

Sample School Advisory Council Bylaws

Article I: Name

The name of this organization is the _____ School Advisory Council.

Article II: Purpose

1. Functions of School Advisory Council
 - a. Assist in the preparation and evaluation of the school improvement plan
 - b. Ensure that the funds provided in the annual General Appropriations Act for use by school advisory councils are used for implementing the school improvement plan.
 - c. Assist in the preparation of the school's annual budget with technical assistance from the Department of Education.

Article III: Membership

1. The principal is responsible for ensuring the membership of the council is representative of the ethnic, racial and economic community served by the school.
2. This council shall include parents, teachers, education support employees, community members, (add students if high school or vocational/technical school) and the principal. A majority of the membership shall be non-district employees.
3. For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.
4. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer group at the school in a fair and equitable manner as follows:
 - a. Teachers shall be elected by teachers.
 - b. Education support employees shall be elected by education support employees.
 - c. Students shall be elected by students.
 - d. Parents shall be elected by parents.
5. Elections shall be held at the beginning of each school year (after the first day of school) such that the membership list is ready to submit to the office of School Improvement by September 30.
 - a. The principal will inform the school and community that nominations to the school advisory council for the upcoming school year are now being accepted. The invitation for nominations must clearly indicate a deadline for nominations, membership categories, and the time, date, event by which the voting will be taken.
 - b. Written ballots will be provided for each peer group. The principal will organize and hold formal voting for each membership category, collect ballots, and report results to the school and community.
6. Community members shall be appointed by the principal.
7. Term of office for newly elected members shall be for a period of _____ year(s).

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. Elections to fill vacant positions may be held as necessary throughout the year.
9. Membership in the SAC shall be limited to _____ voting members. SAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in SAC meetings shall be limited to duly elected/appointed school board approved members.

Article IV: Responsibilities

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

Article V: Officers

1. Officers and their election
 - a. The officers of the School Advisory Council shall be a chairperson, _____ vice chairperson(s), and a secretary. All officers must be members of the SAC.
 - b. These officers shall be elected, by written ballot, at the first meeting of SAC at the beginning of the school year provided notice of election has been served.

Article VI: Roles of the Principal and SAC Members

1. The Principal
 2. Serves as a resource, providing information regarding the local school education program.
 3. May appoint community SAC members.
 4. Maintains the appropriate statutory composition of the SAC.
 5. Notifies the office of School Improvement when modifications are necessary.
 6. Acts as an active resource.
 7. Encourages leadership from within the council.
 8. Assists in training members in leadership skills.
 - a. Arranges for presentations of interest to the council.
 - b. Informs the SAC of county policies, curriculum, etc.
 - c. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies.

- d. Develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
 - e. Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees.
9. The Chairperson
- 10. Works closely with the principal and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
 - 11. Calls the meetings to order, maintains order, and sees that the meeting is properly adjourned.
 - 12. Instructs the secretary and other officers in their duties.
 - 13. Sees that minutes are taken, prepared, read, approved, and properly filed in the school.
 - 14. Sees that business is ordered, considered, and disposed of properly.
 - 15. Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.
16. The Secretary
- 17. Keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file and to the Director of School Improvement.
 - 18. Keeps accurate records of council membership, attendance, duties and special assignments.
19. Parents and other community representatives
- 20. Act as council members according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community.
 - 21. Participate regularly in SAC meetings and carry out council assignments
 - 22. Become knowledgeable about personnel and material resources of the school and community and the school's education program.
 - 23. Act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students
 - 24. Assist in obtaining community resources to aid the school's education program
 - 25. Serve as a communication link between SAC, the community, and the school
 - 26. Participate in activities aimed at obtaining parent and community support and assistance for school related programs
27. Faculty and school staff representatives
- 28. Act as members of the council to represent the views and interest of the school staff.
 - 29. Participate regularly in SAC meetings and carry out council assignments.
 - 30. Act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources.

31. Assist in identifying community resources which can aid in the school's educational programs
32. Serve as a communication link between the SAC and the school staff, and keep the staff informed of actions and activities of the council.
33. Participate in efforts to encourage school staff support for goals and activities of the School Advisory Council.

Article VII: Committees

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

Article VIII: Meetings

1. The SAC 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 September.
2. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend.
3. All meetings must be open to the public.
4. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.
5. Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Article IX: Amendments to Bylaws

1. No amendment can be made to these bylaws that is incompatible with current Local, State or Federal laws. If any amendment inadvertently violates that requirement, corrective action must be taken as soon as that oversight is discovered and should proceed as if the amendment had never been approved.
2. These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.
3. The amendment shall become effective immediately upon passage.

Article X: Ratification of Bylaws

1. The bylaws of the SAC will be ratified by a majority of its members.
2. The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings (Florida Statute 1001.452).

Article XI: Parliamentary Authority

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