

# USAG BAMBERG INSTALLATION ADVISORY COMMITTEE (IAC) BYLAWS

(Revised: December 2011)

## ARTICLE I: NAME

The name of this organization is the Bamberg Installation Advisory Committee.

## Article II: Purpose

Section 1. The functions of the Installation Advisory Committee (IAC) are:

- a. Recommendations, concerns, and issues regarding local schools shall be solicited jointly by the school principal and local installation commander from parents, sponsors, teachers, and students for review.
- b. Advises the installation commander on matters, including support, within the jurisdiction of the commander and applicable component command.

Section 2: Matters within the jurisdiction of the IAC include:

- a. Quality, availability, maintenance, safety, security, and comfort of the physical school environment.
- b. Transportation of students.
- c. School meal programs.
- d. Medical services.
- e. Administrative and logistical support services provided by the installation commander and applicable Service command.
- f. Policies and standards of the installation command and Military Services related to the above enumerated matters.

Section 3: The IAC does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees for which another forum exists, or internal management of DoDDS or their programs. IAC does not raise money or engage in any monetary project.

## Article III: Membership

Section 1. The IAC shall be composed of two representatives from Bamberg Elementary School and Bamberg Middle/High School Advisory Committees (SACs), consisting of the one parent and the one professional school employee who are elected by secret ballot during a closed session of the SAC by the voting members of the SAC to represent them on the IAC.

Section 2. Election of IAC members shall take place at the first meeting of the SACs and shall be determined by plurality vote. When there is a tie, the representative shall be determined by flipping a coin in the presence of the IAC. When determined appropriate by the newly elected IAC, a student member from the senior high school may serve on the IAC, without vote.

Section 3. Newly elected IAC members shall take office immediately after election.

Section 4. When a vacancy occurs on the IAC, or when a candidate declines to serve on the IAC, a new election shall be held.

Section 5. The school principals and the installation commander shall attend all meetings of the IAC without vote.

Section 6. Term of office for newly elected members shall be for a period of one year.

Section 8. Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election. Elections to fill vacant positions may be held as necessary throughout the year.

Section 9. Membership in the IAC shall be limited to four (4) voting members. IAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in IAC meetings shall be limited to duly elected members.

## Article IV: Responsibilities

Section 1. Advises the installation commander on matters, including support, within the jurisdiction of the commander and applicable component command.

Section 2. Ensure that the committee becomes a vital adjunct to the school, the community it serves, and the installation on which it is located.

## Article V: Officers

Section 1. Election of Officers.

- a. The elected members of the advisory committee shall elect a chairperson, vice chairperson, and secretary at their initial meeting.
- b. Nonvoting members are not eligible for these offices.
- c. The chairperson shall thereafter conduct all meetings of the committee, or, if unable to attend a meeting, delegate responsibility to conduct the meeting to the vice chairperson.
- d. In the absence of the vice chairperson, another elected member may be delegated the responsibility of conducting the meeting.

## Article VI: Roles of the IAC Members

Section 1. The Chairperson will preside at all regular and special meetings of the IAC and will perform all duties normally pertaining to such office. The Chairperson will receive and keep current, a permanent file for use by the committee that will be stored at Bamberg Middle/High School (BMHS).

- a. Make every reasonable effort to deal with matters brought to their attention by the school and military communities.
- b. Advise the school principal, the installation commander, and, as appropriate, school and military organizational chains of command on school matters, as specified in enclosure 3, DoDI 1342.15.
- c. Ensure that regular committee meetings shall be scheduled four times during the school year or more often, if needed.
- d. Prepare and furnish one copy of the annual end-of-year IAC report to the DoDDS school principal, the district superintendent, and the DoDDS regional director, and one copy to the component command through the installation commander by June 15 of each year.

Section 2. Installation Commander.

- a. Provide logistical and administrative support to the IAC.
- b. Attend all planning and regularly scheduled sessions of the IAC.

- c. Assist the IAC chairperson in ensuring that the annual end-of-year report is completed in a timely and comprehensive manner.
- d. Act as a communication link between the IAC and the military chain of command on school advisory matters of interest and concern to the Unified and Specified Commands.

Section 3. The Vice Chairperson will serve as Chair when the Chairperson is absent from any meeting or duty. In the event the Chairperson is unable to complete the full term of office, the Vice Chairperson will succeed to the office until the next election.

Section 4. The Secretary will keep the official records of the IAC, including accurate minutes of all meetings of the committee. The Secretary will also handle all correspondence of the organization.

## Article VII: Committees

The IAC may create such committees as necessary to carry on the work of the council.

## Article VIII: Meetings

Section 1. The IAC shall meet as often as necessary to perform its duties, but no less than four times per year. The first meeting shall be held in November. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend. All meetings shall be open to the public.

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.

Section 3. Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Section 4. Special meetings of IAC will be held as designated by the Chair or the Committee.

Section 5. The Chairperson will prepare a proposed agenda at least one (1) week before the regularly scheduled meetings and share it with all members. An item not on the scheduled agenda may be discussed if submitted in writing prior to opening new business. Any committee action may be deferred until the next meeting.

Section 6. Meetings will be limited to one (1) hour and topic discussion time will be limited in order to cover all agenda items.

Section 7. Within two (2) weeks following the meeting, 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.

Section 8. Open Forum Requests will be provided in writing at the beginning of each meeting. Concerns can be put in writing by parents unable to stay for the meeting and will be read into the minutes. To ensure all are heard, each speaker will be limited to three (3) minutes per concern. Information must be factual and/or personal to the person presenting the issue/concern. The IAC may address the issue/concern or table it until the next regular meeting. To ensure that all concerns are heard, each topic will be limited to three (3) speakers. The secretary will maintain a log of concerns expressed during open session.

## Article IX: Amendments to Bylaws

Section 1. These bylaws shall be amended at any regular meeting of the IAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

## Article X: Ratification of Bylaws

The bylaws of the IAC will be ratified by a majority of if its members.

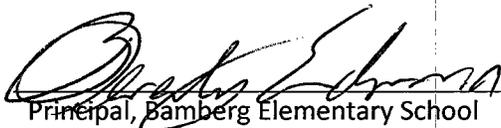
## Article XI: Parliamentary Authority

Section 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

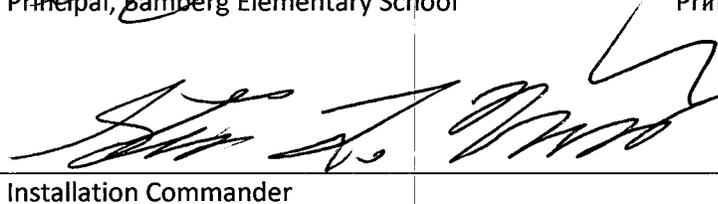
Section 2. The chairperson has the option to appoint a member of IAC as a parliamentarian at any meeting deemed necessary.

These bylaws were reviewed and approved this date 15 FEBRUARY 2012.

  
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IAC Chairperson

  
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Principal, Bamberg Elementary School

  
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Principal, Bamberg Middle/High School

  
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Installation Commander