

Sample SAC Bylaws

Bylaws of School Advisory Council

[Name of School]

Prepared by: Principal and School Advisory Council (or subcommittee thereof) – [Date]

Article I

Name of Organization

The name of this organization shall be *The School Advisory Council of* [Name of School].^{1[1]}

Article II

Purpose and Function

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 a framework for school improvement.

Section 2: The primary function of the SAC is to provide all of the 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 peripheral constituency groups when making decisions concerning educational practices within the school.^{2[2]}
5. Consult with people or departments needed to support the School Improvement Plan.^{3[3]}

^{1[1]} "Each school advisory council shall include in its name the words 'school advisory council.'" Fla. Stat. § 1001.452(1)(a).

^{2[2]} For example, but not limited to: PLC; PTA/PTO; VIP; PALS; CASAS; SEDNET.

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SAC:^{4[4]}

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 the SAC shall **NOT** be school district employees.

Section 3: The SAC membership shall be *appropriately* balanced.^{5[5]}

Article IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

1. Parents, teachers, students 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; and

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 elections through methods to include school marquee, school newsletter, PTA/PTO meetings, announcements 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[3]} See Footnote 2.

^{4[4]} Guidelines for election processes are included in Fla. Stat. § 1001.452(1)(a)

^{5[5]} This refers to the racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.

3. Business and community members will be selected based on the new procedures adopted by the School Board.

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 [month] of each year and the installation of new members shall follow immediately.^{6[6]}

Section 3: Each parent of [Name of School] will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection."

Article V

Tenure

Section 1: The term of office shall be staggered to provide continuity from year-to-year.

Section 2:^{7[7]} SAC members, other than those designated to complete unexpired terms, shall be elected to [set number]-year terms.

Section 3: Council members shall serve no more than [set number] 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, Section 1**. Such individuals will fill the remainder of the term to which they were elected.

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended); openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written

^{6[6]} Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.

^{7[7]} It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: There shall be a council meeting at least [once per month].^{8[8]}

Section 2: SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-9:00 p.m.]^{9[9]} As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 3: The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.

Section 4: 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.^{10[10]}

Section 2: The Council shall elect its own officers at the first regular meeting. Officers shall serve a maximum of two terms.

Article VI

Duties of Officers^{11[11]}

Section 1: *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees.^{12[12]}

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.

^{8[8]} These are examples only – each SAC should determine the meeting schedules that best meet their needs and objectives.

^{9[9]} See Footnote 8

^{10[10]} Although the terms of office are optional based upon the needs of the school, the intent of this language is recommended for inclusion in the bylaws.

^{11[11]} These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your SAC's vision and objectives.

^{12[12]} Required by implication in Fla. Stat. § 1001.452.

Section 3: Secretary.-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] 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. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Section 4: Historian.-- The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

Duties of Members

Section 5: Principal^{13[13]}.-- The principal shall provide information regarding the school educational plan, including the school budget. The role of the 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 6:^{14[14]} *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 7: Parents, Business, and Community Representatives^{15[15]}.-- The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and 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, community, and parent groups.

Section 8: Student Representatives^{16[16]}.-- The student representatives of the SAC shall serve 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) and Policy 2.09(2)(a)(i), (ii)].

^{13[13]} Required by implication in Fla. Stat. § 1001.452.

^{14[14]} Required by Fla. Stat. § 1001.452(1)(a) – Please note that, "A majority of the members of each school advisory council must be persons who are not employed by the school."

^{15[15]} Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and Adult Education Centers are NOT required to have parent participation on their SACs. Business and community participation, however, is required for ALL SAC's.

^{16[16]} Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and High Schools MUST include student representatives on their SAC. Per Policy 2.09(2)(a)(i), Middle and Junior High Schools also MUST include student representatives.

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 three (3) days' notice in writing of any matter that is scheduled to come before the SAC for a vote.

Committees^{17[17]}.-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

□ **Standing Committees**.-- Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

□ **Ad Hoc Committee - (Task Force)**.-- These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.

The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

^{17[17]} These are recommendations and exemplars only. Each SAC will determine the committees needed to meet their vision and objectives.

Article VIII

Rules of Order^{18[18]}

Section 1: SAC decisions shall be reached by consensus or vote whenever possible (*See Consensus, Section 1*). If the SAC is deadlocked, decisions will be made according to the deadlock process (*See Consensus, Section 2*).

Section 2: The SAC need **NOT** operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when **all members** *understand the decision, will support it, and are willing to implement the decision.*

Section 2: The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is agreement to refer the issue to a committee for further study.

If not referred, follow this deadlock process:

- Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
- Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting, and specify the official position.

Additional Financial Controls

Section 1: After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed (decide the time limit of at least a few months) to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

^{18[18]} This section is included as an example. Although it is recommended to have rules of order in the SAC bylaws, the rules of order used needs to be determined based on individual SAC needs.

Article IX

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (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. § 286.011 – “Public meetings and records; public inspection.”

Section 2: The SAC and its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

STATUTORY AUTHORITY: §§ 1001.41(2), 1001.42(17), (22), Fla. Stat.

LAWS IMPLEMENTED: §§ 24.121(5)(c); 1000.03(5); 1008.345(6); 1008.36(4), (5); 1008.385(1); 1001.42(17)(b); 1001.42(16); 1001.452, Fla. Stat.

HISTORY: 7/21/82; 02/25/2002; 12/8/2003; 7/13/2005, 9/13/2006
