

ACADEMIC CHOICE TEAM BYLAWS

I. NAME

1. The name of this organization is the Academic Choice Team (ACT).

II. PURPOSE

1. The purpose of this organization is to support the Academic Choice program at Berkeley High School and assist it in realizing its mission and vision, as set forth in the Academic Choice Program Proposal approved by the Berkeley Unified School District Board of Education, February 16, 2005. The purpose of the organization is not for profit.

III. MEMBERSHIP

1. Every student enrolled in the Academic Choice program, their parents and guardians and every teacher teaching an Academic Choice course is automatically a member of the Academic Choice Team. There are no dues or other requirements.

IV. MEMBERSHIP MEETINGS

1. General meetings of the membership are to be held at least twice a year: fall and spring.

2. A fall membership meeting will be held prior in the first semester of each year at which a financial report for the prior year will be given, and a budget for the current year will be presented.

3. A spring membership meeting will be held by in the second semester of each year at which members will be presented with: 1) an evaluation of the program in the prior year including data regarding BHS common assessment measures, 2) available program assessment data from the first semester of the current year, 3) proposed changes to the program, if any, for the following year. Also, parent members will elect the Parent Coordinator and four members of the Parent Leadership Committee for the following school year. These five elected members will serve as parent/guardian representatives of the Academic Choice Advisory Council.

4. Special membership meetings may be called by vote of the Academic Choice Advisory Council or upon receipt by the Parent Coordinator of a petition signed by at least 30 members.

5. Notice of regular or special membership meetings, including agenda, will be posted at least two weeks in advance on the Academic Choice website, the Academic Choice etree, and the BHS etree.

6. General meetings are open to the public, but only members are entitled to vote.

7. A vote of the membership requires a quorum of 30 members at a properly called membership meeting.

V. FIDUCIARY AGENT

1. The Berkeley High School Development Group will act as the ACT fiduciary agent for funds donated to support the Academic Choice program

VI. ACADEMIC CHOICE ADVISORY COUNCIL

1. The Academic Choice Advisory Council (ACAC) will consist of 4 parents/guardians, 4 teachers, 4 students, the Parent Coordinator, the Teacher Coordinator and the Student Coordinator. Student representatives will be appointed by the Student Leadership Committee. Teachers will select their representatives to ACAC at a time and in a manner of their choice and their representatives to ACAC will be announced by the Teacher Coordinator. The BHS Principal, or an administrator designated by the Principal, will be an ex officio member of the ACAC.

2. The Academic Choice program is governed by the decision-making model of Berkeley High School and ultimately by the Berkeley Board of Education. The purpose of the Academic Choice Advisory Council is:

A. to organize the efforts of the Academic Choice community to support the program in whatever manner is deemed necessary and appropriate, including, but not limited to, raising and disbursing funds to enrich the program.

B. to organize ongoing self-evaluation of the program and to present the results of that evaluation to the community and administration, and

C. to provide a forum for the community to articulate issues and concerns regarding the program and present those issues and concerns to the administration.

3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary and a Treasurer.

4. The ACAC will schedule regular monthly meetings. However, regularly scheduled meetings may be canceled or rescheduled by vote of the ACAC with notice posted to the AC etree and website. Special meetings of the ACAC may be called as deemed necessary by the council and its Chairperson. All council members must be given 48 hours notice of any meeting called; email or phone messages are acceptable forms of notice. For the conduct of business, a quorum of seven members including at least 1 parent, 1 teacher and 1 student must be present. All meetings of the ACAC will be open to the public.

5. Between meetings of the ACAC business may be conducted by email, provided that, if any council member objects to handling the business under consideration without a meeting and full

discussion, the matter may not be decided by email. The secretary will keep records of any poll or vote taken by email.

6. In coordination with the Academic Choice Parent Leadership Committee, the ACAC is empowered to approve disbursements from funds raised to support the Academic Choice program. A budget based on the best available information will be presented to the membership at the beginning of each year, but may be revised by the ACAC if necessary. All disbursements authorized will be recorded in the ACAC minutes.

7. The ACAC will be responsible for seeing that an up to date website and email communication system is maintained for the program.

8. In the event of the resignation of an officer or ACAC member, the ACAC will appoint another member of the same constituent group to fill the vacancy.

VII. ACADEMIC CHOICE STUDENT LEADERSHIP COMMITTEE

1. A Student Coordinator and four representatives to the Student Leadership Committee (ACSLC) will be elected to at a general meeting of Academic Choice students held in the second semester of each year. These five elected members will in turn appoint up to ten additional students to the Student Leadership Committee to represent all four classes and reflect, as nearly as possible, the diversity of the student body as a whole. The purpose of the ACSLC is to promote a sense of community among and plan social events for Academic Choice students, to encourage student input in the design and implementation of Academic Choice programs, to provide a student survey component for program evaluation and to support the Academic Choice program.

2. Meetings of the ACSLC shall be open to all students, with notice given in the daily bulletin.

VIII. ACADEMIC CHOICE PARENT LEADERSHIP COMMITTEE

1. The Parent Coordinator and four representatives to the Parent Leadership Committee (ACPLC) will be elected by parents at the ACT spring membership meeting. The five elected members will then appoint ten additional parents to the Committee to represent, as nearly as possible, all four classes and the diversity of the school as a whole. The purpose of the ACPLC is to meet at least quarterly to approve and monitor the AC budget, promote a sense of community among Academic Choice parents, to encourage parent input in the design and implementation of Academic Choice programs, to recruit parents to serve on Academic Choice committees, to provide a parent survey component for program evaluation and to raise funds for the Academic Choice program. All meetings of the ACPLC will be open to the public.

IX. OFFICERS AND THEIR DUTIES

1. The Parent Coordinator acts as chief liaison between parents and the Academic

Choice program and coordinates the work of all parent committees. The Parent Coordinator has primary responsibility for program communications. The Parent Coordinator is elected by the parents present at the spring membership meeting.

2. The Teacher Coordinator is recommended by staff and confirmed by vote of the ACAC. His/her role is outlined in the Academic Choice Program Proposal adopted February 16, 2005 which description may be further refined by action of the ACAC.
3. The Student Coordinator acts as chief liaison between students and the Academic Choice program and chairs the Student Leadership Committee. The Student Coordinator is elected by the students present at the spring student membership meeting.
4. The ACAC Chairperson will prepare the agenda for ACAC meetings, will preside at ACAC meetings and may call special meetings of the ACAC if the need arises. The ACAC chairperson will work with the Parent, Teacher and Student Coordinators to maintain communication among and unify the efforts of the leadership committees.
5. The Secretary is elected by the ACAC from among its members. The secretary is responsible for proper notice of all membership and ACAC meetings. The secretary will see that minutes are taken of all membership and ACAC meetings and that those minutes are posted to the Academic Choice email group and website. The Secretary will maintain a Minute book with a record of all membership meetings, ACAC meetings and ACAC actions taken by email.
6. The Treasurer is elected by the ACAC from among its members. The Treasurer will act as liaison between ACAC/ACPLC and the Berkeley High Development Group. The Treasurer will keep a record of all donations and expenditures and will prepare a report for the membership at the end of each fiscal year detailing beginning balance, income, expense and ending balance, and present same at the fall membership meeting. The Treasurer will prepare each spring, for the approval of the ACAC and ACPLC a projected budget for the next fiscal year.
7. The Student Support Coordinator (SSC) is elected by the ACAC from among its members. The SSC will act as a liaison between the ACAC, the BHS Student Academic Support Coordinator and the AC community. The SSC will help implement AC support strategies and promote available tutoring options through the etrees, meetings and other available opportunities.
8. Officers will serve from their election each fall spring until the election of their successor the following spring.

X. COMMITTEES

1. The following are standing committees of ACT: fundraising, outreach/diversity, communications, community events. The ACAC may form other, special committees as seems desirable.
2. Parent and student committees will report to their respective Leadership Committees. All committees must follow ACAC guidelines.

XI. FISCAL YEAR

1. For accounting purposes, the ACT fiscal year shall be July 1 through June 30.

XII. AMENDMENT

1. These bylaws may be amended by a two-thirds vote of the members at any duly noticed regular or special membership meeting.

* * * * *

Guiding Principles

1. Meetings should be kept to the minimum necessary so that teachers can teach, students can study and parents can parent.

2. Meetings should be conducted with fairness, reason and courtesy. If these prove insufficient, the chair will conduct business according to Robert's Rules of Order, most recently revised.

These Academic Choice Team Bylaws are adopted as revised by vote of the membership on October 24, 2008.

Signed: Kate Spohr, Secretary