



## **Community Advisory Council Bylaws**

### **ARTICLE I - NAMES**

This group shall be known as the Insight PA Community Advisory Council and shall be referred to as the CAC in the following text. Insight PA will be referred to as the School.

### **ARTICLE II - PURPOSE AND OBJECTIVES**

The purpose and objectives of the Community Advisory Council (CAC) are:

1. To allow Insight PA community members the opportunity to provide input and feedback on school programs, policies, and issues.
2. To facilitate and promote more frequent and transparent communication between members of the School's leadership team and families around the state.
3. To ensure that members of the School leadership team are aware of the concerns, needs, and opinions of the larger Insight PA community so they may consider this information when making decisions that directly impact students and their families.
4. To provide Insight PA families with a CAC contact person in their region of the state.

### **ARTICLE III - MEMBERSHIP**

#### **School Representatives:**

1. The Manager of Communications will be a standing member of the CAC.
2. Additional School Representatives will be invited to meetings based on agendas. These can include but are not limited to the CEO, CAO, CFO, COO, Executive Director, and Board of Trustees members.

#### **Selection of Community Members:**

1. Membership is open to parents, legal guardians, and learning coaches of current Insight PA students.
2. Annually, and when needed, an opportunity to apply to serve will be provided to the School Community.
3. Those interested in serving on the CAC will apply via a digital application form.
4. Applications for membership will be reviewed by the Manager of Communications, who will then make recommendations to the CEO for final approval.

**Community Member Composition:**

1. The committee will include members from a diverse population of School community members. Diversity will be considered by grade band of student, geographic location in the Commonwealth, race/ethnicity, gender, etc.
2. The CAC will include up to 15 community members.

**Term:**

1. Initial terms of each community member will be either one year or two years, with the option to apply for an additional term at the end of their current term. Term lengths for initial terms will be randomly assigned to new members to ensure equal numbers at one and at two years.
2. All subsequent terms will be two years.
3. Membership in CAC ends when a community member no longer has a student enrolled in the School.

**Vacancy:**

A vacancy in the CAC shall be deemed to exist when:

1. A community member fails to attend two consecutive meetings without notification of circumstances as approved by the Manager of Communications.
2. A community member resigns from their position by submitting his/her written letter of resignation to the Manager of Communications.
3. A community member is removed for cause by a majority vote of all members present at a regular or specially called meeting whenever the best interest of the CAC would be served by this separation.
4. A community member's student withdraws from Insight PA before the end of their term.
5. A community member moves out of the state of Pennsylvania.

*A vacancy in any community member position may be filled for the remainder of the school year term by an appointment by the Manager of Communications, following notice to the School community of said vacancy.*

**ARTICLE IV - RESPONSIBILITIES AND DUTIES**

Community members of the CAC will be expected to:

1. Review the bylaws of the CAC prior to the first meeting, and refer to them as needed throughout the year.
2. Attend all scheduled meetings for the school year, or alert the Manager of Communications to an absence as soon as possible.
3. Review materials shared prior to meetings and attend meetings prepared to discuss the topics on the agenda.
4. Submit questions or concerns related to meeting agendas prior to meetings, using the approved means of communication.

5. Serve as liaisons between School leadership and the member's assigned region, including but not limited to sharing information from CAC meetings and soliciting feedback from families in their assigned region.
6. Use the Learning Coach Community to regularly communicate with families in their assigned region.
7. Encourage families in their assigned region to actively participate in their children's education.
8. Provide input and communicate questions and concerns when compelled or when requested.

#### **ARTICLE V - LIMITATIONS**

This group is advisory in nature and membership does not provide voting rights or decision-making authority.

#### **ARTICLE VI - COMPENSATION**

The Community Advisory Council is a volunteer group. Community members will not receive compensation for their involvement with the CAC.

#### **ARTICLE VII - MEETINGS**

##### **General Meetings:**

1. Four regular meetings will be held during each school year. The number of meetings may vary based on needs and scheduling. Times and dates of meetings shall be established by the Manager of Communications based on the availability of community members.
2. Meetings will be held virtually via Zoom, using the Insight PA Zoom account of the Manager of Communications.
3. Meetings are not public in nature, however meetings will be recorded for the ease of minutes creation.
4. Minutes will be generated and shared amongst the CAC members, School leadership, and the Board or Trustees.

##### **Special Meetings:**

Special meetings will be scheduled as needed during the school year.

##### **Meeting Norms and Processes:**

1. Meetings are open to the Manager of Communications, community members of the CAC, and invited members of the School leadership team.
2. Agendas will be emailed to CAC community members and invited members of the School leadership team at least three days before scheduled meetings.
3. CAC meetings will follow the agenda and remain on-topic. Additional topics that are aligned with the purpose of the CAC may be suggested by those in attendance and time at each meeting will always be provided for items and discussion generated by the members in attendance.

#### **ARTICLE VIII - NON-DISCRIMINATION**

The Community Advisory Council shall be run in accordance with Insight PA's Non-Discrimination and Title IX Policy (2000.1).

#### **ARTICLE IX - AMENDMENTS**

The CAC Bylaws may be amended at any time deemed necessary by the Board of Trustees, CEO, COO, or Manager of Communications, with input from the community members and other members of the School leadership team as applicable. An affirmative vote from a majority of a quorum of the Board of Trustees is necessary to approve bylaw changes.