

School Health Advisory Council Bylaws

[TEC 28.004]

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NAME

The official name of this organization shall be the UTUCS School Health Advisory Council. The organization shall also be known as the UTUCS SHAC. This document may interchange the full name of “University of Texas University Charter School” as “UTUCS” or the “District”.

AUTHORITY

I. Statute and Policy

Each school district is required in Chapter 28.004 of the Texas Education Code to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the University of Texas University Charter School is specifically authorized by the Advisory Board in district policy.

II. Limitations.

The SHAC shall be an advisory body, and shall serve to provide guidance, counsel, and other assistance to the Advisory Board and District administration as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the District.

IV. Bylaws

The UTUCS SHAC Bylaws are adopted to explain the mission, purpose, structure, membership, duties, responsibilities, and expectations. These Bylaws align with Texas Education Code (TEC) 28.004, Local School Health Advisory Council and Health Education Instruction. It shall be the responsibility of the

Superintendent, upon the advice and counsel of the SHAC Coordinator, and upon any direction given by the Board of Trustees, to establish and amend the SHAC Bylaws. The SHAC shall observe the Bylaws. Any amendments to the Bylaws must be reviewed by the SHAC Executive Team, require two-thirds vote, and must be approved by the District Advisory Board.

PURPOSE & MISSION STATEMENT

Purpose

The purpose of the UTUCS SHAC is to serve as an open forum for discussion of school health and wellness within the District and to advise the board on topics related to school health at every level of education.

The District defines school health as *coordinated services and programs created to remove barriers to student academic progress by promoting physical & mental health, meaningful social connections, and age-appropriate emotional development.*

Mission

The mission of the UTUCS SHAC aligns directly with mission and vision of the District as a whole, which is to provide effective learning opportunities for unique learners in unique settings by holding high expectations and creating safe environments for all.

The UTUCS SHAC Mission Statement is similarly student-focused:

The mission of the UTUCS School Health Advisory Council is to create safe school environments that nurture physical, mental, emotional, and social health so that all students are able to learn at their highest potential.

RESPONSIBILITIES

According to Chapter 28.004 of the Texas Education Code, District policy, and the direction of the Advisory Board and District administration, the SHAC shall have the following responsibilities:

1. To hold a minimum of four regular meetings per school year.
2. To develop and implement a Local Wellness Policy and Wellness Plan as defined by state law and within rules developed by applicable state agencies for the District, with approval from the Advisory Board.
3. To research and review available data related to health instruction, healthy school environment, health services, physical education, school counseling, food service, school site health promotion for faculty and staff and make appropriate recommendations to the board based on data and discussion.
4. To hold public meetings on the curriculum material related to human sexuality instruction, child abuse, family violence, dating violence, and sex trafficking before adopting recommendations.

SHACs must also provide the adopted recommendations to the Advisory Board at a public meeting.

5. To meet the requirements of Chapter 38.013 of the Texas Education Code and District policy, including:
 - a. *Health Education Program*: Provide advice and counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels and hours of instruction, that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, Type II diabetes, tobacco use (including e-cigarettes), substance abuse and mental health concerns through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
 - b. *Coordinated School Health Program*: Develop the District coordinated school health program, subject to adoption by the Advisory Board, that may include school health services, counseling and guidance services, a safe and healthy school environment, and school employee wellness.
 - c. *Human Sexuality Instruction*: To recommend the District grade levels and curriculum for human sexuality instruction.
6. To provide a written annual report in September of each school year that includes a detailed explanation of the SHAC's activities for the year, recommendations made by the physical activity and fitness planning subcommittee, SHAC recommendations or modifications concerning the District's health education curriculum and instruction, or related matters and present the report in a meeting of the Advisory Board if requested.

MEMBERSHIP

For this committee to have a significant impact upon the school's climate and culture, there is a need for representation from a wide variety of perspectives on school health. As a result, and to the greatest extent practicable, the committee must represent a diverse group of individuals who represent all aspects of student mental and physical wellbeing.

The Committee, to the greatest extent practicable, must include:

- I. A majority of the members shall be parents of students enrolled in the District and must not be employed by the District
- II. One or more may be public school teachers, public school administrators, students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives of another group.
- III. Membership may include non-voting advisory members.

Membership Guidelines:

1. *Terms* - The term of service for an appointment shall be two years, normally beginning the first SHAC meeting of the year in September. Members may serve 2 consecutive terms. In filling vacancies, members may serve partial terms. In developing the SHAC membership roster for the Board of Trustees, the Executive Committee will take into consideration the terms of members to ensure overlapping of terms. Members may serve an additional year after 2 consecutive terms if another member cannot be found from the campus and/or District area.
2. *Vacancies* - The Advisory Board delegates to the Superintendent the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.
3. *Resignation* - If a member chooses to resign before their term ends, a letter or email to one of the Co-Chairs of the SHAC will serve as appropriate documentation.
4. *Attendance* - SHAC will meet a minimum of 4 times per year unless otherwise determined by the SHAC. Members are encouraged to attend all meetings. If a member misses three consecutive meetings and does not communicate with SHAC via email for three months, they will be asked to submit a resignation letter to the SHAC executive committee.
5. *Code of Conduct* - The District welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, District parents and students, District staff and Trustees, and members of other District advisory committees. In meetings, members must be recognized by the Chair before speaking, and otherwise respect the order maintained by the Chair. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC; and, unless otherwise authorized by the administration, members shall not speak for the District. Members, by their comments and/or actions, shall not reflect poorly on the SHAC. Violation of this code of conduct may result in reprimand or dismissal by the Executive Committee.
6. *Compensation* - The Committee members receive no direct or indirect compensation from the District for their services as members to the Committee.
7. *Undue Advantage* - SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Executive Committee. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include SHAC membership on their resume.)
8. *Parent Co-Chair* - The Parent Co-Chair of the SHAC shall be a parent of student(s) enrolled in the District, who is not employed by the District. SHAC members elect a Parent Co-Chair, who serves a term of two years. The Parent Co-Chair shall assist the District Co-Chair in their duties to facilitate meetings, keep records, maintain membership, and other matters which may arise.

9. *District Co-Chair* - The District Co-Chair of SHAC will be appointed by the Superintendent. The District Co-chair shall maintain all official committee documentation and communication, including:
 - a. Agendas
 - b. Minutes
 - c. Working drafts and master copies of SHAC recommendations
 - d. Membership and subcommittee lists
 - e. SHAC website postings
 - f. Communication via email with SHAC members about upcoming meetings
 - g. Other matters

SHAC Executive Team

The SHAC Executive Team is defined as the Superintendent, the District Co-Chair, and the Parent Co-Chair.

MEETINGS

1. The District's central office will coordinate regular SHAC meetings and provide all necessary logistical support for meetings.
2. Formal action from the Committee requires a majority vote of the quorum present. Individual members of the Committee shall not exercise authority for the Committee as a whole and shall not act independently of the Committee. A quorum shall be defined as a majority of committee members present.
3. The Committee will approve meeting minutes, review and approve the reasonableness of reports from the District, and approve the issuance of status reports and other communications from the Committee.
4. All meetings will be open to the general public. An opportunity for public comment will be provided at every meeting and any comments submitted to the School Health Internet Comment Portal (accessed via the SHAC page of the District website) will be reviewed at each meeting. A record of any comments made will be noted in the meeting minutes.
5. Notice of a committee meeting must be posted in the same manner as notice of a meeting of the District's board of trustees. All meeting notices and agendas will be posted on the District website and the public bulletin board outside of the central District office located at 2200 E 6th St Austin, TX 78702.
6. Minutes will be prepared by a representative of the District and will be distributed to the Committee. The minutes will be voted upon for the record at the next scheduled Committee meeting.

7. An audio or video recording will be made of each SHAC meeting. Recordings of all SHAC meetings will be available upon request via the District SHAC website. In accordance with the Texas Open Meetings Act (*Chapter 551, Government Code*), members attending virtually will be required to keep their cameras on for the duration of all official meetings.
8. Committee may meet in executive session as provided by *Chapter 551, Government Code*. UT Legal should be consulted in regard to closed meetings. The topics for closed session are limited to the items outlined in legal code and all votes must be conducted in open session.
9. Special Meetings may be called at the discretion and consensus of the Superintendent, the District Co-Chair, and the Parent Co-Chair. All special meetings will be conducted in the same manner and with the same policies and procedures as regularly scheduled meetings.

ACKNOWLEDGMENT

These bylaws have been approved by the Advisory Board and officially adopted as District policy as of **January 20, 2026**. Records of any changes or amendments will be maintained in official District files, according to policy.

All committee members are required to sign receipt and acknowledgment of these bylaws under separate cover. Documentation of signature pages will be maintained according to policy and stored with official committee documents.