

Black Family Advisory Council (BFAC)
Bylaws Sample

Article I – Name

The Name of this organization shall be

Article II – Vision

BFAC is a coalition of parents, families, students, and community members working collaboratively with schools to support Black students in schools. The purpose of BFAC is to position Black families as leaders, co-learners, and shared decision-makers in the academic success and overall well-being of Black students.

Article III – Mission

To center the knowledge and experiences of Black families and community members, to create more humanizing and equitable schools for Black students.

Article IV – Membership

The membership of this body shall include students, families of African-American students, community members, and others interested in the success of Black students. The majority of BFAC membership shall be reserved for students and Black families. This includes guardians and extended family members interested in supporting Black students.

District-level BFACs may be made up of a chair, etc. The district-level BFAC shall represent the interest of schools that feed into that district. In addition to a district-level BFAC, each school site shall have at least 1 representative or leader that meets regularly with the district-level body.

Membership is free.

All members of the district-level BFAC shall have the right to participate in any and all discussions and activities, including voting (unless otherwise noted in the bylaws).

ATTENDANCE

Attendance shall be recorded for each district-level BFAC Meeting. If a Site Representative or School Site Designee (proxy) misses two (2) consecutive district-level meetings or more than three (3) district-level Meetings in a term year (term year defined as September to June), the member is subject to forfeit their voting right on the district-level as determined by the district-

level BFAC Executive Committee. It is recommended that a substitute attend in the case a site representative is unable to attend regularly.

If any voting member fails to attend three meetings within a 10-month period, the district-level BFAC Executive Committee may determine that the individual's membership shall be forfeited, as determined by the BFAC Executive Committee.

DUTIES OF INDIVIDUAL MEMBERS

It is the responsibility of each member to work collaboratively with the District's Board of Education, school administrators, staff and community members to carry out the vision and mission of BFAC.

Any member officially representing district-level BFAC at a meeting or event shall do so only with the consent of the district-level BFAC Chairperson and Executive Committee and shall present the district-level BFAC concerns as agreed prior to the event. The district-level BFAC representative is responsible for reporting any pertinent information during the next scheduled district-level meeting.

VOTING

Each voting member must be present and shall have one (1) vote.

RESIGNATION, LEAVE OF ABSENCE AND TERMINATION OF MEMBERS

A member may resign by filing a written resignation with the secretary of the district-level BFAC with an effective date included.

If a member misses two consecutive or three district-level BFAC meetings in a year without due cause, the district-level BFAC Executive Committee may consider revoking the voting rights of said Site Representative for the rest of the school year.

Article V – General Membership Meetings of District-Level BFAC

All district level meetings are open to the public.

All meetings shall be made known by public notice with sufficient time to ensure maximal participation by the public. At the minimum, the agenda shall be posted 72 hours prior to the scheduled meeting date. Emergency meetings may be held provided each member is contacted at least 48 hours in advance.

There shall be a minimum of ten (6) regularly scheduled meetings in a twelve (12) month period. Special meetings may be called, provided all previously registered and participating members are notified.

The Secretary shall have the responsibility for contacting each member at least (5) days in advance of the regular monthly meeting or any special meetings. Communications can be by phone, email, or text.

All meetings shall be documented in minutes.

All meetings shall require a quorum, equal to at least one person more than half to be present to validate or approve any motion to be adopted on behalf of district-level BFAC. All meetings shall require the Chair or his/her designee to be present for official business to take place. This designee shall be an Executive Committee Officer of the district-level BFAC.

Article VI – Executive Committee Officers and Duties

The district-level BFAC Executive Committee shall consist of the following Officers:

- Chairperson
- Vice-Chairperson
- Secretary
- Parent Volunteer Liaison
- Immediate past Chairperson

The term of office shall be for 1 year, but no more than 2 consecutive terms in the same position. The majority (3) of the Executive Committee shall be parents/guardians of PUSD students.

Shall require that an Executive Committee Officer be present at Standing Committee and Subcommittee meetings, as necessary.

Shall ensure that all Officers to be nominated are “active members in good standing” for at least six (6) months prior to serving.

Midterm vacancies shall be appointed for the remainder of the vacated term by the Chairperson with the majority approval of the Executive Committee.

OFFICER DUTIES

Chairperson –

- Preside over all Council meetings or designate an executive committee member to act as a substitute.
- Shall prepare meeting agendas with majority approval of the Executive Council.
- Shall represent district-level BFAC at school and community functions as needed.
- Shall attend one meeting at each school site.

- Shall ensure that the priorities and activities of the Council support student success and well-being.

Vice-Chairperson –

- Shall assist the Chairperson in general duties, as requested.
- Shall perform other duties assigned by the chairperson.
- Shall attend one meeting at each school site.
- Shall assist school Site Representatives in operations.

Secretary –

- Shall keep accurate, concise and permanent Minutes of all meetings.
- Shall maintain a current listing of district-level BFAC membership, including date of appointment and end of term date.
- Shall record attendance
- Shall disseminate all communication, including the distribution of minutes, to all members.

Parent Volunteer Liaison –

- Shall act as a liaison between the district-level BFAC and school-level BFAC.
- Shall support school-level BFAC activities.

Article VII – Nomination and Election of Executive Committee

NOMINATION OF OFFICERS

- A nominating committee composed of, at least, one Executive Committee member and 4 school Site Representatives.
- The nominating committee shall agree upon a slate of candidates to include a Chairperson, Vice-Chairperson, Secretary, Parent Volunteer Liaison, and shall present the proposed slate to the general membership at the 2nd meeting.
- A nominee for the position as an Officer must be an “active member in good standing” for at least 6 months prior to serving.
- If the membership officially adopts the slate by a majority vote, the slated members become the elected Executive Committee.
- The elected Executive Committee members shall decide amongst themselves the positions they will serve.
- If the slate is not adopted by a majority vote, the district-level BFAC shall take nominations from the floor.

VIII – Operation of the Executive Committee

- District-level BFAC Executive Officers shall be elected to serve for a period of 1 year and for no more than 2 consecutive terms, in the same position.
- A majority of the members of the Executive Committee should be present at any Executive Committee meeting to constitute a quorum.
- A majority vote of the voting members present shall be required for any action to be sanctioned by the Executive Committee.
- All proceedings of the Executive Committee shall be promptly reported at the next succeeding general meeting of district-level BFAC.

Article X – School-Level BFAC

PURPOSE

NOMINATIONS AND ELECTION OF OFFICERS

- A nominating committee composed of 5 members shall agree upon a slate of candidates to include a Chairperson, Vice-Chairperson, Secretary, Project Coordinator and a parliamentarian, shall present the proposed slate to the general membership at the following meeting.
- A nominee for the position as an Officer must be an “active member in good standing” for at least 6 months prior to serving (you will need to determine what this is).
- If the membership officially adopts the slate by a majority vote, the slated members become the elected Executive Committee of the school-level BFAC.
- The elected Executive Committee members shall decide amongst themselves the positions they will serve.

Article XI – Amendment of Bylaws

RATIFICATION

Amendments to BFAC Bylaws may be done with the cooperation of the Council.

Amendments can be presented by any BFAC Member (Executive, School Site Representative, or Member at Large).

The district-level BFAC members proposing bylaw revision or amendments shall be allowed to address, discuss, and present the issue to the general body for discussion.

Bylaw revisions, if approved, shall become effective immediately. Evidence of voting and the presence of the required quorum shall be documented in the district-level BFAC meeting minutes.