

Sample Bylaws
for
School Building Committee

Bylaws of the _____ School Building Committee

Article I. Name

Section 1. The name of the organization shall be “ _____
School Building Committee.”

Article II. Purpose

Section 1. To identify problems at the building level and to advise the principal of acceptable solutions to:

- A) Problems relating to rules, procedures, policies, safety and security of pupils and teachers within the building, and any other matters pertaining to the operation of the building.
- B) The planning, implementation, and evaluation of authorized building-based inservice programs.
- C) Planning for those meetings involving pupils, parents, and community patrons.
- D) The use of building allocation and scheduling.
- E) Discussions and recommendations for revisions to the school discipline plan prior to its adoption and publication by the building principal.

Article III. Membership

Section 1. According to the Teachers’ Agreement, the number of committee members, in addition to the chairperson, principal and classified member, shall be based on the following school enrollment:

<u>Enrollment</u>			<u>Number of Members</u>
400	or	fewer	3
401	to	800	5
801	to	1200	7
1201	to	1600	9
1601	to	2000	11
2001	or	more	13

Article IV. Officers

Section 1. Chairperson: The UTW Lead Pro Rep, or his/her designee, shall chair serve as chairperson of the committee with the right to vote.

Section 2. Secretary: The secretary shall be elected by a majority vote of the Building Committee. The principal may choose to provide the committee with secretarial services.

Section 3. Vice-Chairperson: The vice-chair shall be elected by a majority of the Building Committee.

Article V. Nominations and Elections

Section 1. Nominations and elections shall take place at a building staff meeting. All teachers assigned to _____ school are eligible for nomination and election.

Section 2. Elections for members to the School Building Committee shall be by secret ballot and will be held on or before September 10. Elected teachers shall serve until a new committee is elected the following year.

Section 3. The election will be conducted by the UTW Pro Reps in _____ School.

Section 4. Building Committee members will be elected to at-large positions for one year terms.

(It is the opinion of UTW that term limits for building committee are a violation of a teacher's rights to be elected to the building committee.)

(If your school chooses to elect members by grade level, departments, or some other configuration, please be aware that the total number of voting members on the committee is determined by the contract.)

Article VI. Vacancies

Section 1. When a vacancy occurs on the School Building Committee, other than the chairperson, the _____ will elect a replacement for the position left vacant.

Section 2. A vacancy occurring in the office of chairperson will be handled according to the provisions of the Master Contract.

Section 3. A vacancy occurring in other offices of the committee, other than chairperson, will be replaced at the following meeting by an election of the committee.

Article VII. Meetings

Section 1. Meetings shall be scheduled at least one (1) time each month during the regular school year.

Section 2. Special meetings may be called by any member of the Building Committee by requesting such a meeting to the chairperson of the committee.

Section 3. Notice of the meeting, and the agenda, shall be given to all staff at least two days prior to the scheduled meeting.

- Section 4. The building committee shall, within reason, accommodate requests by pupils, school patrons, and other citizens residing in the school attendance area to discuss items of concern.

Article VIII. Agendas

- Section 1. Items for the School Building Committee agenda shall be in the hands of the chairperson no later than three (3) days preceding a regularly scheduled meeting.
- Section 2. Agenda items may be submitted to or by any Building Committee member in writing, signed or unsigned, or verbally.
- Section 3. The agenda shall be posted or distributed to the staff at least two days prior to the meeting.

Article IX. Minutes

- Section 1. The minutes of the building committee meetings shall be reviewed and approved by the chairperson prior to distribution.
- Section 2. The minutes shall be distributed to all staff no later than three (3) days after a meeting.

Article X. Quorum

- Section 1. A quorum must be present in order to conduct business.
- Section 2. A quorum at any meeting shall consist of a majority of the voting members of the building committee.

Article XI. Contractual Rights and Obligations

- Section 1. Nothing in these bylaws shall negate a right guaranteed to a teacher by the Master Agreement.
- Section 2. These bylaws shall be adopted annually by the Building Committee, subject to ratification by the teachers based at this building.
- Section 3. The principal shall appoint one member of the Building Committee to be on the Site Council.