

## **BY-LAWS**

### **TEAGUE MIDDLE SCHOOL SCHOOL ADVISORY COUNCIL**

#### **ARTICLE I: NAME**

The name of this organization shall be the Teague Middle School, School Advisory Council, hereinafter referred to as “SAC” or “Council.”

#### **ARTICLE II: PURPOSE**

The purpose of this council shall be to promote communications and involvement between the School and the local community which it serves. Such involvement shall be in accordance with Section 230.23(18), Florida Statutes, and shall include the following responsibilities:

- (1) Determine how the school’s lottery funds will be spent. These monies may be expended only on programs or projects selected by the School Advisory Council. The principal may not override the recommendations of the School Advisory Council. These monies may not be used for capital improvements nor may they be used for any project or program that has a duration of more than (1) year. Explanation of expenditures will be made on request and in accordance with School Advisory Council by-laws.
- (2) To serve as a resource for the principal who remains responsible for decisions affecting the school. The principal shall make final decisions on recommendations of the Council.
- (3) To advise the principal in matters pertaining to the school program. Advice in this context means to inquire, inform, suggest or recommend.
- (4) To inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community. Formal recommendations of the Council shall be made to the principal.
- (5) To assist in the preparation and evaluation of the School Improvement Plan as defined in Section 230.23(18), F.S.
- (6) To address any other educational area which would be improved through the encouragement of closer working relationships among the school principal, the teachers, educational support personnel and the parents and other members of the community.
- (7) To provide input on the school’s annual budget when requested by the principal.

### **ARTICLE III: COMPOSITION OF COUNCIL**

The Council shall be composed of teachers, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the School. The Council will be minimally composed of the following:

Administrator	1
Instructional personnel	3
Non-Instructional personnel	1
Parents/Community	6 (of this number one (1) may be a community member)

The School may add to the minimum as long as a majority of the members of each School Advisory Council are persons who are not employed by the School Board.

### **ARTICLE IV: MEMBERSHIP AND ELECTION**

#### **SECTION 1: REPRESENTATIVES**

- (1) Administrator: The principal of the School or a representative selected by the principal.
- (2) Instructional Personnel: Faculty representatives of the School selected by the faculty in whatever manner the faculty may deem appropriate.
- (3) Parent/Community: All parents and citizens in the School attendance area are eligible for membership. Members will be selected from interested parents and residents of said attendance area, with a total parent/community membership not to exceed one percent (1%) of the current student population of the School.
  - (a) During April, a notice summarizing the function of SAC and requesting candidates for the next membership term will be sent home with each student.
  - (b) The Council Chairperson shall receive a list of candidates prior to the August meeting and submit all parent/community names to the Council.
  - (c) The parent/community slate shall be presented at the August meeting for approval by a majority vote of the parent/community members.

## **SECTION 2: SELECTION OF COUNCIL**

- (1) Council members shall be elected during August by their peers with every effort being made to ensure representation from the ethnic, racial and economic community served by the school.
- (2) The principal of the School shall send the elected Council member's names to the Superintendent by September 15 to be submitted to the School Board. The School Board shall review all names for the Council and make the final appointment to the Council.

## **SECTION 3: TERM OF MEMBERSHIP**

- (1) Council members, with the exception of the administrator at the School, can serve no more than three (3) consecutive years at said School.
- (2) If the membership of any person is terminated prior to the expiration of his/her term of membership, the remainder of said term may be filled by a person selected from the application lists of candidates compiled in the previous August by the respective peers. If a new member cannot be found from this list, the SAC shall publicize the vacancy. The name of the persons elected by their peers shall be submitted to the School Board.
- (3) A vacancy shall be declared by the committee and the representative informed by the chairperson, when a representative:
  - (a) Ceases to reside or work in the school area or otherwise terminates their relationship by written resignation with the group or organization which he/she was selected to represent; or
  - (b) is absent from three (3) council meeting within a school calendar year.

## **SECTION 4: VOTING RIGHTS**

Only Board approved members shall have voting power, with each Council member entitled to one (1) vote.

## **ARTICLE V: OFFICERS**

### **SECTION 1: QUALIFICATION FOR OFFICERS**

Any Council member may hold any office; however, no more than fifty percent (50%) of the total offices created by the Council shall be held by employees of the School.

### **SECTION 2: COUNCIL OFFICERS**

The officers of the Council shall be selected according to the guidelines and shall include a chairperson, a vice-chairperson, a recording secretary, and such additional officers as the Council may from time to time elect. These officers shall be elected at the first regular meeting of the Council.

### **SECTION 3: ELECTION OF OFFICERS**

New and continuing members who are interested in officer positions are eligible. A vote at the annual meeting shall take place. A majority vote shall be required to elect new officers of the Council.

### **SECTION 4: TERMS OF OFFICE**

Each officer of the Council shall assume office at the close of the meeting at which the election is held and shall serve until the end of the membership year or until a successor is elected. Officers shall serve for no more than two (2) consecutive years in the same office.

### **SECTION 5: VACANCIES**

Vacancies which occur among the officers of the Council may be filled by the Council at its next regular meeting, provided at least two (2) weeks notice has been given to all members of the Council that the vacancy exists and that an officer election will be taking place.

## **ARTICLE VI: DUTIES OF OFFICERS AND MEMBERS**

### **SECTION 1: CHAIRPERSON**

The chairperson shall:

- (1) preside at all regular and called meetings of the Council;
- (2) prepare agendas for all regular council meetings;
- (3) serve as an ex-officio member of all committees;
- (4) prepare a schedule of meeting dates for the SAC to be dispersed at the first meeting;
- (5) distribute all records of officers or committee chairpersons to the successors of each office;
- (6) compile a list of parent/community membership candidates in April;
- (7) keep a record of all important decisions and activities of the Council;
- (8) appoint a representative to attend the Seminole County District Advisory Council meeting.

### **SECTION 2: VICE-CHAIRPERSON**

The Vice-Chairperson shall:

- (1) act as an aide to the Chairperson and perform the duties of the Chairperson in the absence of that officer;
- (2) serve as Parliamentarian;
- (3) perform such other duties as the Chairperson may direct or the Council may determine.

### **SECTION 3: RECORDING SECRETARY**

The Recording Secretary shall:

- (1) prepare the Council meeting schedule with the Chairperson;
- (2) prepare and maintain a roster of all current Council members (including their position and term of membership);
- (3) keep a record of attendance and proceedings at each meeting;
- (4) inform the Council of any member who has missed three (3) meetings;
- (5) provide public notice of each meeting of the SAC or SAC vacancy;
- (6) provide an upcoming agenda and previous minutes to all Council members;
- (7) give all previous records to succeeding Secretary at the conclusion of the meeting of the annual election;
- (8) records will be maintained at the school and shall be open to the general public for inspection during normal school hours.
- (9) keep track of the minutes of the meeting, yielding a five-minute wrap-up warning.

### **SECTION 4: DUTIES OF MEMBERS**

The members shall:

- (1) attend all Council meetings;
- (2) inform the principal prior to any expected absences;
- (3) obtain from the principal materials distributed at any meeting a member was unable to attend;
- (4) act as a communication link to the group they represent;
- (5) serve on committees as deemed necessary by the Council (School Improvement Plan Goals);
- (6) perform such other duties as the Council may determine;
- (7) whenever possible attend County SAC training sessions.

## **SECTION 5: OTHER OFFICERS**

The Council may elect such additional officers and may appoint such duties to those officers, as it deems appropriate.

## **SECTION 6: COUNCIL REPRESENTATION**

No Council member, including officers, may speak on behalf of the Council without authorization from the Council.

## **ARTICLE VII: COMMITTEES**

The Council may create ad hoc committees as deemed necessary by the Council to promote its objectives and accomplish its goals. Such committees may be staffed by non-Council members, but must include a current member of the Council. The chairperson of each committee shall present a plan of work to the Council for approval.

## **ARTICLE VIII: MEETINGS**

Section 1: The Council shall hold a minimum of six (6) regular meetings per school calendar year, which shall be held in a public facility within the school attendance area. The Council shall determine the date, time and place of the meetings. Notice of said meetings shall be posted at a prominent place in the school and published in the school calendar. Special meetings may be called by the Chairperson, a majority of the Council, or the principal. Notification of all special meetings shall be duly publicized to each member not less than one (1) week prior to the meetings. Meetings will be no longer than one hour unless extended by agreement of the Council.

Section 2: Council Members shall be provided an agenda for a meeting at least 72 hours in advance wherein the agenda shall identify matters, which are scheduled to come before the Council.

Section 3: Agenda items requiring a vote will be discussed by the Council prior to the vote.

Section 4: Individuals wishing to address the Council must submit an Agenda Request to the school at least five business days prior to the scheduled meeting. The Administrator will review the Request and the Council Chairperson to ensure it is pertinent to the Council's purpose. If the request is more appropriately addressed by another school area, it will be forwarded to the correct person/committee. If the Request is accepted for the Council's review/vote, the writer will be notified if it was referred to a different person/committee. If the writer wishes to speak, the presentation will be limited to five minutes unless extended by agreement of the Council.

Section 5: All records of the Council will be maintained at the school and shall be open to the general public for inspection during normal school hours.

## **ARTICLE IX: QUORUM**

A quorum, defined as over 50% of the SAC Council as stated in these by-laws, ARTICLE III and ARTICLE IV, Section 1 must be present to call the meeting to order. A majority of that quorum shall be required for determining a vote on an issue.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Council in all cases where they are not in conflict with these by-laws.

## **ARTICLE XI: ADOPTION AND AMENDMENT**

Section 1: Amendments to the Bylaws must be submitted in writing to the Principal. A two-thirds majority vote is required to pass the amendments by the Council at the next meeting following discussion of the amendment.

Section 2: Bylaws should be reviewed annually, and shall take effect upon approval by the Council Members.

Section 3: Revisions of each SAC Bylaws shall be submitted no later than January 1 of each year to the District SAC Office.

Amended 12/12/2006

Amended 11/17/03

Amended 9/10/02

Amended 11/14/00