

**RIALTO UNIFIED SCHOOL DISTRICT
DISTRICT ADVISORY COMMITTEE
BY-LAWS**

**ARTICLE I
NAME OF ORGANIZATION**

The advisory committee shall be known as the Rialto Unified School District Advisory Committee, hereinafter referred to as "DAC".

**ARTICLE II
PURPOSE**

The purposes of the DAC shall be to study and make recommendations concerning the development and implementation of the Title I programs represented by the membership of the DAC and to review and approve the District Consolidated Application (**ConApp**). This application is completed each year by the District to request federal funding.

The committee shall also serve as a vehicle for communication between the community and the schools and for guiding of citizen concerns about categorical programs through the established procedure for fair and fast resolution.

**ARTICLE III
MEMBERSHIP**

SECTION 1. Members of the DAC

Membership shall consist of parents of participating children and school employees with parents constituting a majority of the committee. The committee shall be composed of one parent representative for each Title I school. Two alternates for each parent representative may be selected. Each participating school ~~may~~ be represented by one staff member. Community representatives may participate. **The Agent for Special Programs will require that each site submit the DAC representative name on or before October 1st.** ~~The meetings are public and open and others may attend but will not retain voting and approval rights.~~

SECTION 1a. Selection Procedure

All parent members of DAC shall be selected by the school's School Site Council committee. ~~Staff members will be appointed by the principal of each participating school.~~ **Staff who attend may volunteer to attend or be appointed by the principal.**

SECTION 2. Term of Office

All members shall service a term of one (1) year beginning on the date of the first meeting of the school year (in ~~October~~ **September**) and ending when new members begin their term (in ~~September~~ **October**). A member may be selected to serve another term at the end of each term of office.

SECTION 3. Vacancy

Any vacancy on the committee shall be filled for the remainder of the term by ~~the original appointing or electing body~~ **the designated School Site Council.**

SECTION 4. Voting Rights

Each member shall be entitled to one (1) vote for each motion presented. Alternate members shall vote only in case of the absence of the regular member.

SECTION 5.

Voting

~~Motions shall be carried by a majority vote of those present at the meeting.~~

Section 5. Sub-Committees

DAC members shall create a sub-committee for purposes of anything related to DAC or Categorical Programs as deemed necessary.

ARTICLE IV OFFICERS

SECTION 1. Officers

The officers shall be one (1) chairperson, one (1) vice-chairperson, and one (1) secretary.

SECTION 2. Election and Term of Office

At the first meeting of the year the chairperson **and vice-chairperson (and secretary)** of DAC shall be elected by a majority vote and shall serve one (1) year. **Officers for the current school year will be nominated and elected the previous school year during February or April meetings based upon meeting DAC member requirements. Members must verbally accept the nomination to an officer position before the election; this nomination must be recorded in the meeting minutes.**

~~The secretary shall be appointed by the chairperson.~~

A quorum must be present for the election of officers and elections shall be by a majority vote of those present.

SECTION 3. Removal from Office

Any officer elected or appointed by the DAC may be removed if absent ~~three (3)~~ **two (2)** meetings in a row when the best interests of the students of the District need to be considered. Removal will be by vote of a majority of the committee members present. **In the case of replacement of the chairperson, the position; if the vice-chair will fill the position then a DAC representative will be selected by a**

majority vote. In case of vice-chair or secretary replacement, the office may be filled by a DAC representative and approved by a majority vote.

SECTION 4. Vacancy

~~A vacancy in the office of DAC may be filled by a majority vote of the members present.~~

SECTION 5. Duties

Incoming officers will receive training from Academic Agent of Special Programs and/or outgoing officers. New officers can choose to shadow outgoing officers as well.

Duties of the officers shall be:

Chairperson: The chairperson shall preside at all meetings of the committee and may sign all letters, reports, and communications of DAC. In Addition, the chairperson shall complete any duties assigned by the committee.

Vice-chairperson: The Vice-chairperson shall preside at meetings in the absence of the chairperson and perform any other duties assigned by the committee.

Secretary: The secretary shall keep all records of the meetings **and attendance** . These minutes shall be provided to each member. He or she shall perform any other duties requested by the committee. **Secretary shall be responsible to notify the Academic Agent of Special Programs of the absences and minutes. Secretary will have minutes ready within five (5) days after DAC meeting to report to all DAC members.**

ARTICLE V MEETINGS

SECTION 1. Regular Meetings

The DAC shall set an annual schedule of meetings at its first meeting in ~~October~~ **(July)**.

SECTION 2. Special Meetings

Special meetings may be called by the Chairperson or upon the request of three (3) members.

SECTION 3. Place of Meetings

The meetings of the DAC shall be held in ~~the West Wing of a~~ **the District Office meeting room in the district office and/or virtual meeting space unless otherwise specified or online as in the case of distance learning.**

SECTION 4. Notice of Meetings

Notice of meetings will be given to the DAC members at least five (5) days before the date of the next meeting. Per the Greene Act, the notice of meetings will be posted 72 hours prior to the meeting date.

SECTION 5. Quorum

~~A majority of the members presented at the DAC meeting constitute a quorum, providing parents are in the majority.~~

SECTION 5. Communications

Communications shall be sent through different mediums of communication, including phone, email, text, in person (school site) and social media, ~~two (2) weeks~~ five (5) days prior to be parallel prior to meeting with a copy of agenda and minutes.

SECTION 6. QUORUM

A majority of the members present at the DAC meeting that constitute a quorum, shall be a minimum of fifteen (15) DAC members.

ARTICLE VI

AMMENDMENTS

These by-laws may be amended at the time by a ~~two-thirds~~ **(51% of DAC members)** vote of the ~~members~~ present at a regularly scheduled DAC meeting.