

**ARTICLE I**  
**NAME OF ORGANIZATION**

The name of the organization shall be Parrish Community High School Advisory Council.

**ARTICLE II**  
**GOALS AND PURPOSE**

**SECTION 1:** The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To assist Parrish Community High School in providing a learning environment conducive to teaching and learning in all subject areas with appropriate educational materials and equipment. As well as to ensure that students are prepared to make well-reasoned, thoughtful, healthy life-long decisions and are prepared to enter post-secondary education and the workforce.
- f) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- g) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- h) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- i) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

**ARTICLE III**  
**DUTIES / OBLIGATIONS**

**SECTION 1:** The Parrish Community High School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a School Advisory Council as prescribed by the regulations of Florida Statutes or the Manatee County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision making at the school relating to implementation of the provisions of Florida Statutes §1001.42(18) and §1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Manatee County School Board and Florida Law. (Florida Statute §24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by Florida Statute §1008.385(1).
- e) Assist in the review of the Florida School Report.
- f) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (Florida Statute §1008.36).
- g) Consider matters which may be brought by the Principal and recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Manatee County School Board or Florida Law.
- h) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

**ARTICLE IV**  
**MEMBERS AND ELECTION**

**SECTION 1:** In accordance with Florida Statute §1001.452 which outlines the establishment of School Advisory Councils, except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending Parrish Community High School, employees of Parrish Community High School, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

**SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the voting members of the SAC must be persons who are not employees of the district. The Principal and the Executive Committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 6 members.

- a) The Principal, a permanent member of this Council.
- b) Teachers, minimum of 1.
- c) Education Support employees, minimum of 1.
- d) Students, minimum of 2.
- e) Parents/Guardians, minimum of 2.
- f) Business and Community members, minimum of 1.
- g) Appointments, those appointed by the Principal or School Board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school.
- h) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings may be replaced at the discretion of the Principal.

**SECTION 3:** Elections shall take place annually for a term of two years. Community persons serve for 1 year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Teachers: Will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [Florida Statute §1012.01].
- b) Education Support Employees: Will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Students: Will nominate and elect members from the Student Government at the first meeting of the school year.
- d) Parents: Nominations will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August. A "School Advisory Council Membership Request Form" will be made available on the school website and in the school office. Nominations will be accepted for a designated period of 10 days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent to the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations is not the parent/guardian SAC membership number needed for that school year. Representatives must have a child enrolled at Parrish Community High School.
- e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Parrish Community High School. Business/Community members may be nominated by the principal or by a Council member and be approved by the Council.
- f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.
- g) Term: One half of the Council members shall be appointed or elected each year to serve 2-year term. Student members of the Council shall serve a 1-year term. Any vacancy which occurs shall be filled for that unexpired term.
- h) If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term. A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.

**ARTICLE V**  
**OFFICERS AND ELECTION**

**SECTION 1:** SAC officers shall be elected from the current SAC membership at the last meeting of the school year and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

**SECTION 2:** Officers and their election:

a) The officers of the Council shall consist of:

- 1) Chairperson
- 2) Vice Chairperson
- 3) Recording Secretary
- 4) Correspondence Secretary
- 5) Any other officers, as the SAC may deem desirable.

b) In the event of a vacancy in a SAC office during an existing term, the vacancy will be filled by SAC member election.

c) As a minimum, the SAC shall have a non-staff chairperson.

d) Officers shall assume their official duties on July 1 and shall serve for a term of ~~one (1)~~ **2** years or until a successor is elected.

e) A person shall not be eligible to serve more than 2 consecutive terms in the same office unless agreed upon by a consensus of the Council.

**SECTION 3:** Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council, notice of such election having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

**ARTICLE VI**

## DUTIES OF OFFICERS

### **SECTION 1:** Chairperson

- a) Shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council.
- b) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- c) Shall coordinate the SAC meeting agenda.
- d) Shall monitor SAC membership for vacancy replacement.

### **SECTION 2:** Vice-Chairperson

- a) Shall act as an aide to the chairperson and shall perform the duties of the chairperson in his/her absence.
- b) In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall become Chairperson for the remainder of the unexpired term.

### **SECTION 3:** Treasurer

The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes:

- a) Notifying Council of current balances of SAC funds
- b) Watching budgeted items
- c) Collecting and maintaining data on approved expenditures
- d) Collecting the reports on how much is actually spent.

### **SECTION 4:** Recording Secretary

The recording secretary shall be a Student Government Association representative and shall be responsible for maintaining a record of all meetings.

**ARTICLE VII  
EXECUTIVE BOARD**

- SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, treasurer, secretary, and corresponding secretary) and the principal.
- SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.
- SECTION 3:** The majority of the executive committee shall constitute a quorum.

**ARTICLE VIII  
STANDING AND SPECIAL COMMITTEES**

- SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.
- SECTION 2:** The chair of each school improvement committee shall present a plan of work to the Council for approval.
- SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

**ARTICLE IX  
MEETINGS**

- SECTION 1:** Government in the Sunshine. All meetings of the Council shall be conducted in accordance with the provisions of Florida Statute §286.011, the Government in the Sunshine Act. All meetings of Council at which official business of the Council shall be discussed shall be publicly noticed and open to the public in accordance with the law. All meetings of the Council shall be held in a location where public access is reasonably available.
- SECTION 2:** A published Notice of Meeting and Agenda shall be prepared for each regular and special meeting of the Council. The Notice of Meeting and Agenda shall set forth those items upon which the Council anticipates taking action or discussing. Each agenda item shall have attached to it backup material necessary for discussion or action by the Council. The Notice of Meeting and Agenda shall also include a notice to members of the public offering to provide assistance to those who are disabled, should they need assistance in order to attend the meeting. A copy of the Notice of Meeting and Agenda shall be posted in a location at Parrish Community High School where notices are customarily posted as well on the school website. The Council must provide and post reasonable notice of all meetings. All agendas and meeting materials are public records as defined in Florida Statute §119.
- SECTION 3:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.

**SECTION 4:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.

**SECTION 5:** A majority of the membership, 51%, of which at least 2 of whom are school representatives and at least 2 of whom are parent/community representatives, as listed in Article IV, Section 1, shall constitute a quorum for the transaction of business in any meeting of this Council.

**SECTION 6:** Meetings will have 3-days' written advance notice to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [Florida Statute §1001.452]

**SECTION 7:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 6 above regarding email/fax notification.

**SECTION 8:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

**SECTION 9:** Where not covered by these By Laws, Roberts Rules of Order shall provide guidance for conduct of these meetings.

**ARTICLE XI**  
**FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

**ARTICLE X**  
**AMENDMENTS**

**SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy. Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

**SECTION 2:** The amendment shall become effective upon receipt of approval from the Manatee County School Board.



PARRISH COMMUNITY HIGH SCHOOL ADVISORY COUNCIL BY-LAWS

ADOPTED:

DATE OF ACCEPTANCE:

In witness whereof, the Principal of Parrish Community High School has caused these By Laws to be executed after approval by the School Advisory Council on \_\_\_\_\_.

\_\_\_\_\_  
CRAIG LITTLE, PRINCIPAL

\_\_\_\_\_  
WITNESS – SAC CHAIRPERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE