

BRADEN RIVER HIGH SCHOOL  
SCHOOL ADVISORY COUNCIL  
BYLAWS

PREAMBLE

A School Advisory Council, hereafter referred to as (SAC), is a link between the schools and the local community. It serves as a mechanism for participatory management through which the various shareholders in the school community may assist the school. Shared decision among all constituents of the school community, both internal and external, can benefit the school and produce better student outcomes. A SAC is a resource to the school and school principal. The term advisory is intended to mean: assist, suggest, recommend, inform and consult.

ARTICLE I  
PURPOSE

The SAC's purpose is to advance quality educational opportunities for all students, to foster school/community partnerships and to assist the school principal in the overall function of the school.

ARTICLE II  
FUNCTIONS

The SAC shall perform such functions as are prescribed by regulations of the school board; however, no Advisory Council shall have any of the powers and duties now reserved by law to the school board.

- Facilitate communication among school, parents and community;
- Inform and advise school staff of community conditions;
- Define problems or issues affecting education;
- Review the impact of property development and zoning changes in the vicinity of the school as it affects the safety, welfare and education opportunities of students;
- Develop a speaker's bureau of parents, students, school staff and the like to appear at community events; and
- Participate in the decision-making process by establishing priorities, assessing the educational program, understanding budget resources, setting goals, evaluating the school and its academic effectiveness.

ARTICLE III  
MEMBERS

Section I Composition of the SAC

- A. The Advisory Council shall be comprised of interested parents, students, teachers and others from the community-at-large. The SAC will endeavor to insure that its membership is representative of the ethnic, racial and economic community served by the school.
  1. The SAC will have ten (10) voting members in accordance with School District policy. The voting members should include, but not be

limited to the Principal or designee, elected Teacher, elected Support Staff, elected Student representative, appointed community member and SAC officers. The Principal may appoint additional voting members to meet state demographic requirements.

2. There shall be at least one (1) teacher on the council, not to exceed five (5).
3. Each of the four classes will have at least one (1) representative, either parent or student on the council, as directed by the Principal.

#### Section II Attendance/Termination of Membership

If a councilperson fails to attend any two (2) regularly scheduled meetings or three (3) annually, unless excused, the council shall declare the membership vacant. The Principal will fill the vacancy as soon as practical from a list of prospective members prepared by the SAC.

#### Section III Resignation

Any school Advisory Council member may resign by filing a written resignation with the SAC Chairperson.

### ARTICLE IV OFFICERS AND ELECTIONS

#### Section I Officers

The officers of the SAC shall be a Chairperson, Vice-Chairperson, Recording/Corresponding Secretary, and such other officers, as the Council may deem desirable.

#### Section II Elections and Terms of Office

A nominating committee, representative of the council membership, shall be appointed by the Chairperson. This committee shall bring a proposed slate of officers to the membership by April of each year, with elections to be held no later than May of the same year. Nominations may be made from the floor provided that the consent of the nominee shall have been secured. Officers shall serve for one year or until such time as a successor has been elected.

#### Section III Removal

Any officer elected by the School Advisory Council may be removed from office by a two-thirds affirmative vote of all members of the Advisory Council, whenever in the judgment of the Council, the best interests of the council would be served.

#### Section IV Vacancy

If for any reason an officer is unable to complete the term of office, a new election will be held at the next regularly scheduled meeting.

Section V Chairperson

The Chairperson will:

1. Work closely with the members of the School Advisory Council and the Administration.
  - a. Plan each meeting and establish an agenda.
  - b. Notify members of the council of regularly scheduled meeting dates, proposed agenda, and last meeting minutes a minimum of one week in advance of the prospective meeting.
2. Preside over all general meetings of the School Advisory Council.
3. Instruct all officers in their duties.
4. See that minutes are taken, prepared, read, approved and properly filed.
5. See that business is ordered, considered, and disposed of properly.
6. Appoint chairpersons for all standing and special committees.
7. See that sub-committees function as directed and that reports are prepared and presented.
8. Be an impartial, conscientious arbiter of discussion and debate of the members.
9. Be warm, friendly and responsive to the concerns and needs of all members.
10. Responsible to appoint person/persons to serve on the District Advisory Council.

Section VI Vice-Chair

The Vice-Chair will:

1. Moderate the meetings when the Chairperson is absent.
2. Serve as a member of the Executive Committee.
3. Familiarize him or herself with the other duties of the Chairperson.
4. Accept other responsibilities as assigned by the Chairperson.

Section VII Recording/Corresponding Secretary

The Corresponding Secretary will:

1. Keep accurate, complete, careful minutes and file them for inspection by members and send a copy each month to the district school board.
2. Keep an accurate role of council's membership and an accurate list of special assignments of duties.
3. Record in minutes the accurate wording of all motions made and seconded, the names of those making and seconding motions, and an accurate account of the disposition of motions.
4. Prepare any correspondence necessary for the conduct of SAC business.
5. Maintain a copy of all correspondence sent by or received by the School Advisory Council.

ARTICLE 5  
RESPONSIBILITY OF SCHOOL ADVISORY COUNCIL MEMBERS

The responsibilities of School Advisory Members are:

1. To be present at all School Advisory Council Meetings.
2. Serve as representatives of the School Community, seeking suggestions and recommendations from members of the school and community as it relates to the council's business.
3. Function as council members according to established procedures, by making suggestions and recommendations representative of the views of the School Community.
4. Participate regularly in Council meetings and carry out committee assignments.
5. Become knowledgeable about the personnel and material resources of the school, community, and the school's educational program.
6. Act as resource persons for the Council and especially in the solutions of community related problems that affect the school and its pupils.
7. Assist in obtaining community resources to aid the school's educational program.
8. Accept assigned responsibility of participating in certain programs such as, but not limited to, curtailment of vandalism, drug-abuse prevention and human relations programs.
9. Link the Council, community and school through personal contacts, written reports and community meetings.
10. Participate in activities aimed at obtaining parent and community support and assistance with school related programs.
11. It is the responsibility of members to notify the Principal or SAC Chairperson of any expected absence.

## ARTICLE VI COMMITTEES

### Section I Standing and Special Committees

Committees may be created by a two-thirds vote of Council members present at any regularly scheduled meeting. Chairpersons of committees will be selected by the SAC Chairperson.

### Section II Executive Committee

The Executive Committee shall be comprised of the School Advisory Council Officers and the Chairpersons of the Standing Committees. The Executive Committee shall carry out such duties as deemed necessary and appropriate by the School Advisory Council.

## ARTICLE VII MEETINGS OF THE SCHOOL ADVISORY COUNCIL

#### Section I Regular Meetings

The general membership of the School Advisory Council shall meet a minimum of four (4) times yearly, the first meeting will occur during the first month of the school calendar year. The monthly meetings will be the first Monday of each month at 6:15 PM.

#### Section II Notice of School Advisory Council Meetings

Each member shall be notified by mail of the date, time and location of all meetings at least one week prior to the meeting date.

#### Section III Eligible Voting Members

In order to be ruled an Eligible Voting Member, the individual must have attended at least one prior SAC meeting during the school year. For purposes of transacting business at the first scheduled meeting of the school year, Eligible Voting Members will be those individuals who attended at least one meeting during the prior school year.

#### Section IV Quorum

A majority of the Eligible Voting Members present at a regular meeting shall constitute a quorum for transaction of business.

#### Section V Decisions of the School Advisory Council

All decisions of the School Advisory Council shall require an affirmative vote of a majority of the Eligible Voting Members present at a regular or special meeting.

#### Section VI Open Meetings

All meetings of the School Advisory Council and its standing and special committees shall be open to the public. Speakers who wish to address the School Advisory Council on school related issues and are not part of the prearranged agenda for a particular meeting shall be limited to two (2) minutes during open forum. Any decision to extend the open forum period will be at the discretion of the chairperson.

## ARTICLE VIII BYLAW PROCEDURES


Section I Bylaw Review

The Bylaws shall be reviewed when deemed necessary by the Executive Committee.

Section II Amendments

These Bylaws may be amended at any time by an affirmative vote of a majority of the eligible voting members of the School Advisory Council, provided the amendment is to further carry out the objectives of the School Advisory Council as herein expressed. All members of the School Advisory Council must be given appropriate notification in writing of any proposed change, prior to the meeting at which the change will be considered.

In witness whereof, the Principal of Braden River High School has caused these Bylaws to be executed following revisions approved on October 5, 2020.



Sharon Scarbrough  
Principal



Krystal Sullivan  
Chairperson