

Bylaws of the Bartram Springs Elementary School Advisory Council

Article I: Name

Bartram Springs Elementary School Advisory Council

Article II: Purpose

The purpose of the school advisory council is to provide parents, citizens, faculty, staff and students an opportunity to participate in the development of educational priorities, assessment of the school's needs, identification of local resources and other functions as requested by the principal or chairperson.

Article III: Membership

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2. This council shall include parents, teachers, education support employees, community members, and school administration. A majority of the membership shall be non-staff.

Section 3. For purposes of SAC membership, parent shall be defined as people who have students that currently attend the school that is represented by the SAC on which they would serve.

Section 4. The principal shall be a member of the SAC.

Section 5. Parents, education support staff, students and teacher members may volunteer to be a member of the SAC.

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Section 6. Community members shall be appointed by the principal.

Section 7. Term of office for new members shall be for a period of two years. Any extensions will be considered and granted based upon lack of new candidate interest and availability.

Section 8. *Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election.*

Section 9. One of the parent positions shall be filled by a presiding member of the Bartram Springs Elementary School PTA Executive Board.

Article IV: Responsibilities of SAC

Section 1. The School Advisory Council is a resource to the school and the principal. The term “advisory” is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate School Board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

Section 3. The duties of the Council are as follows:

- a. Assist in the preparation, implementation and review of the school Improvement Plan, Florida School Report and accreditation report.
- b. Review and provide input on curriculum. Assist in the development of educational goals and educational improvement grants.
- c. Initiate programs that generate greater cooperation between the community and school.
- d. Participate in the development and growth of desegregation programs within the school.
- e. Assist the principal in the review and preparation of the school’s annual budget.
- f. Review the impact of property development and zoning changes within the school’s attendance area.
- g. Perform any other duties as requested by the principal or chairperson.

Article V: Officers

Section 1. The officers of the council shall consist of a Chairperson, Vice-Chairperson, and Secretary. These officers shall be elected at the Organizational meeting of the Council and shall assume office at the close of that meeting. They shall serve for a period of one year or until their successors are elected. Vacancies which occur among the officers of the Council may be filled by the Council at its next regular meeting providing at least two weeks notification has been given to all members of the Council that the vacancy exists.

Article VI: Roles of SAC Officers

Section 1. The Chairperson

The Chairperson calls the meetings to order, maintains order and sees that the meeting is properly adjourned. The Chairperson works closely with the administrator and the council to plan each meeting and establish an agenda. The Chairperson instructs the secretary and other officers in their duties, sees that minutes are taken, prepared, read,

approved and properly filed in the school. The Chairperson sees that business is ordered, considered and disposed of properly.

Section 2. The Vice-Chairperson

The Vice-Chairperson shall act as an aide to the Chairperson and shall perform the duties of the Chairperson in his absence.

Section 3. The Secretary

The Secretary keeps accurate, complete minutes and files them for inspection by members. A copy of the minutes shall be provided to the principal for the school file. The Secretary keeps accurate records of council membership, attendance, duties and special assignments. The Secretary shall prepare copies of the agenda and distribute them to council members, along with minutes of the last meeting, and perform such other duties as delegate

Article VII: Committees

Section 1. There shall be an executive committee which shall consist of the chairperson, Vice-Chairperson, Secretary, and Principal. This executive committee shall be empowered to act in an emergency with its actions to be subject to ratification by the Council at its next regular or special meeting. The Executive committee will meet on call of the Chairperson or a majority of the Executive Committee members.

Section 2. The Council shall create such committees as may be required to promote its objectives.

Article VIII: Meetings

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than four times per year. All meetings shall be open to the public. The time and place shall be a public and convenient one within the school attendance area. The Council shall meet at a regular time each month or on the call of the majority of its members, the executive committee, or the Chairperson, provided that notification at all meeting is given to members not less than five days prior to the meeting. All meetings of the School Advisory Council shall be duly publicized not less than five days prior to the meeting.

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.

Section 3. Three days notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Section 4. The first regular meeting of the school year shall be deemed an organizational meeting. At this meeting the Council shall elect its officers, review the SAC Handbook,

Bylaws, set goals, set an agenda format, set quorum, and determine what type of problem solving approach will be used by the Council.

Article IX: Amendments to Bylaws

Section 1. These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of those present, provided such amendments are mailed to all Council members at least two weeks prior to the meeting.

Article X: Ratification of Bylaws

Section 1. These Bylaws shall be declared adopted when passed by two-thirds of the members present.

Article XI: Parliamentary Authority

Section 1. The current edition of “Robert’s Rules of Order, Newly Revised” shall govern the Council in all cases where they are not in conflict with these Bylaws.