

STATE OF TENNESSEE
ATTENDANCE SUPERVISORS' STUDY COUNCIL
BYLAWS

I. State Department of Education Representation

The State Department of Education shall assign a representative to serve as the Executive Secretary of the Council.

II. Purpose

Though goals may be added, the primary purpose of the Study Council shall be to provide training and information that will aid the attendance personnel to improve their professional competencies in performing their responsibilities. The goals and activities are listed in, but not limited to, the Tennessee Code Annotated; the Rules, Regulations, and Minimum Standards of the State Board of Education; the Student Membership and Attendance Accountability Procedures Manual and the Educational Information System Business Rules of the Department of Education.

III. Membership

The Council membership shall include all attendance personnel in the State employed by a local, public board of education. In determining who is an attendance person; it shall mean all those who are involved in the activities and in meeting the goals of attendance services so delineated in the documents referenced in paragraph II.

IV. Steering Committee (See chart for composition)

The Steering Committee shall be the basic policy-making body of the Council.

It shall be the duty and responsibility of the Steering Committee to prepare and effectively administer a program from ideas of interest gleaned from the members.

The committee shall be composed of the

1. Chairperson
2. Two (2) members from each Study Council Region, who shall be elected by the membership of that region.
 - Northwest
 - Southwest
 - Mid-Cumberland
 - South Central
 - Upper Cumberland
 - Southeast
 - East Tennessee
 - First Tennessee

3. The Immediate Past Chairperson and the Executive Secretary who shall serve as ex-officio members. The Immediate Past Chairperson shall serve a term of one (1) year if still a member as referenced in paragraph III.
4. Other ad hoc members may be asked to serve on the Steering Committee as appointed by the chairperson
5. The Steering Committee shall appoint from its membership a Vice Chairperson, a Secretary, and a Treasurer. The position of chairperson and vice chairperson shall alternate grand divisions based upon availability and willingness to serve.

V. **Executive Committee** (See chart for composition)

The Executive Committee shall consist of the *officers of the Steering Committee*. These members shall be elected by the Steering Committee. The Executive Committee shall act for the Council as needed, and shall be the communications link between the members and with other educational groups.

VI. **Chairperson**

The chairperson of the Study Council shall be elected by the Study Council for a one (1) year term and may serve a maximum of three (3) consecutive terms. The Chairperson must be a current or past member of the Steering Committee. If the Chairperson, at the time of election, is a member of the Steering Committee then the vacancy shall be filled by the respective regional membership. The Chairperson shall also serve as Chairperson of the Steering Committee and the Executive Committee and shall appoint the nominating committee and other ad hoc committees.

A. **Election of Steering Committee Members**

Each representative shall serve for a three (3) year term. No member may serve more than two consecutive three year terms, unless appointed as an ad hoc member.

The regional representatives shall be elected no later than the second day of the Spring Study Council Conference and shall take office at the conclusion of the Study Council Conference. If a vacancy occurs, a replacement will be elected by the membership of the respective region to fill the position. This election will take place at the next scheduled regional meeting.

B. **Nominating Committee**

The Nominating Committee shall be appointed at the winter meeting of the Steering Committee prior to the respective Spring Study Council Conference. The Nominating Committee shall consider the rotation of the Chairperson between the three (3) grand divisions of the State. The Nominating Committee shall submit one name for the position of Chairperson. This name shall be submitted to the Steering Committee for their approval at their pre-conference planning meeting. The election of the Chairperson shall be held at the business session of the Spring Study Council Conference. Nominations may be made from the floor during the business session. In the event of two or more nominations, then the election of a Chairperson shall be by secret ballot by those attending the business session. The nominee receiving a majority of the votes shall be declared the Chairperson.

VII. **Meetings**

Steering Committee meetings shall be called by the Chairperson or the Executive Secretary as needed for planning and communication.

All business sessions shall be conducted according to **Robert's Rules of Order.**

VIII. **Reports and Recommendations**

An annual, independent audit shall be completed prior to the regular Fall Conference.

The Study Council's recommendations will be implemented by the Executive Secretary or referred to appropriate persons or agencies for their consideration.

Recommendations will be encouraged from council members and attendance organizations, both regional and statewide, and brought before the Steering Committee by the Steering Committee Representatives.

IX. **Amendments**

Amendments may be made upon the recommendation of the Steering Committee and a majority of the members in attendance at a business meeting session of the Study Council Conference. Amendments may also be made from the floor during the business session of Study Council Conferences.

1. Gifts for members who have or will retire at the end of the current school year may be paid for by the Attendance Supervisors' Study Council.

X. **Effective Date**

These Bylaws will become effective upon adoption at the business meeting session of the Study Council Conference held May 6 – 8, 1992.

Tennessee State Department of Education
Division of Finance and Administration
Adopted at Business Session
Attendance Supervisors' Study Council Conference
Last Amended – July 14, 2014

Organizational Chart

ATTENDANCE SUPERVISORS' STUDY COUNCIL

