

WOLFSON AREA ADVISORY COUNCIL BYLAWS

Article I: Name

Section 1. The name of this organization is the Wolfson Area Advisory Council.

Section 2. The schools included in the Wolfson Area include: Samuel W. Wolfson High School, Alfred I. DuPont Middle School, Beauclerc Elementary, Hendricks Avenue Elementary, Kings Trail Elementary, and San Jose Elementary. A current list of schools can be found on the Duval County School website at <https://dcps.duvalschools.org/Page/13836>.

Article II: Purpose

Section 1. The functions of the Area Advisory Council are to

- a. assist School Advisory Council chairs in the functions and duties of the School Advisory Council;
- b. provide a liaison and communication between School Advisory Councils and the District Advisory Council.

Section 2. Other board functions of the Area Advisory Council are to

- a. participate in planning and monitoring of school buildings and grounds of the schools in the area;
- b. initiate activities or programs that generate greater cooperation between the community and the schools in the area;
- c. recommend various support services in the schools in the area;
- d. perform any such functions as prescribed by the regulation of the School Board;
- e. perform other functions as requested by the principals in the area.

Article III: Membership

**Section 1. The council shall include School Advisory Council chairs, members of the community, and principals of the schools in the area.

**Section 2. Term of office for newly elected members shall be for a period of one academic year.

#Section 3. Membership in the AAC shall be limited to 6 voting members (principals and SAC chairs or their designees at each school [Samuel W. Wolfson High School, Alfred I. DuPont Middle School, Beauclerc Elementary, Hendricks Avenue

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Elementary, Kings Trail Elementary, and San Jose Elementary]. SAC is a sunshine organization and non-members are encouraged to attend meetings

Article IV: Responsibilities

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

Section 2. The Area 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.

Article V: Officers

Section 1. Officers and Their Election

- a. The officers of the Areal Advisory Council shall be a chairperson, one vice chairperson, and a secretary. All officers must be members of the AAC.
- b. These officers shall be elected by written ballot at the first meeting of AAC at the beginning of the fall semester, provided notice of election has been served.

Article VI: Roles of the Principal and AAC Members

Section 1. The Principals

- a. providing information regarding the local school education program;
- b. act as active resources;
- c. encourages leadership from within the council;
- d. arranges for presentations of interest to the council;
- e. keeps the AAC apprised of county policies, curriculum, etc. Establishes, maintains, and consults with the AAC on a regular basis involving it in decisions in accordance with state purposes and policies;
- f. develops, through positive actions, feelings of trust and understanding among AAC, community, and staff;
- g. serves as administrators in charge of the schools with total responsibility to arrange all affairs of the schools including general control and supervision of its employees.

Section 2. The Chairperson

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- a. works closely with the administrators and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting;
- b. calls the meetings to order, maintains order, and sees that the meeting is properly adjourned;
- c. instructs the secretary and other officers in their duties;
- d. sees that minutes are taken, prepared, read, approved, and properly filed in the school;
- e. sees that business is ordered, considered, and disposed of properly;
- f. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members;
- g. represents the AAC at the District Advisory Council meetings, or send a designee.

Section 3. The Vice Chairperson shall assume all duties and responsibilities in the absence of the Chairperson.

Section 4. The Secretary

- a. keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal at Wolfson High School for the school/area file;
- b. keeps accurate records of council membership, attendance, duties, and special assignments.

Section 5. Community Representatives

- a. act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens, and community organizations of the school community;
- b. participate regularly in AAC meetings and carry out council assignments;
- c. become knowledgeable about personnel and material resources of the schools and community and the schools' education program;
- d. act as resource persons for the AAC, specifically in the solutions of community-related problems which affect the schools and their students;
- e. assist in obtaining community resources to aid the schools' education program;
- f. serve as a communication link between the AAC, the community, and the school;
- g. participate in activities aimed at obtaining parent and community support and assistance for school related programs.

Article VII: Committees

The AAC may create such committees as necessary to carry on the work of the council.

Article VIII: Meetings

Section 1. The AAC shall meet as often as necessary to perform its duties, but no less than four times per year. The first meeting shall be held in the fall semester. Meetings should be scheduled when SAC chairs and principals can attend. All meetings shall be open to the public.

Section 2. A quorum must be present to conduct business. A majority of the schools in the area council represented (e.g., a SAC chair, principal, or designee) shall constitute a quorum.

Section 3. Three days written notice will be given to members concerning upcoming meetings in which items may be voted upon.

Article IX: Amendments to Bylaws

Section 1. These bylaws shall be amended at any regular meeting of the AAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

Section 3. The AAC shall review and vote to approve the bylaws by the conclusion of each fall semester.

Article X: Ratification of Bylaws

The bylaws of the SAC will be ratified by a majority of the schools in the area council represented (e.g., a SAC chair, principal, or designee).

Article XI: Parliamentary Authority

Section 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

Section 2. The chairperson has the option to appoint a member of AAC as a parliamentarian at any meeting deemed necessary.