

Buck Lake Elementary

School Advisory Council By-Lays

Article I: Name

Buck Lake Elementary School Advisory Council (SAC)

Article II: Purpose

The School Advisory Council will assist in preparation and evaluation of the School Improvement Plan. The SAC will also assist in the decision making process at the school regarding budget, training, instructional materials, staffing, student support services and other matters of resources allocation as they relate to the School Improvement Plan.

Article III: Membership

Section 1: Membership Composition

SAC will be representative of the diversity of the school. The members of SAC will consist of representation from each of the following categories with a minimum of 51% comprised of non-school employees:

1. The Principal
2. 4-5 Teachers
3. 1-2 Support Staff
4. 6-8 Parents
5. 2-3 Business Partners

Section 2: Membership Elections

1. The Principal is placed by law on SAC.
2. The teachers will be elected by teachers during the pre-planning week.
3. The non-instructional staff members will be elected by non-instructional personnel during the pre-planning week.
4. The parents will be elected by parents at Open House.
5. The business or community members will be selected by SAC.

Section 3: Membership Attendance

1. SAC members are expected to be in attendance at all scheduled meetings. Members with two consecutive unexcused absences from a scheduled and/or properly noticed meeting may be replaced.
2. Members will be replaced using the same process as the one used for initial placement to SAC.

Section 4: Additional Representation

Non-voting representatives may be appointed to represent special issues. All visitors to meetings are also non-voting members.

Section 5: Terms of Office

1. All members will serve one year and may serve consecutive years.
2. All members will be elected for not more than 3 consecutive years.
3. District Advisory Council members, the SAC Chairperson and Recorder will serve for 2 years.
4. Not more than 1/3 of the committee shall be replaced in a given year.

Article IV: Officers

Section 1: The Officers and Duties

A. The Chairperson shall

1. Preside at SAC Meetings.
2. Prepare the agenda with administrator assistance. SAC members may request items on the agenda provided the items are submitted to the Chairperson at least one week in advance of the meeting.
3. Represent SAC with other groups as necessary.
4. Call emergency meetings of SAC as needed in consultation with the Principal.
5. Coordinate the work of SAC members, maintain records of members and projects assigned, and ensure prompt resolution of issues.

B. The Recorder shall

1. Record all meetings of SAC.
2. Publish and maintain the minutes of each meeting, which include the following:
 - a. Date, time, and location of the meeting
 - b. Members present and members absent
 - c. Item descriptions (SAC budget should be addressed annually)
 - d. Motions made
 - e. Votes taken and the results
 - f. Future agenda items
 - g. Future meeting dates
 - h. Signature and role of person who recorded the minutes
 - i. Date minutes were approved
3. Maintain attendance records.
4. Prepare the correspondence of SAC as needed

C. The District Advisory Council Representatives will

1. Attend monthly DAC meetings.
2. Advocate at DAC meetings on behalf of the school.
3. Report to SAC the topics of discussion from recent DAC meetings.

Section 2: Election of Officers

1. SAC shall elect its own officers at the first regular meeting following school-wide SAC elections.
2. Elections will be a simple majority vote of those members present, provided there is a quorum. **A quorum is defined as a majority of the membership of SAC.**

Article V: Meetings

Section 1: Meeting Schedule

1. SAC will set the yearly meeting schedule at the first meeting of the school year.
2. There will be a consistent meeting day, time, and location.
3. SAC will meet a minimum of four times annually.

Section 2: Notification of Meetings

The school community will be notified of SAC meetings through the Parent Newsletters, PTO Newsletters, school website, and marquee.

Section 3: Meeting Agenda

1. An agenda will be prepared by the Chairperson prior to the meeting with help from the school Principal.
2. SAC Members may request items be added to the agenda by submitting such topics to the Chairperson not less than one week from the scheduled date of the meeting.

Section 4: Meeting Minutes

1. Meeting Minutes will be reviewed for approval at the next scheduled meeting of SAC.
2. The Principal or his/her designee will submit signed and approved minutes to the Superintendent's office within 72 hours of the approval of such minutes.

Article VI: Parliamentary Procedures

1. SAC decisions shall be reached by consensus whenever possible. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.
2. A quorum must be present to reach a decision by consensus.
3. If a decision cannot be made by consensus, Robert's Rules of Order shall be followed.

Article VII: Voting

Section 1: Vote

1. Each member of SAC shall have one vote.
2. Visitors and other non-SAC committee members do not have voting privileges.

Section 2: Quorum

Votes may only be taken if a quorum is present. A quorum is defined as a majority of the membership of SAC.

Section 3: Polling

The Chairperson or Principal may take a vote of SAC by polling of the membership unless an objection is raised by a voting member.

Section 4: Notice before Voting

When a formal vote is to be taken, all members shall be given advance notice of the issue to be voted upon.

Article VII: Committees

Section 1: Appointing Committees

The Chairperson in consultation with the Principal and with the approval of the membership may appoint such committees as is necessary to carry out the purpose of SAC.

Section 2: Committee Membership

Each committee shall have representation from parents and teachers. Non-SAC members may serve on committees, but do not have voting privileges.

Article IX: Amendments

1. Proposed amendments must be presented to SAC in writing at least one meeting prior to voting.
2. Amendments to the By-laws may be proposed by any voting member.
3. Amendments will be adopted by a 2/3 vote of a quorum of SAC members.