joint Support Activity Library.

c. The Committee shall, in order to provide a focus and direction, establish as a formal document the BAS SAC/IAC Goals and Objectives to be approved by the Committee no later than November of each year. Copies of this document shall be provided to the school through the Principal and to the community through the Installation Commander. This document is not meant to deter the Committee from addressing other issues.

d. Each year the Committee shall prepare, as a formal document, the BAS SAC/IAC End-of-School Year Report. This document shall report the status of the goals and objectives, identify areas of principal interest, assess achievements and concerns, and make recommendations. This report shall be completed, signed and distributed as indicated in enclosure 3 of reference, by JUNE 15 of each year.

e. A proposed action is approved by a simple majority vote of the members present. A tie vote will cause an action to be deferred until the next meeting. If, at the subsequent meeting, the vote on the action is still tied, the action will be canceled.

f. A quorum shall consist of two-thirds of the voting members.

g. The Committee shall not be used as a forum for any individual to discuss problems which only affect that person. The Committee will not entertain discussions specifically about individual educators or staff personnel. It is understood that problems and questions raised by parents will often involve a particular educator or staff member, however, these matters will be raised only in a general way and focus on the problem or policy and not individuals. Each meeting will end with an "OPEN SESSION" where sufficient time will be made available to anyone, particularly visitors, to raise issues for discussion.

h. The Committee aims to conduct frequent (monthly), concise, businesslike meetings to discuss issues professionally and provide solid advice to the Principal and Installation Commander. Domination of the meetings by anyone individual or long, pointless discussions of any single contentious issue will be discouraged.

ARTICLE 6 - ELECTIONS

a. Elections shall be held no later than May of each year, with newly elected officers taking office on the closing day of that same school year.

b. The Election Planning Committee shall be appointed by the Chairperson, with Committee approval, by April of each year. Elections will be conducted as established by the reference.

ARTICLE 7 - AMENDMENTS

These bylaws may be amended at any time by a two-thirds majority vote of the voting members of the Committee. Notice of proposed changes to the bylaws must be included in the announced agenda one business meeting prior to the voting meeting. If and when a conflict arises between these bylaws and the referenced DoD Instruction, the reference will take priority as the guiding policy.