

**AFRICAN AMERICAN SITE ADVISORY TEAM
BYLAWS**



Adopted, Friday, September 18, 2020



African American Site Advisory Team (AASAT)

African American Site Advisory Team (AASAT) Bylaws

Article I. Name

The name of the organization shall be the **WCCUSD African American Site Advisory Team (AASAT).**]

Article II. Purpose

The WCCUSD African-American Site Advisory Team (**AASAT**) is a parent led advisory and oversight group made up of Parents/Guardians, District Staff and Community Leaders dedicated to promoting quality education for African-American/Black students. The purpose of **AASAT** is to create, advise, and make recommendations to the **WCCUSD School Board of Trustees** on policies, programs and services for African American and Black families.

AASAT shall:

1. Advise on the goals, programs, and services for African American and Black student achievement and family engagement that should be considered for the Single Plan for Student Achievement and the District Local Control Accountability Plan.
2. Create and monitor policies, procedures and structures designed to dismantle institutional racism, to ensure WCCUSD , is in compliance and alignment with current diversity, equity and inclusion practices.
3. Work with district staff to ensure that every school site has an AAPAC (African American Parent Advisory Council) .
4. Work with the appropriate district staff to collect, monitor and analyze the data of the academic and behavioral growth and status of African American/Black students.
5. Evaluate communication and outreach efforts used by WCCUSD to engage African American families.
6. Evaluate and advocate for programs and services that will increase African-American/Black students' preparation for college and career starting at TK (Transitional Kindergarten).

Article III. Membership

Section 1. The composition of team and mode of selection:

- a. All members of AAPAC shall be a member of AASAT.



African American Site Advisory Team (AASAT)

- b. Voting members of **AASAT** shall be the delegate designated by each school's AAPAC. The **AAPAC delegate** shall attend all its **AAPAC** and **AASAT** meetings to bring information to the **AASAT** from its **AAPAC**, and from **AASAT** to their principal and its **AAPAC**. In the absence of an AAPAC, the site principal shall appoint a delegate.

Section 2. Term of Membership:

- a. Each delegate serves a term of one year and expires on June 30th.

Section 3. Voting

- a. If a delegate represents more than one AAPAC, they will only be able to cast one vote total.

Section 4. Alternates

- a. A delegate may send an alternate with written documentation. An alternate shall have voting power for that meeting, when acting in place of the regular delegate.

Section 5. Vacancies

- a. If an AAPAC receives a resignation or has a change in delegate, then they have the obligation to inform AASAT as soon as practical.
 - i. The AAPAC will need to select another delegate and report that to a delegate.

Article IV. AASAT Executive Board

Section 1. AASAT Executive Board members must be a member of their site AAPAC

The purpose of this board shall be:

- a. To enforce the will and policies as established by the general body of AASAT.
- b. To represent the **AASAT** members in their relations with WCCUSD and its School Board Trustees.
- c. Working with the Office of African American Student Achievement, facilitate the gathering of data and information necessary for the body to make decisions regarding the policies for the benefit of African American/Black students.

Section 4: Terms of Office

AASAT Executive Board members shall serve for one (1), two (2) year term. Terms of office shall be adhered to by the [standing rules SR 001](#).



African American Site Advisory Team (AASAT)

1. Following the election of all Executive Board Members for the 2020-21 school year, the Secretary, Treasurer, OAASA Liaison, and the Parliamentarian will serve a one (1), one (1) year term.

Section 5: AASAT Executive Board Members

The AASAT Executive Board Members shall be elected by a majority of votes from delegates. This group shall be the Executive Board Members. The Executive Board shall consist of a **Chairperson, a Vice Chair, a Secretary, a Treasurer, a Financial/Budget Advisor, an Office of African American Achievement Liaison, an AAPAC Lead, a Parliamentarian.**

Section 6: Election of Executive Board Members

Election of **AASAT** Executive Board members shall take place in May. Notice of elections shall happen no later than the one month before the election meeting. Notification of the new Executive Board Members shall be announced in June. New Executive Board Members assume their position July 1.

1. If there are no monthly meetings, then the election rules will commence before the second to last regularly scheduled meeting.

Section 7: Filling a vacancy

If a vacancy exists, then [standing rules SR 002](#) will take effect.

Article V. Duties of Executive Board Members

The **Chairperson** shall preside over all general membership meetings of **AASAT**, shall be an ex-officio member of all committees, and be the AASAT liaison to those WCCUSD meetings and functions required of all district committee leaders or appoint a liaison.

The **Vice Chair** shall attend all **AASAT** meetings, is an ex-officio member of all committees. The Vice Chair will substitute for the chair whenever necessary. The vice chair will insure organization, cooperation, and completion of all duties and responsibilities of the other Executive Board Members. The Vice Chair will work with the Chair and complete miscellaneous tasks as assigned.

The **Secretary** takes minutes of all the general membership AASAT meetings and prepares a typed copy of them for review at the following meeting. The secretary is also responsible with assisting the Chair with the monthly calendar and other clerical duties assigned.

The Treasurer is responsible for assisting the Chair/Financial Advisor with the budget and the AASAT money. The treasurer will review the budget with the Chair/Financial Budget, prepare



African American Site Advisory Team (AASAT)

the budget report monthly for approval by the Executive Board and present it at the monthly AASAT meetings.

The Financial/Budget Advisor shall advise **AASAT** on all matters pertaining to the budget; fundraising and other financial matters and other duties agreed upon as the Executive Board Members.

The Office of African American Student Achievement Liaison shall interface with **AASAT** and the **OAASA**; shall support the needs of African American families.

AAPAC Lead shall support the creation of AAPACs on each site and work with the Community Engagement Office. AAPAC Lead shall help to guide site AAPACs to work for their school community. AAPAC Lead shall work with the secretary to keep accurate records of attendance at the general meetings. AAPAC Lead keeps updated materials for site AAPAC's to effectively function.

The **Parliamentarian** monitors the proceedings of all **AASAT** and **Executive Board Member** meetings to ensure their compliance with Robert Rules of Order and these By-Laws.

Article VI. Committees

Committees shall be appointed as required to promote the objectives of AASAT. Committees shall report their findings to the AASAT Executive Board to bring back suggestions, policy, and concerns as they pertain to African American/Black Student Achievement.

Article VII. Meetings

- Section 1.** A minimum of 4 regular meetings shall be held during the school year. The Executive Board Members coordinating with District staff shall decide the date, time, and place of regular meetings.
- Section 2.** Special meetings may be called by **AASAT** chairperson or by a majority of the Executive Board Members to include all members of the AAPACs.
- Section 3.** Notifications of all regular and special meetings shall be duly publicized not less than 72 hours prior to the meeting.
- Section 4.** All meetings shall be open to the public.
- Section 5.** A quorum shall consist of the majority of AAPAC delegates present at any duly constituted meeting.

Article VIII. Conflicts of Interest



African American Site Advisory Team (AASAT)

No member of **AASAT Executive Board** shall have a conflict of interest. Should such arise, the member shall step down from the board. A “conflict of interest” is defined as a conflict between an AASAT duty to serve the public interest, and the officer’s private interests.

Article IX. Parliamentary Authority

These By-Laws and *Robert’s Rules of Order* shall govern the committee in all matters of parliamentary procedure.

Article X. Amendments

For only the 2020-2021 school year, these bylaws shall be reviewed in December by the membership. Any recommended changes shall be considered for vote and ratification, and approved by 55% of the delegates.

During, and following the 2021-2022 school year, these bylaws may be amended at any regular general membership meeting of the AASAT, by a two-thirds vote, provided such amendments are submitted by mail and/or electronically to membership three weeks prior to a general membership meeting.

Article XI. Ratification

These bylaws shall be in effect when adopted by a two-thirds vote of **AASAT** members present at the ratification meeting. Two-Thirds of votes shall only occur when notification has been provided to the AASAT members prior to the ratification meeting.



African American Site Advisory Team (AASAT)

This page left intentionally blank



African American Site Advisory Team (AASAT)

AFRICAN AMERICAN SITE ADVISORY TEAM

STANDING RULES



Amended Friday, September 18, 2020



The standing rules assist with governing the [AASAT bylaws](#). Standing rules shall be referred to in helping to carry out procedure:

Section 4 Terms of Office - SR 001:

1. An officer's term of office shall be one (1), two (two) year term.
2. Terms of office shall be staggered to ensure consistency on the Executive Board.
3. The following of positions shall be staggered and elected as a block:

Position:	Position:
Chair Vice Chair Financial/Budget Advisor AAPAC Lead	Secretary Treasurer OAASA Liaison Parliamentarian

4. The election of Executive Board Members for the 2020-21 school year will commence per the standing rules SR 001 4A-Ei.
 - a. The announcement for election shall be made and [intent to run application](#) shall be distributed to the delegates.
 - b. Intent to run applications shall be returned within ten (10) days, and no longer, from the date of distribution.
 - c. Ballots shall be distributed to delegates, to vote on candidate(s) whom wish to fill the vacancy, three (3) days from the return date of intent to run applications.
 - d. Delegates shall cast their vote within two (2) days, and no longer, from the date ballots are distributed.
 - e. Ballots shall be counted, and announcement of the delegate elected shall be announced three (3) days from closing of voting.
 - i. All dates shall be recorded and outlined.
5. Following the election of all Executive Board Members for the 2020-21 school year, the Secretary, Treasurer, OAASA Liaison, and the Parliamentarian will serve a one (1), one (1) year term
 - a. The positions listed in SR 001 item 5, will be placed for election per standing rules SR 001 item 4A-Ei, for the 2021-22 school year.
 - b. Once the election is complete, those persons elected will serve their two year term and the standing rules SR 001 item 1-3, shall be in effect.



African American Site Advisory Team (AASAT)

Article IV Section 7 Filling a Vacancy - SR 002:

In the event of a vacancy on the Executive Board, all attempts at making a replacement will be made.

1. If there are 91 days or more remaining in the term of office for the vacant position, then the following rules shall apply:
 - a. Within ten (10) days of notification of said vacancy, the announcement shall be made and intent to run applications shall be distributed to the delegates.
 - b. Intent to run applications shall be returned within five (5) days, and no longer, from the date of distribution.
 - c. Ballots shall be distributed to delegates, to vote on candidate(s) whom wish to fill the vacancy, three (3) days from the return date of intent to run applications.
 - d. Delegates shall cast their vote within two (2) days, and no longer, from the date ballots are distributed.
 - e. Ballots shall be counted, and announcement of the delegate elected shall be announced three (3) days from closing of voting.
 - i. All dates shall be recorded and outlined.
2. If there are 90 days or less remaining in the term of office in which the vacancy exists, the Executive Board may opt to wait for the general election to fill the position.
 - a. In the event the board wants to fill the position sooner, then the standing rules SR 002 1A-Ei, shall be followed.