

BYLAWS
HIGHLAND LAKES ELEMENTARY SCHOOL ADVISORY COUNCIL
Revised March 2009

ARTICLE 1 - NAME OF ORGANIZATION

The name of the organization shall be the Highland Lakes Elementary School Advisory Council, herein after referred to as SAC.

ARTICLE 2 - PURPOSE

The purpose of SAC is to assist in the preparation and evaluation of the school improvement plan and shall provide such assistance as the principal may request in preparing the school's annual SAC budget.

ARTICLE 3 - MEMBERSHIP

Section 1 Membership is open to all school parents, school staff and the local school community.

Section 2 The SAC shall be composed of the following:

Principal

Assistant Principal

Parents

Faculty

At-Large-Members - Consists of Highland Lakes Community representatives
and Support Service personnel

SAC may also seat one PTA representative

*Pursuant to the law, not more than 49% of the membership shall consist of persons employed at Highland Lakes Elementary.

*Pursuant to FLORIDA STATUTE 229.58....Membership shall be "Representative of the racial, ethnic and economical community served by the school."

Section 3 There will be two membership classes: Voting and Non-Voting
School Principals are added as official members of each council

Non-Voting:

Principal

Assistant Principal

Voting:

Parents

Faculty

At-Large Members

- Section 4** SAC membership shall hold two-year terms. At the end of their two-year term, a member can extend their term for one year with a two-thirds majority vote.
- Section 5** A SAC member shall be considered for removal upon that member's second unexcused consecutive absence.
- Section 6** Duties - Members Shall:
1. Identify matters for discussion
 2. Solicit opinions and concerns from the general population
 3. Participate on sub-committees
 4. Maintain a presence on the school campus
 5. Attend SAC training sessions
 6. Promote the SAC goals
- Section 7** Duties - The Principal shall bring matters before the SAC and relate policies and procedures originating from the School Board.

ARTICLE 4 - SELECTION

- Section 1** Parent members are elected by ballot no later than October, for that school year, by the general school parent population.
- Section 2** The faculty members are elected by the teaching staff.
- Section 3** The Highland Lakes Community Representatives and At-Large members will be appointed by the Principal and SAC Chairperson.
- Section 4** Officers are elected by ballot annually during a regular SAC meeting by voting members. However, if there is only one nominee for any office, election for that office may be by voice vote.
- Section 5** Membership vacancies shall be filled by appointment upon the recommendation of the Principal, and confirmed by a majority vote during a regular meeting. This may be done at any meeting, to meet the needs of the SAC and the law.

ARTICLE 5 - ELECTED OFFICERS

- Section 1** Officers shall include a Chairperson, Vice-Chairperson and Recording Secretary. Officers shall be elected after the general election. Vacancies shall be filled by the Principal at/or before the first regular meeting of the next school year.

- Section 2** Duties: The SAC Chairperson shall:
1. Develop the agenda
 2. Preside at all meetings according to Robert's Rules of Order
 3. Work closely with the Principal and community leaders
 4. Regularly coordinate with the PTA
 5. Maintain the purpose and function of the SAC
- Term: The SAC Chairperson term of office is one (1) year and can be re-elected for two successive years for a maximum of three years.
- Section 3** Duties: The Vice-Chairperson shall aid and assist the chairperson and perform the chairperson's duties in their absence or inability to serve.
- Term: The Vice-Chairperson term of office is one (1) year and can be re-elected for two successive years for a maximum of three years.
- Section 4** Duties: The Secretary shall record the minutes of all meetings of the SAC and maintain the official book of records, which includes all agendas, minutes, correspondence, membership, and attendance records.
- Term: The Secretary term of office is one (1) year and can be re-elected for two successive years for a maximum of three years.

ARTICLE 6 - MEETINGS

- Section 1** Meeting times shall be determined by consensus when all members can attend. At least a three-day written notice must be given to all council members when a matter is coming before the council that requires a vote.
- Section 2** There shall be a minimum of six meetings each school year.
- Section 3** Voting may only take place when a quorum is present. A quorum shall consist when a majority of the voting SAC members are present.

ARTICLE 7 - SUB-COMMITTEES

- Section 1** The SAC chairperson, with the approval of council members, can create a sub-committee and appoint a committee chairperson.
- Section 2** Membership on all sub-committees shall be voluntary and open to any member of the community.
- Section 3** The duties of all sub-committee chairpersons shall be to:
1. Organize committees utilizing volunteers
 2. Appoint a recording secretary who shall be charged with submitting a record of committee proceedings to the SAC chairperson one (1) week following each meeting
 3. Notify the SAC Chairperson and all committee members at least one (1) week in advance of all committee meetings

4. Make periodic reports to the SAC
5. Submit to the SAC chairperson, prior to the last SAC meeting of the school year, a written report of the committee's activities

ARTICLE 8 - AMENDMENTS

Section 1

Amendments to the Bylaws may be proposed in the following manner:

1. By two-thirds (2/3) vote of the SAC **OR**
2. By a majority vote of the school staff **OR**
3. By a minimum of 5% of the school population

Section 2

Proposed amendments to the Bylaws shall be presented to and may be discussed by the SAC and shall be voted upon at the next scheduled meeting of the SAC thereafter. The Amendment shall be passed by a two-thirds (2/3) vote of the voting SAC members.