

**COLLEGIATE HIGH SCHOOL**  
**STEERING COMMITTEE BY-LAWS**

**I. Purpose**

The purpose of the Collegiate High School Steering Committee is 1) to help document the need for a workforce education program, 2) to guide the activities of the Collegiate High School, and 3) to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the knowledge and behaviors necessary to successfully meet the needs of business and industry. The Steering Committee will ensure meaningful business and industry participation in program implementation and revision. The committee will establish policies, make decisions, and select and direct staff as needed to implement high school activities.

**II. Functions of the steering committee include, but are not limited to**

- (1) evaluating the goals and objectives of the program curriculum;
- (2) identifying regional employment needs/problems and occupations to be targeted by the Collegiate High School
- (3) suggesting program revisions as needed;
- (4) evaluating the adequacy of program facilities;
- (5) advising college personnel on the selection and acquisition of new equipment;
- (6) identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
- (7) assisting in the professional development of the faculty and staff;
- (8) assisting in promoting and publicizing the program to the community and to business and industry; and
- (9) representing the needs of students from special populations.
- (10) identifying required resources, as well as potential sources/ways for acquiring these resources.

**III. Steering Committee Membership**

- (1) The Steering Committee will be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the College of the Mainland's service area. Committee members should be well-informed about the knowledge and skills used in the occupations for which they are providing information and guidance and/or current educational pedagogy and practice.
- (2) Members should be drawn from the secondary, post-secondary and public sectors including business, industry, labor organizations, and community-based organizations. Voting authority shall be divided equally among each group represented: public education, post-secondary education, and business/community.
- (3) Each participating school district and industry shall appoint one-to-two full voting representatives to serve on the Steering Committee.
- (3) Full-time faculty and staff of the Collegiate High School must not be voting members of

- the Steering Committee but will serve in an ex-officio capacity. Part-time faculty who hold full-time positions within the career field may be members of the committee. Faculty and staff of educational institutions not directly employed by the Collegiate High School may also be voting members of the committee.
- (4) Each member of the Steering Committee shall recommend a Designated Alternate who may attend meetings in the member's stead and vote on all action items. Acceptance of the Designated Alternate is subject to approval by Steering Committee vote. Either the member or the Steering Committee may terminate a Designated Alternate's position at any time.
  - (5) Associate, non-voting members may be appointed to the Steering Committee based on their interest and participation. These non-voting members will receive notices of and information from meetings and may serve on subcommittees.
  - (6) The Executive Committee shall review instances of removal from Steering Committee membership on an individual basis and recommend action to the Steering Committee. A majority vote of the full Steering Committee shall be required for removal from membership.
  - (7) The act of a majority of the members present and voting at a scheduled meeting in which a quorum (50% of the current voting membership) is present shall be the act of the Steering Committee, unless the act of a greater number is required by law or these By-Laws.
  - (8) Each member present shall be entitled to one vote on each matter considered by the Steering Committee.

#### **IV. Organizational Structure**

- (1) The Chair and Co-Chair of the Steering Committee shall be nominated from the voting members of the Committee at the last meeting of each year. The Chair should represent business or industry, while the Co-Chair typically comes from our educational partners. These officers shall serve one term until their resignation, expiration of their term of office, or a majority vote of the Steering Committee. Officers may serve successive terms.
- (2) The Chair shall have the responsibility for the general management of the affairs of the Steering Committee, shall preside at all meetings of the Steering Committee and the Executive Committee., shall see that orders and resolutions are carried into effect, and shall have such other powers and duties as may be assigned by the By-Laws or by the Steering Committee.
- (3) The Vice Chair shall have the powers and duties as may be assigned by the Steering Committee, including the power and duty to perform the Chair's duties upon the Chair's absence, resignation, or upon the Chair's inability to perform the duties of the office.
- (4) The Executive Board shall be composed of the Chair, Vice-Chair, other officers and at least one representative from each level of education (secondary and post-secondary).
- (5) It is the responsibility of the Program Director to provide overall leadership and management for the staff. The Program Director is the representative for the Fiscal Agent and the Steering Committee.
- (6) Program staff will be employed as necessary to implement the activities of the management team.
- (7) Standing committees may be established as needed by the Steering Committee

- (8) Collegiate High School staff members may not hold office or chair Standing Committees.
- (9) The purpose of the Collegiate High School staff is to guide, support, and implement activities according to the policies, directions, and approvals of the Steering Committee.
- (10) The purpose of the Fiscal Agent is to administer expenditures according to the contractual agreements. The operating/fiscal year of the Steering Committee shall be September 1 through August 31.
- (11) The Treasurer and/or Grants Accountant shall review monthly financial reports and advise the Project Director, Chair, Executive Committee, and/or the full Steering Committee of actions necessary to assure the financial integrity of the Steering Committee and the programs it supports.
- (12) The Secretary or Program Assistant shall review the minutes as prepared by staff, confirm their accuracy and submit the minutes for the approval of the full Steering Committee.

## **V. Steering Committee Meetings/ Minutes**

- (1) The Collegiate High School Steering Committee must meet in person a minimum of four times a year and should, if possible, have a quorum present; however, it is expected that contact with Committee be maintained throughout the year via e-mail, fax, phone, or videoconference. During the development of new programs, Steering Committee sub-committees may meet more frequently.
- (2) Steering Committee representatives are expected to report back to their business, industry or school district on a regular basis in order to facilitate effective communication.
- (3) All meetings of the steering committee must be recorded in official minutes. The minutes must include:
  - (a) identification of committee members (name, title, and affiliation);
  - (b) an indication of the committee members' presence or absence from the meeting;
  - (c) the names and titles of others present at the meeting;
  - (d) the signature of the recorder; and
  - (e) evidence that industry partners have taken an active role in making decisions that affect the program.
- (2) Special meetings of the Steering Committee may be called by the Chair, or five (5) members of the Steering Committee. Notice of any special meeting of the Steering Committee should be given five (5) working days prior to the meeting, where possible.
- (3) Executive Committee meetings may be held as provided to act on emergency decisions, which will be subsequently reviewed by the full Steering Committee.

## **VI. Regional Boundaries**

The regional boundaries of COM Collegiate High School and the Steering Committee representation are those of the College of the Mainland service area, which include the public school districts of Clear Creek ISD, Dickinson ISD, Friendswood ISD, Hitchcock ISD, La Marque ISD, Santa Fe ISD, and Texas City ISD. Students from outside of these school districts may apply with permission from their respective school districts.

## VII. Fiscal Management

- (1) The purpose of the Fiscal Agent is to receive and disburse funds for the operation of the project.
- (2) The Fiscal Agent will disburse funds according to the directions of the Steering Committee, except when such disbursement is in conflict with the agreements with the funding sources.
- (3) The responsibility for fiscal management is assigned to the Program Director.
- (4) A revenue/expense report will be included in the Steering Committee's agenda packet on a quarterly basis, and shall be available at the request of any Executive Committee member.

## VII. Apportionment of Responsibilities

C = Steering Committee

F = Fiscal Agent

B = Both

Responsibilities	Option
Choose Fiscal Agent	C
Determine annual and quarterly goals of Committee	C
Determine general duties of staff	C
Write job description	B
Hiring procedures to follow	F
Hiring decision	B
Pay scale for jobs	F
Payroll functions	F
Orientation	B
Leave policies	F
Fringes -- retirement, medical insurance, etc.	F
Employment records	F
Prioritize duties of staff (policy level)	C
Prioritize duties of staff (operational level)	C
Day-to-day supervision	B
Liability for acts of staff	F
Liability insurance	F
Other insurance	F
Worker's compensation	F
Employee evaluation	B
Employee discipline	B
Grievance procedures	F
Employee termination	B
Travel procedures	F
Purchasing procedures	F
Other personnel procedures	F
Programmatic reports to DOE	B
Financial reports	F
Compliance with legal requirements	F
Audit and financial responsibility for all misspent funds	F

## **VIII. Changes to By-Laws**

Requests for amending these bylaws may be initiated at any time by a member of the Collegiate High School Steering Committee. Such requests shall be in writing and directed to the committee's chairperson. A 2/3 vote by the full Steering Committee shall be required to amend or change the by-laws.

## **IX. Conflict of Interest**

- (1) When a Steering Committee member and/or an immediate family member has an interest in any proposal or request for funds which comes before the Collegiate High School Committee, the member must, prior to discussion, vote, or decision by the Steering Committee, publicly disclose the nature of the interest in the matter under consideration. The member must also abstain from discussion and voting on the matter.
- (2) A Steering Committee member with substantial business interests or representational interests in proposals or requests for funds may not vote or initiate discussion of any proposals or requests for funds that compete with the proposals or requests in which the member has interest.
- (3) A Steering Committee member who violates the requirements of this section may be removed from the Steering Committee, upon two-thirds vote of the Steering Committee.
- (4) All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of a Steering Committee meeting.
- (5) A “substantial business interest” is defined as: (1) ownership of ten percent or \$5,000 or more of the fair market value of the business; (2) receiving ten percent or more of gross income during the previous or current year from the business; or (3) ownership in real property of the business valued at \$2,500 or more.

An “immediate family member” is defined as: (1) a father, mother, brother, sister, daughter or son of the member, and/or (2) the spouse of the member, and/or (3) a father, mother, brother, sister, daughter or son of the member’s spouse.

A “representational interest” is defined as: (1) employed by the organization, and/or (2) a member of the board of directors, commission, council, or other direct governing body of the organization.