Bylaws of the Student Advisory Board to the School of Education
I. Purpose of the Board:

A. To facilitate communication between the faculty/staff and the student body of the Gonzaga School of Education

B. To provide students with the opportunity to increase their knowledge with regard to school systems in our community and throughout the nation through productive and effective programming

II. Membership:

A. There will be at least eight members and up to sixteen members of the Student Advisory Board.

   1. One freshmen/sophomore and one junior/senior from the Special Education Department

   2. One freshmen/sophomore and one junior/senior from the Physical Education Department

   3. One freshmen/sophomore and one junior/senior from the Elementary Teacher Education Department

   4. One freshmen/sophomore and one junior/senior from the Secondary Teacher Education Department

   5. One freshmen/sophomore and one junior/senior from the Sports Management Department [upon the discretion of the Student Advisory Board]

B. Nature of selection: Each future member of the Student Advisory Board must self-nominate and/or be selected by the members of the current members of the Student Advisory Board to the School of Education during the appropriate selection time. If after nominations and selections have occurred there are holes in terms of board membership, the remaining positions will be filled at the President's discretion with recommendations from the board and the advisor.
C. **Voting Rights of Members**: Each student on the board has one equal vote.

D. **Term of Office**: Each student will serve at least a year on the board. Current members do not need to reapply. Elections will be held at the end of Fall semester every academic year in order to fill open positions [E.g. seniors who have graduated]

E. **Attendance**: Each member may miss three meetings per year. If a member misses four meetings, they are automatically dismissed and it is up to the discretion of the Advisor and the board to find a replacement. If an elected member cannot be present at meetings as a result of a night class during that semester a new person will be delegated. The night will be set at the last meeting of each semester to ensure members do not have conflicting activities.

### III. Meeting:

A. **Frequency**: The Student Advisory Board is required to meet at least once a month during the school year. If more frequent meetings are needed, it is the responsibility of the board to reach a consensus as to when the extra meetings will take place.

B. **Notice**: All meeting dates will be set at the end of the semester by the board members, dependent upon their schedules and will be reiterated at the start of the following semester.

C. **Agenda**: The agenda for each meeting will be set and distributed to the other board members by the President of the board. The chair will create the agenda based on the suggestions from the student suggestion box as well as any relevant information [E.g. programming].
D. **Special Meetings:** Special meetings may be called if emergency issues arise that affect the student body. Any student may contact the chair to set up such a meeting. The chair must provide the board members with 48 hours’ notice of the meeting. Notification maybe by telephone, email or both. Members are responsible for letting the chair know when they receive the message so that the chair can ensure that everyone has been contacted. If possible, at least one person from each department must be present at the emergency meeting.

E. **Governance to Conduct Meetings:** The chair conducts the meetings unless another plan has been previously agreed upon.

F. **Minutes:** Minutes will be recorded by a secretary and saved on the Student Advisory Board USB. The Secretary will email the Minutes to the President who will then distribute the approved Minutes to the members of the board as well as the Advisor to review.

G. **Quorum:** In order to conduct a passable vote, every member of the board must vote, either in person or through absentee ballots. Fifty percent of the board must be physically present at the vote. At least one member of each department must be physically present at the vote. The board may elect to table a vote until the next meeting if there is insufficient information regarding the issue or insufficient representation at the actual vote.

H. **Voting:** Voting will be conducted using voice or gestures unless a secret ballot has been previously discussed and approved.

I. **Invited Guests:** Invited guests must be approved by the board prior to the meeting that the guest is planning on attending. The member(s) who want to invite a guest must present why they wish to invite the person. The issue the invited guest will be addressing must be on the agenda for the next meeting. The guest will be given a specific time to speak so that they do not have to sit through the entire meeting. All guests must receive final approval from the Advisor.
J. **Assembly Meeting:** The assembly meeting will be a meeting that is open to the students in the School of Education to voice their opinions to the Student Advisory Board. These meetings will be held at least once a month and the board will determine what day of the month this meeting will be held.

IV. **Officers:**

A. **President:** The President of the board will be selected by the members of the board. A new chair will be elected at the end of Fall semester to serve the calendar year.

1. The president is responsible for:
   
   a) **Setting the agenda for all meetings**

   b) **Sending or emailing the other members of the board one week before each meeting in order to give them the agenda for the upcoming meeting as well as remind them of the date and time of the meeting**

   c) **Communicating directly with the Advisor of the board about the board**

   d) **Communicating with the rest of the board any other relevant information**

B. **Vice President:** This Vice President of the board will be selected at the end of the Fall semester.

1. The vice president is responsible for

   a) **Absorb the tasks, duty, and role of the President in the President’s absence**

   b) **Maintaining the bulletin board and the student suggestion box**

   c) **Posting certain announcements**

   d) **Compiling the suggestions and bringing them to the meeting**
C. **Secretary:** The secretary will be selected by the board at the end of Fall semester. The secretary is responsible for taking the minutes at the meeting and sending them to the President.

V. **Subcommittees:** Subcommittees may be assembled to address specific issues. The development of these subcommittees will be left up to the discretion of the board and may be added at any point throughout the year.

VI. **Ratification of Amendments:** When a new amendment is introduced, it may be passed with 2/3 membership votes. Any member of the board may suggest an amendment to be added to the Bylaws. The board member must present the proposed amendment to the president so that it may be put on the agenda for the next meeting.

VII. **Reports**

A. **End of the Semester Report:** The end of the semester report will be prepared at the end of each semester. The last board meeting of the semester will be dedicated to developing this report. The report will summarize the issues, solutions and upcoming decisions the board has encountered throughout the semester.

B. **Writing a Proposal Report:** In the event that an issue is brought to the attention of the Student Advisory Board [through the suggestion box, email, viva voce, and/or the like] the board must determine who will write the proposal of the suggestion or comment to present to the advisor of the board and ultimately to whomever the comment or suggestion is intended. The proposal report will be written by a volunteer from the board. If there is no volunteer then the President of the board will delegate a board member to write the proposal.