

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 5 – E
DATE: December 11-12, 2019

SUBJECT

SDSBVI and SDSD Advisory Council By-Laws

CONTROLLING STATUTE, RULE, OR POLICY

[SDCL § 13-61-1](#)

[SDCL § 13-62-1](#)

BACKGROUND / DISCUSSION

The South Dakota School for the Blind and Visually Impaired and the South Dakota School for the Deaf have benefitted from having advisory groups made up of parents, adults with vision or hearing loss, and other community partners. The By-Laws for these groups were originally adopted by the South Dakota Board of Regents in 1989. Any amendments to these By-Laws are subject to the approval of the Board.

IMPACT AND RECOMMENDATION

The Advisory Council at SDSBVI has been in place for a long time; the Advisory Council at SDSD was disbanded some years ago. The By-Laws have been updated and aligned with each other.

Board staff recommend approval.

ATTACHMENTS

Attachment I – SDSBVI Advisory Council By-Laws

Attachment II – SDSD Advisory Council By-Laws

DRAFT MOTION 20191211_5-E:

I move to approve the revised Advisory Council By-Laws for the South Dakota School for the Blind and Visually Impaired and the South Dakota School for the Deaf as presented.

BY-LAWS**ADVISORY COUNCIL****SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**Article I: Name

Section A: The name of the organization shall be the South Dakota School for the Blind and Visually Impaired Advisory Council (hereinafter to be referred to in these By-Laws as the Advisory Council) and shall exist as an ongoing part of the South Dakota School for the Blind and Visually Impaired.

Article II: Purpose

Section A: The Advisory Council shall be a voluntary council with the responsibility to advise and assist the Superintendent of the South Dakota School for the Blind and Visually Impaired and the South Dakota Board of Regents regarding:

1. The specialized needs of students with visual impairments both on campus and statewide, in the skills of blindness including Braille, orientation and mobility, vocational preparation, social skills, activities of daily living, and adapted technology.
2. The development, implementation, and assessment of the South Dakota School for the Blind and Visually Impaired programs, policies, and curriculum.
3. The preparation of a strategic plan addressing long and short-term goals, with regular updates and revisions.

Section B: The Advisory Council also:

1. Will provide a means for input from representatives of local school districts, special education, teacher training/university programs, business and industry, parents, organizations of and for the blind, and other interested parties.
2. Will provide an opportunity for well-informed individuals to exercise leadership in sharing the goals and objectives of SDSBVI to members of the communities and groups they represent.

3. Will assist in planning to meet the needs of the community and explore the employment possibilities for students in transition.
4. Will assist in identifying avenues for publicizing SDSBVI and its services throughout the State of South Dakota.
5. May form special Sub-Committees to examine specific problems designated by either the Advisory Council or SDSBVI regarding topics of interest as needed.

Article III: Membership

Section A: The Advisory Council shall consist of a minimum of nine (9) voting members representing the groups as indicated below:

1. Parents, foster parents or guardians of a child with a visual impairment (at least 2) and currently receiving services from SDSBVI
2. SDSBVI on-campus faculty
3. SDSBVI outreach faculty
4. South Dakota Association for the Blind (SDAB)
5. National Federation of the Blind of South Dakota (NFB)
6. Northern State University Department of Education
7. Service to the Blind and Visually Impaired (SBVI)
8. South Dakota Braille and Talking Book Library
9. South Dakota public schools
10. South Dakota Foundation for the Blind and Visually Impaired (SDFBVI)
11. Other community leaders
12. SDSBVI superintendent (non-voting)

Section B: Members will be selected by their respective organizations or invited by SDSBVI. Representative groups will recommend replacements to the SDSBVI superintendent for confirmation by the South Dakota Board of Regents.

Section C: The South Dakota School for the Blind and Visually Impaired superintendent and a representative of the South Dakota Board of Regents shall serve as ex-officio members.

Section D: Members of the Advisory Council shall serve for a term of three (3) years with one-third (1/3) of the positions to become vacant each year prior to the first meeting of the Advisory Council in the fall.

Section E: Three years shall be expected for any member's involvement, with the option to renew one additional term. Prior to a third term there shall be an intervening year.

Article IV: Officers and Executive Committee

Section A: The Advisory Council Executive Committee shall consist of the following officers: 1) Chairperson, 2) Chairperson Elect, 3) Secretary, 4) a Member at large, and 5) the superintendent as an ex-officio member. At least one member of the Executive Committee will be blind or visually impaired or the parent/guardian of a child who is blind or visually impaired.

Section B: The following rules shall apply to the duties and functions of the Executive Committee:

1. The officers shall be elected annually by the members of the Council at its autumn meeting.
2. A quorum shall be three (3) members of the committee.
3. The Advisory Council Chairperson (in collaboration with the superintendent) shall set the time and place for the meetings, notify members of the meetings, preside over the meetings, and perform any other functions necessary to carry out the duties of the office.
4. The Chairperson Elect shall substitute for the Chairperson when necessary and shall perform any duties deemed appropriate by the Chairperson or the Executive Committee.
5. The Advisory Council Secretary shall be responsible for collecting and maintaining council minutes, committee reports, By-Laws, correspondences, and shall perform any additional duties deemed appropriate by the Chairperson, the Executive Committee, or the general membership of the Council.
6. If the Chairperson position should become vacant, the Chairperson Elect shall assume the position of Chairperson. A new Chairperson Elect shall be elected by the Council membership within 60 days. Terms of the Council officers shall be one year from election except when filling a vacancy. No person shall hold one office for more than two (2) full consecutive terms. Removal from office may be made by a majority vote of the full council.

Section C: The Executive Committee shall represent the general membership of the Advisory Council throughout the year in performing any duties deemed appropriate to carry out the Advisory Council's purpose as described in Article II. Any actions taken by the Executive Committee will be reported to the Advisory Council in a timely manner.

Article V: Committees

Section A: The Executive Committee shall, at their discretion, establish and appoint members to committees. Standing committees, such as the following, may be established:

1. Public Relations Committee - shall be composed of three (3) to five (5) members. This committee shall assist building and maintaining effective community relationships and increase public awareness. Specific activities may include assisting with media presentations and brochure development; arranging and participating in presentations to civic and professional organizations; and legislative education.
2. Program Development - shall be responsible for providing input into the planning, development, and promotion of services for visually impaired students served on campus and across the state. This committee shall consist of three (3) to five (5) members.
3. Nominating Committee - shall nominate persons for offices and shall consist of at least three (3) members.

Section B: Each committee must elect their chairperson by majority vote within one (1) month following the committee appointments.

Section C: The Chairperson may establish and appoint such other committees as are necessary to carry out the Advisory Council's responsibilities to be known as an Ad-Hoc Committee.

Section D: With the exception of the Executive Committee and Committee Chairs, committee membership need not be confined to Advisory Council Members.

Article VI: Notice

The Advisory Council meetings and/or action requiring approval of the entire council membership shall require at least ten (10) days written notice. This requirement may be waived if consent is obtained from two-thirds (2/3) of the council through a telephone or email survey.

Article VII: Meetings

Section A: The Advisory Council shall hold at least three (3) meetings during the school year. Such other meetings as are necessary shall be called by the Council Chairperson; by one-third (1/3) of the membership, or by the SDSBVI Superintendent.

Section B: A majority of the council membership shall constitute a quorum for transacting business.

Section C: If a member fails to attend two meeting a year, they will be considered inactive and removed from the Council. Attendance using teleconferencing or videoconferencing is acceptable.

Section D: All meetings of the Advisory Council shall be subject to the State Open Meeting Law.

Article VIII: Amendments

These By-Laws may be amended by two-thirds (2/3) majority of the Advisory Council, subject to approval of the BOR.

Article IX: Adoption

These By-Laws shall become effective immediately upon their adoption by the Board of Regents.

Article X: Parliamentary Procedures

Robert's Rules of Order, Newly Revised, shall govern all meetings of the Advisory Council and its committees.

Regent Kevin Schieffer, President
South Dakota Board of Regents

Date

BY-LAWS
ADVISORY COUNCIL
SOUTH DAKOTA SCHOOL FOR THE DEAF

Article I: Name

Section A: The name of the organization shall be the South Dakota School for the Deaf Advisory Council (hereinafter to be referred to in these By-Laws as the Advisory Council) and shall exist as an ongoing part of the South Dakota School for the Deaf.

Article II: Purpose

Section A: The Advisory Council shall be a voluntary council with the responsibility to advise and assist the Superintendent of the South Dakota School for the Deaf and the South Dakota Board of Regents regarding:

1. The specialized needs of students with different hearing status statewide, in their education, vocational preparation, social skills, activities of daily living and adapted technology.
2. The development, implementation, and assessment of the South Dakota School for the Deaf programs and policies.
3. The preparation of a strategic plan addressing long and short-term goals, with regular updates and revisions.

Section B: The Advisory Council also:

1. Will provide a means for input from representatives of local school districts, special education, audiology, parents, organizations of and for the deaf, and other interested parties.
2. Will provide an opportunity for well-informed individuals to exercise leadership in sharing the goals and objectives of SDSD to members of the communities and groups they represent.
3. Will assist in planning to meet the needs of the community and explore the employment possibilities for students in transition.

4. Will assist in identifying avenues for publicizing SDSD and its services throughout the State of South Dakota.
5. May form special Sub-Committees to examine specific problems designated by either the Advisory Council or SDSD regarding topics of interest as needed.

Article III: Membership

Section A: The Advisory Council shall consist of a minimum of nine (9) voting members representing the groups as indicated below:

1. Parents, foster parents or guardians of a child who is deaf or hard of hearing (at least 2) and currently receiving services from SDSD
2. SDSD outreach consultant
3. SDSD audiologist
4. South Dakota Association for Deaf (SDAD)
5. Hands and Voices
6. Sertoma
7. University of South Dakota (USD) Audiology Department
8. Parent Connection
9. South Dakota public schools
10. SDSD Foundation
11. Communication Service for the Deaf (CSD)
12. Other community leaders
13. SDSD superintendent (non-voting)

Section B: Members will be selected by their respective organizations or invited by SDSD. Representative groups will recommend replacements to the SDSD superintendent for confirmation by the South Dakota Board of Regents.

Section C: The South Dakota School for the Deaf superintendent and a representative of the South Dakota Board of Regents shall serve as ex-officio members.

Section D: Members of the Advisory Council shall serve for a term of three (3) years with one-third (1/3) of the positions to become vacant each year prior to the first meeting of the Advisory Council in the fall.

Section E: Three years shall be expected for any member's involvement, with the option to renew one additional term. Prior to a third term there shall be an intervening year.

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Section B: The following rules shall apply to the duties and functions of the Executive Committee:

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2. Program Development - shall be responsible for providing input into the planning, development, and promotion of services for students who are deaf or hard of hearing in South Dakota. This committee may consist of three (3) to five (5) members.
3. Nominating Committee - shall nominate persons for offices and shall consist of at least three (3) members.

Section B: Each committee must elect their chairperson by majority vote within one (1) month following the committee appointments.

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