

# MARYLAND STATE SCHOOL HEALTH COUNCIL BYLAWS

## ARTICLE I: NAME

Maryland State School Health Council

## ARTICLE II: MISSION

The mission of the Maryland State School Health Council is to promote health for the whole child through health-promoting programs and policies by providing leadership and support to local school health councils and state and local agencies.

## ARTICLE III: DEFINITIONS AS USED IN THESE ARTICLES

**Whole School, Whole Community, Whole Child (WSCC) Model-** Focuses on the health and well-being of the child while emphasizing a school wide approach that acknowledges that learning, health, and the school are part of and a reflection of the local community.

The model is shown on the figure to the right.

- The child is at the center surrounded by the five tenets of the Association for Supervision and Curriculum Development (ASCD)'s Whole Child Model: Healthy, Safe, Engaged, Challenged, Supported.
- Surrounding the child/student is a ring that stresses the need for coordination among policy, process, and practice given the critical role of day-to-day practices and processes and the essential role of policy in sustaining a school environment that supports both health and learning.
- The outer ring of the WSCC model reflects greater integration and alignment between health and education by incorporating the components of the CDC's Coordinated School Health approach and emphasizing the school as an integral part of the community. Some of the original Coordinated School Health components have been expanded to better reflect current evidence and practice. The 10 WSCC components are:
  1. Health Education
  2. Physical Education & Physical Activity
  3. Nutrition Environment and Services
  4. Health Services
  5. Counselling, Psychological, & Social Services
  6. Social and Emotional Climate
  7. Physical Environment
  8. Employee Wellness
  9. Family Engagement
  10. Community Involvement
- The outer edge of the model incorporates the important context of community. The importance of sectors and individuals working together to implement policies, practice, and process is prominent in this integrated approach that addresses health and learning.



**WSSC References:**

- Lewallen, T. C., Hunt, H. , Potts-Datema, W. , Zaza, S. and Giles, W. (2015), The Whole School, Whole Community, Whole Child Model: A New Approach for Improving Educational Attainment and Healthy Development for Students. J School Health, 85: 729-739
- <https://www.cdc.gov/healthyyouth/wssc/>

**Executive Committee** – The elected officers of the Executive Board, also serving the General Body.

**Executive Board** – The administrative unit that serves as the planning and coordinating body for the Council.

**General Body** – The members of the local school health councils from each of the twenty-four jurisdictions, representatives from other school-based entities (for example, Residential Child Care Institutions, Non-Private Public Schools, etc.) and the members of the Executive Board.

## **ARTICLE IV: EXECUTIVE BOARD**

### **Section 1 – Membership of the Executive Board**

The Executive Board shall be the administrative unit of the Maryland State School Health Council. The Executive Board shall consist of representatives from education and health, including the following:

- Maryland State Department of Education
- Maryland Department of Health
- Other state agencies as appropriate
- Regional representation from Local School Health Councils, with an opportunity for all Local School Health Council chairpersons to participate.
- Representatives of organizations addressing the needs of school-aged children as approved by the Executive Committee

### **Section 2 – Tenure of the Executive Board Members**

The members of the Executive Board shall serve for a three-year term. All members may serve consecutive terms as determined by the Executive Committee.

### **Section 3 – Meetings of the Executive Board**

The Executive Board shall convene at least five times annually. It shall be the responsibility of the Executive Committee to set the date and agenda for meetings.

### **Section 4 – Voting**

- Executive Board Meetings – A simple majority of members participating in Board meetings shall be required to pass any motion. A minimum of ten (10) members, of which two must be elected officers, is required for a vote.
- Other – The Executive Committee may decide to call for a vote on a time-sensitive topic using survey software or other remote methods to communicate with Executive Board members.

### **Section 5 – Budget**

The Executive Committee will adhere to and be responsible for the budget as reviewed and approved by the funding agencies. The funds shall be expended in accordance with the fiscal policies of the Executive Board.

### **Section 6 – Joint Meeting**

Representatives of the Executive Board shall annually present Council recommendations to the State Secretary of Health and State Superintendent of Schools.

## **ARTICLE V: OFFICERS OF THE MARYLAND STATE SCHOOL HEALTH COUNCIL: THE EXECUTIVE COMMITTEE**

### **Section 1 – Officers**

The officers of the Council shall include a Chairperson, two Vice-Chairs, Past Chairperson, Secretary, and Treasurer. They serve both the Executive Board and the General Body. The officers shall have the authority and responsibility delegated by the Board as follows:

- The Chairperson shall preside at and conduct all meetings of the Executive Board and the General Body. The Chairperson serves as the representative of the Council in meetings and discussions with other organizations and agencies, and performs the duties which are ordinarily the function of the office.
- Two Vice-Chairs will represent MSDE, MDH, or an outside organization (unless otherwise represented as the Chairperson). A Vice-Chair shall perform the duties of the Chairperson if the Chairperson is unable to do so or is absent. The Vice-Chairs shall perform such tasks as may be assigned at the request of the Chairperson and assist in the performance of the duties of the Chairperson.
- The Past Chairperson may choose to chair a committee or lead a working group of their choosing.
- The Secretary shall keep accurate records and minutes of all meetings of the Council; make available copies of the minutes of the previous meeting and distribute them in advance of each meeting or post them on the Council website; and maintain a current listing of members with position information and email addresses.
- The Treasurer shall oversee the deposits of funds of the Council, the recording of all receipts and disbursements, preparation of financial reports, and filing any end-of-year reports. These roles may be overseen by the Secretary, based on the structure of disseminating funds.

### **Section 2 – Election of Officers**

From a slate proposed by a nominating committee formed from within the Executive Board, the Board shall elect the Executive Committee members.

### **Section 3 – Presiding Officers**

The Chairperson, Vice-Chairs, and Past Chairperson shall each serve a three-year term, with option for renewal; the term begins July 1.

### **Section 4 – Secretary and Treasurer**

The Secretary and Treasurer shall each serve a three-year term.

### **Section 5 – Filling Officer Vacancies**

In the event that an officer is unable to complete his term in office, the Executive Committee will appoint a member to complete the unexpired term.

## **ARTICLE VI: THE GENERAL BODY OF THE MARYLAND STATE SCHOOL HEALTH COUNCIL**

### **Section 1 – Meetings**

The General Body of the Maryland State School Health Council shall meet annually. The date and agenda shall be determined by the Executive Board. Additional meetings may be held at the discretion of the Executive Board.

Section 2 – Function of the General Body of the Maryland State School Health Council

The General Body serves to enhance the acquisition of knowledge, skills, and resources through statewide professional development opportunities and networking.

**ARTICLE VII: THE COUNCIL YEAR**

The official year of the Council shall be from July 1 to June 30.

**ARTICLE VIII: COMMITTEES**

Section 1 –Committees

Committees will be formed when needed, as decided by the Executive Board.

The Council Chairperson with the approval of the Executive Board shall appoint the committee chairpersons.

Section 2 – Ad Hoc Committees

The Council Chairperson with the approval of the Executive Board may appoint the chairpersons of ad hoc committees.

Section 3 – Committee Reports

Committees shall present reports of their activities as requested by the Chairperson or Executive Board.

**ARTICLE IX: AMENDMENTS AND REVISIONS**

If Bylaw amendments/revisions are needed, an ad hoc Bylaws Committee will review the issues and draft proposed changes. The committee will present its report to the Executive Board for approval.

Amendments and revisions shall require a majority vote of the participating members during an Executive Board meeting, provided that the full text of the proposed change(s) is supplied to the members prior to the meeting. The Executive Committee may decide to call for the vote using telecommunications.

-----  
Date approved by Executive Board: 9/20/18