

**DISTRICT ADVISORY COMMITTEE
BYLAWS
2013-16**

**ARTICLE I
NAME OF COMMITTEE**

The name of this Committee shall be the Pittsburg Unified School District Advisory Committee (DAC).

**ARTICLE II
OBJECTIVES**

Purpose of the District Advisory Committee (DAC)

The objective and purpose of the DAC shall be to assist the school district to bring about the cooperation and coordination of community resources which may be of value to the schools in the operation of the Compensatory Education Programs. In achieving this purpose, the Advisory Committee shall provide advice and assistance in:

Developing programs in cooperation with existing community resources in their locality;

Mobilizing and coordinating all community resources in a concerted attack on the problems of educationally disadvantaged children;

Overall planning, development, implementation, evaluation and dissemination of information relative to the objectives of the District Compensatory Programs;

Acting as a Hearing Board for any individual or group who may want to propose additions to or changes in the school district's proposed Compensatory Programs;

This section of the bylaws shall in no way be construed as giving the school DAC a veto over the Title I or over any other compensatory education program. The Committee shall be an advising, coordinating and evaluating agency in order to further the purpose of education and the specific purpose of these bylaws. The Advisory Committee shall have no power to enter into contracts of any nature or to spend public funds. In the absence of his/her written consent, no committee member shall be required to provide any sum of money, property, or service, other than services described herein, to the Advisory Committee. The Advisory Committee shall have no power to bind any member of the Pittsburg Unified School District to any debt, liability, or obligation in the absence of an express written authorization from the party to be bound. The Advisory Committee shall have no powers beyond those expressly set forth herein.

**ARTICLE III
MEMBERS**

SECTION 1. Composition of DAC

The Committee shall consist of no less than thirteen (13) members. The needs and resources of the School District require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve the residents and parents of children who will participate in the Compensatory Education Programs. In order to satisfy this requirement, the minimum standards for representation on the Advisory Committee shall be as follows:

1. The majority of Committee members will be parents selected by parents of eligible Compensatory Education students.
2. The remaining membership on the Advisory Committee shall include membership from the school district's staff.

SECTION 2. Selection of Members

Parent members shall be elected by parents of compensatory education students in each participating schools, public or private. Student members shall be elected by students in each of the participating schools.

Each school shall appoint at least one (1) parent representatives and at least one (1) alternate representative to serve on the DAC.

SECTION 3. Term of Office

All parent members of the Committee may serve as long as they are elected to be representatives and meet all the requirements of regular attendance and a balanced composition as stated in Section I. All parent members are elected by their respective schools for a two-year term commencing in September. All elected members may be re-elected by their respective schools following their two-year term.

SECTION 4. Voting Rights

Each school shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Advisory Committee. Proxy voting and absentee ballots shall not be permitted.

SECTION 5. Quorum

For the DAC, a quorum is not necessary to conduct business.

SECTION 6. Termination of Membership

A parent member shall no longer hold membership should his/her child no longer attend a district school or otherwise terminates his/her relationship with the group or organization which he/she was elected to represent. Membership shall automatically terminate when any member, parent or staff, is absent from three (3) consecutive regular or special meetings.

SECTION 7. Transfer of Membership

Membership in the Advisory Committee is not transferable or assignable. All parent members must be elected by their respective schools.

SECTION 8. Alternates

Each participating school may send a selected alternate. Selected alternates may only vote when one of the elected parent representatives is absent.

SECTION 9. Resignation

Any member may resign by filing a written resignation with the chairperson of the DAC.

SECTION 10. Vacancy

Any vacancy on the Committee shall be filled for the remainder of the unexpired term through selection by the individual school.

**ARTICLE IV
DAC OFFICERS**

SECTION 1. Officers

The officers of the DAC shall be a Chairperson, Vice Chairperson, Secretary and Assistant Secretary.

SECTION 2. Election and Term of Office

The Officers of the DAC shall be elected to a two-year term commencing in the fall. No member shall be elected as an officer until they have served as a member of the DAC for at least a period of one year.

SECTION 3. Removal

Any officer elected or appointed by the DAC may be removed by a two-thirds vote of all members sitting on the Advisory Committee whenever in the judgment of this committee the best interest of the committee would be served thereby.

SECTION 4. Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by an election of the DAC for the rest of the current term.

SECTION 5. Chairperson (Shannon Hernandez- 1st term)

A Chairperson shall preside at all meetings of the DAC, and may sign all letters, reports, and other communications of the Advisory Committee. In addition, he/she shall perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the DAC from time to time. The Chairperson must be an elected parent member.

SECTION 6. Vice Chairperson (Hector Rojas-- 1st term)

The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence; he/she shall perform other duties as assigned by the Chairperson or by the DAC.

SECTION 7. Secretary (Nyesha Spencer– 2nd term)

The Secretary shall keep the minutes of the meetings, both regular and special, of the DAC and shall promptly transmit to each of the members, to the school district, and to such other persons as the committee may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the committee's records; keep a register of the addresses and telephone number of each member of the committee which shall be furnished to the Secretary by such members. He/she shall perform other duties as assigned by the Chairperson or by the DAC.

SECTION 8. Assistant Secretary (Vacant)

The duties of the Assistant Secretary shall be to substitute for the Secretary during his/her absence and perform other duties as may be assigned by the Chairperson.

**ARTICLE V
COMMITTEES**

SECTION 1. Standing and Special Committees

The DAC may from time to time establish and abolish such standing or special committees as it may desire. Each member of every standing or special committee shall be a member of the Advisory Committee. No standing or special committee may exercise the authority of the DAC.

SECTION 2. Membership

Unless otherwise determined by the DAC in its decision to establish a committee, the Chairperson of the DAC shall appoint members to various committees.

SECTION 3. Term of Office

Each member of a committee shall continue as such for the term of his appointment and until his successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

SECTION 4. Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the DAC.

SECTION 5. Quorum

Unless otherwise provided in the decision of the DAC designating a committee, a majority of the committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 6. Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

**ARTICLE VI
MEETINGS OF THE DAC**

SECTION 1. Regular Meetings

The DAC shall meet regularly, as needed, during the traditional school year. Summer meetings may be held at the discretion of the Chairperson.

SECTION 2. Special Meetings

Special meetings may be called by the Chairperson or by majority vote of the DAC.

SECTION 3. Place of Meetings

The DAC shall hold its meetings, both regular and special in a facility provided by the school district.

SECTION 4. Notice of Meetings

Regular meetings, as well as special meetings shall be in writing and shall state that day, date, hour and location of the meeting and shall be delivered either personally, by mail or email to each member at least 72 hours prior to the posted date of such meeting.

SECTION 5. Decisions of Advisory Committee

All decisions of the DAG shall be made only after an affirmative vote.

SECTION 6. Conduct of Meetings

All regular and special meetings of the DAC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

SECTION 7. Open Meetings

All regular and special meetings of the DAC, and its standing or special committees, shall be open at all times to representatives from the School District and public.

**ARTICLE VII
AMENDMENTS**

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the DAC and with the help of the staff of the Pittsburg Unified School District, provided that the amendment is to further carry out the purposes and objectives of the DAC. Any amendment must conform to the State of California Regulations for Consolidated Categorical Programs.