

**Gilchrist Elementary School
School Advisory Council's By-Laws**

Adopted by SAC January 2003

Revised by SAC October 2007

Article I

Name

The name of the School Advisory Council for our school is Gilchrist's School Advisory Council, hereafter referred to as SAC.

Article II

Purpose

The SAC's purpose is to identify and encourage areas of continuous school improvement. The School Advisory Council will be the driving force behind the school improvement process by overseeing the school's needs assessment; planning, developing, and reviewing of the School Improvement Plan (SIP); annual reporting of obtainment of school goals and evaluation; School Improvement Plan budget; and allocation of School Recognition Funds.

Article III

Membership

The membership of the SAC will be composed of the principal, at least one (1) teacher, at least one (1) non-instructional support staff, at least four (4) parents not employed by the school, and at least two (2) business or community representatives who are not school district staff. The membership will be an appropriately balanced number of teachers, educational support employees, parent and other business and community representatives. The membership shall reflect the school's ethnic population with a minimum of 51% non-school employees.

Teachers shall be elected by the teachers' groups, non-instructional staff by the non-instructional support staff group, parents shall be elected by parents' group and community members shall be appointed by the Principal. The membership shall reflect the ethnic, racial and economic community served by the school.

Members may be elected to and are encouraged to serve successive terms. A term is defined as one school year.

Article IV Officers

Officers and Duties

a. One Chairperson

- 1) Preside at SAC meetings
- 2) Prepare the agenda in conjunction with the principal
- 3) Represent SAC with other groups within the school
- 4) Call emergency meetings of SAC as needed and in consultation with the principal
- 5) Coordinate the work of SAC members, maintain records of members and projects assigned, and insure prompt resolution of issues.

b. Vice – Chairperson

Assist Chairperson as needed and preside over meetings in the absence of the Chairperson.

c. Recording Secretary

- 1) Record all meetings of SAC
- 2) Publish and maintain the minutes of each meeting
- 3) Maintain attendance records
- 4) Prepare the correspondence of SAC as needed

Election of Officers

- 1) At the May meeting, SAC members shall elect officers for the upcoming year to serve for a term of one year.
- 2) Election will be by simple majority vote of those members present provided there is a quorum, and shall include proxy votes submitted in accordance with Article VI.
- 3) Officers may be elected to successive terms.

Article V Meetings

Regular Meetings

- 1) SAC shall meet at least five times a year. Dates and time shall be determined by SAC.
- 2) All meetings of SAC shall be open. Meeting dates and times shall be advertised in advance. SAC meetings will be advertised in the school newsletter and on the school marquee.

- 3) At least a three-day written, advanced notice will be given to SAC members when a matter is coming before SAC that will require a SAC Vote.

Agenda

- 1) SAC agenda is produced by the SAC agenda review committee consisting of the SAC Chairperson, SAC recording secretary, principal and one (1) teacher. The SAC agenda review committee will set the agenda for the monthly SAC meetings. Interested parties that have issues to be reviewed by SAC can submit an agenda submission form to the agenda committee one-week prior to a SAC meeting.

Minutes

Official minutes will be taken. Minutes will include:

- 1) Date, time, and location of meeting
- 2) Members present, members absent and excused absences
- 3) Item description (SAC budget should be addressed annually)
- 4) Motions made
- 5) Votes taken and their results
- 6) Future agenda items
- 7) Future meeting dates
- 8) Signature and role of person who recorded the minutes
- 9) Date minutes were approved

A copy of the approved minutes will be submitted to the superintendent's designee within 72 hours after their approval.

Special Meetings

- 1) The SAC Chair and Principal may call a special meeting.
- 2) All members will be notified of the special meeting
- 3) All special meetings will be advertised in advance.
- 4) Official minutes will be taken.

Article VI **Voting**

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

Proxy Proxy will be allowed when submitted in writing by the voting SAC member prior to the vote being taken.

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

**Article VII
Rules of Order**

SAC decisions will be reached by consensus whenever possible. Consensus is reached when all members understand the decision, will support it and are willing to implement the decisions. Consensus on any item may be made only if there is a quorum present. SAC need not operate under Parliamentary Procedures or Robert’s Rules of Order.

**Article VIII
Decision-Making Process**

Consensus SAC shall strive to achieve consensus in its decision-making. If consensus cannot be reached, a vote will be taken with each member present having one vote.

Formal Votes

SAC shall take formal votes on the following items:

- 1) School Improvement Plan, the final report of the School Improvement Plan, the School Improvement Plan budget, the expenditure of school recognition dollars, amendments to the bylaws and the approval of minutes.

- 2) Formal votes can only be taken if a quorum is present.

**Article IX
Committees**

The Chairperson, in conjunction with the Principal and with the approval of the membership, may appoint such committees as deemed necessary to carry out the purpose of SAC. Standing and special committees will be appointed by SAC as needed.

Article X
Attendance

- 1) Meetings should be scheduled when parents, staff, members, business partners and community members can attend.
- 2) SAC members are expected to be in attendance at all scheduled meetings. SAC members with two consecutive unexcused absences from a properly noticed meeting will be replaced as mandated by 1001.452,F.S.
- 3) A vacancy on SAC during a members' term shall be filled by the group or person responsible for electing/selecting the members. The replacement shall serve the remainder of the term.

Article XI
Amendments

- 1) Amendments to the bylaws may be proposed to SAC by any voting member or by any committee.
- 2) Amendments may be adopted by a 2/3 vote of SAC.