

# **DOUGLAS COUNTY SCHOOL DISTRICT RE.1**

## **STUDENT ADVISORY GROUP (SAG) BYLAWS**

### **ARTICLE I. PURPOSE**

The Student Advisory Group (SAG) is a committee established by the Douglas County School District RE-1 Board of Education (“Board of Education”). The SAG assists the Board of Education to assure that the District achieves appropriate results in providing a quality education for all students. Composed of student representatives from each high school, the SAG advises the Board of Education in areas of Board policies that directly impact the education of students. SAG also provides the Board of Education a means to gather students’ opinions on issues such as safety, programming, end statements, and graduation as well as affording students an avenue to express what they think is important in their education, including what could be improved. The SAG also serves as a forum to provide feedback and enhance communication between District staff, the Board of Education and students on issues that warrant attention and affect students directly.

### **ARTICLE II. DUTIES AND RESONSIBILITIES**

In furtherance of its purpose, the SAG shall undertake the following duties and responsibilities:

- Speak on issues that the Board of Education and/or district administration believe warrant attention and affect students directly.
- Accomplish the areas of focus as approved by the Board of Education on an annual basis.
- Brainstorm, research, and meet with appropriate personnel to develop action plans for the identified areas of focus.
- Collect feedback from the student body as needed.
- Enhance cross-high school awareness and communication.
- Report regularly to the Board of Education and District Administration regarding recommendations for areas of focus.
- Facilitate Board of Education candidate election forums for each election cycle.

### **ARTICLE III. MEMBERSHIP**

#### **A. MEMBERSHIP COMPOSITION**

The SAG shall be composed of high school students from each Douglas County School District RE-1 high school. Members of SAG will be selected annually through an application process, which may vary between new and returning applicants. The Board of Education delegates the responsibility of final appointment of SAG members/leaders to the District Liaisons (as identified under District Liaisons). District Liaisons may not appoint a SAG member and may remove any SAG member if, in their discretion, the action would be in the best interest of the District.

## B. MEMBERSHIP DECISION-MAKING PROCESS

Should the SAG membership have an opportunity or be called upon to provide formal input to the Board of Education, its liaisons, the superintendent or their designee or otherwise need to vote on a matter or issue, the matter shall be decided by a simple majority of the membership in attendance at the meeting when action is taken. In case of a tie vote, the matter or motion be voted on shall be deemed to have failed.

## **ARTICLE IV: MEETINGS AND MEMBERSHIP ATTENDANCE OBLIGATIONS**

### A. MEETING SCHEDULE

SAG meetings shall be held twice a month during those months when students of the District are regularly attending school. One work session shall be held monthly, for approximately two hours. There will be an online optional meeting the second Monday of the month and required in person meetings held on the last Monday of the month. A calendar of SAG meeting dates will be published in the fall.

### B. MEETING ATTENDANCE

For continuity of discussion, SAG members are expected to attend every meeting, unless the member is sick, has a family commitment, or has a non-negotiable activity. At a minimum, at least one student from each high school should attend each meeting. If a school is not represented for two continuous months, the District Liaison will contact the administrator of the school, asking for the nomination of another student to be appointed to serve on SAG.

### C. RECOGNITION REQUIREMENTS

In order for a SAG Member to be recognized for contributions to SAG at the end of the school year, a member must attend seven out of nine SAG meetings and two Board of Education meetings with a brief summary of the content. If a SAG member is unable to attend a Board of Education meeting, the member may live stream the meeting and still write a reflection in order to receive credit for attendance. To be eligible for honored recognition, the prospective honoree must meet the prior criteria and also attend at least four of the six online meetings (at the leadership team's discretion, other official committee meetings or SAG related meetings may count for these additional four online meetings). Those who do not meet the above requirements may not be eligible for recognition or honors unless determined otherwise by the leadership team.

### D. MEETING CANCELLATION

SAG meetings shall be cancelled for bad weather: District Liaisons will make the decision and notify SAG members by email (and possibly, by phone call) if the meeting

is cancelled. Recognition requirements may be amended per leadership's discretion due to meeting cancellations.

## **ARTICLE V. LEADERSHIP**

### **A. PRESIDENTS OR CO-PRESIDENTS**

Eligibility to serve and responsibilities of the Presidents or Co-Presidents of SAG include the following:

- Must have served one year prior on committee, preferably as a subgroup leader.
- Sets agenda in collaboration with District and Board of Education Liaisons.
- Assists with the facilitation of the meetings.
- Rotate responsibility of keeping and posting official meeting minutes
- Represents the SAG, or appoints a representative, when presenting to the Board of Education or other groups. Additional SAG members may be asked to participate.
- Presents monthly update at Board of Education meeting.

### **B. OTHER OFFICIERS**

Other Officers may be selected for the purpose of aiding the President/Co-Presidents with leadership responsibilities.

## **ARTICLE VI. LIAISONS**

### **A. DISTRICT LIAISONS**

The school district will appoint administration to serve as liaison(s) to SAG, who will:

- Keep a record of information shared at meetings.
- Distribute agendas.
- Notify members of meetings.
- Arrange for presentations, assist with presentation content, ensure that district personnel requested at meetings are available to attend, and other assistance as the group identifies.
- Act as a liaison to the media and coordinate with co-presidents regarding media interactions when necessary.
- Finally appoint SAG members/leaders as delegated by the Board of Education.

### **B. BOARD OF EDUCATION LIAISONS**

The Board of Education will designate Director liaisons who will work with the SAG leadership to assist with agenda setting and will attend SAG meetings to serve as consultants. Board liaisons will also provide areas of focus approved by the Board and communicate back to the collective Board as needed.

**C. COMMUNICATION OF SAG LIAISONS AND SAG LEADERSHIP**

A list of SAG Liaisons and SAG Leadership along with District contact information shall be provided to SAG members annually. SAG Liaisons and Leadership shall also be posted on the District's website.

**ARTICLE VII. AMENDMENTS**

These Bylaws may not be amended, repealed, or altered except by action and approval of the Board of Education.

Effective: \_\_\_\_\_