

**Bylaws of the School Advisory Council of  
Martha B. King Middle School District of Manatee County  
Prepared by: Principal and School Advisory Council**

**Article I**

**Name of Organization**

The name of this organization shall be *The School Advisory Council of Martha B. King Middle School*.

**Article II**

**Section 1:**

The School Advisory Council (SAC) is a resource for the school, its teachers, parents and principal. Its function is to develop and oversee the implementation of a school improvement plan (SIP) that will serve as the framework for school improvement.

**Section 2:**

The primary function of the SAC is to provide all stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

Specific functions include but may not be limited to the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with people or departments needed to support the School Improvement Plan.

**Article III**

**Representation and Membership**

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:

### **Section 1:**

The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business, and community members.

### **Section 2:**

The majority (50%+ 1) of the members of SAC shall be **non-school district employees**.

### **Section 3:**

The SAC membership shall be appropriately balanced referring to the racial, ethnic and economic community served by the school.

## **Article IV**

### **Membership Selection**

#### **Section 1:**

The SAC membership shall be constituted as follows:

1. Parents, teachers, student and support employees will be elected by their respective groups through an election.
  - I. Teachers shall be elected by teachers;
  - II. Education support employees shall be elected by education support employees;
  - III. Students, when appropriate, shall be elected by students;
  - IV. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot
2. There will be wide notice of SAC vacancies and election through methods that include the school marquee, school newsletter, PTO meetings, announcement at Open House, etc. The names of parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.
3. Business and community members will be appointed by the principal or school board to achieve an appropriate balance of membership.
4. Replacement members shall be elected by appropriate constituencies.
5. The principal is automatically a member by legal mandate.

#### **Section 2:**

Elections shall be held in May or the last meeting of each year and the installation of members shall follow immediately.

#### **Section 3:**

Each parent of Martha Kaing middle School will be notified of SAC elections in accordance with FLA.STAT.286.022, "public meetings and records; public inspection."

## **Article V**

### **Tenure**

#### **Section 1:**

The term of office shall be a year.

#### **Section 2**

SAC members, other than those designated to complete unexpired terms, shall be elected to 1 years terms.

#### **Section 3:**

Council members shall serve no more than 3 terms in an elected position.

#### **Section 4:**

No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat.1001.452(1)(d)4 in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, section1. Such individuals will fill the remainder of the term to which they were elected.

### **Meetings**

#### **Section 1:**

There shall be a minimum of 4 SAC meetings per school year.

#### **Section 2:**

SAC meetings will be held as determined by SAC members in August.

#### **Section 3:**

Subcommittees will meet as needed (See Article VII).

### **Officers**

#### **Section 1:**

The officers of this Council shall be a chairperson or co-chairperson, a vice-chairperson, a secretary, and an historian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.

**Section 2:**

The Council shall elect its own officers at the very first regular meeting. Officers shall serve a maximum of two terms.

**Article VI**

***Duties of Officers***

**Section 1:**

*Chairperson* - The chairperson (and co-chairperson) shall preside at all meetings of the Council and shall be ex-officio member of all committees.

**Section 2:**

*Vice-Chairperson*- The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

**Section 3:**

*Secretary*- The secretary shall keep minutes (available to the public per Fla. Stat. 286.11) of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability and send a copy to the School Improvement and accountability Office at the district, which will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. 1001.452(1)(d)5.

**Duties of Members**

**Section 4:**

*Principal*-The principal shall provide information regarding the school education plan, including the school budget. The role of principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

**Section 5**

*Faculty and School Staff Representatives*- The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

**Section 6:**

*Parents, Business, and Community Representatives-* The parent, business and community members of the SAC shall represent the view of parents, citizens, and the business community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, and community and parent groups.

**Section 7:**

*Student Representatives-*The student representatives of the SAC shall serves as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. (See Fla. Stat. 1001.452(1)(a).

**Article VII**

**Voting Body**

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat.1001.452(1)(d) 1. A quorum is a majority (50%+1) of the SAC membership. As required by Fla. Stat 1001.452(1)(d)2, all SAC members will receive at least 3 days’ notice in writings of any matter that is scheduled to come before the SAC for a vote.

**Committees**

Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

**Article VIII**

**Amendments**

**Section 1:**

The bylaws may be amended at any regular meeting of the SAC committee by two-thirds majority (recommended by Robert’s Rules of Order) of the members present and voting. Written notice to the members of a proposed amendment shall be at least (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken. All SAC meetings shall be held in accordance with FLA. Stat. 286.11- “public meetings and records, public inspection”.

**Section 2:**

The SAC shall review annually, and when appropriate, recommend revision of the SAC Bylaws. The adoption of revised bylaws shall follow the procedure for amendments.

STATUTORY: 1001.4(2), 1001.42(17) Fla. Stat.

LAWS IMPLEMENTED: 24.121(5)©; 1000.03(5); 1008.345(6)

1008.36(4); 1008.385(1); 1001.42(17)(b); 1001.452 Fla.Stat.