

James B. Sanderlin PK-8 - School Advisory Council By-laws

ARTICLE I: NAME

The name of this association is: James B. Sanderlin PK-8 School Advisory Council. In these bylaws, the James B. Sanderlin PK-8 School Advisory Council may be referred to as "SAC" or the "Council."

ARTICLE II: PURPOSES

SECTION 1: The purposes of the Council, in common with the objectives of the State Advisory Council, are:

- a) To promote the welfare of the children and youth in home, school, and community,
- b) To bring into closer relation the home, school, and community so that parents, teachers, and community members may cooperate in a positive way for the education of children and youth,
- c) To increase parents' involvement with their children and with James B. Sanderlin PK-8,
- d) To act as an advisory body to the principal.

ARTICLE III: BASIC POLICIES

SECTION 1: The following are basic policies of this Council:

- a) The Council shall be non-commercial, non-sectarian, and non-partisan.
- b) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest, or for any purpose not appropriately related to the objectives of the Council.
- c) The Council shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d) The Council shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- e) To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the Pinellas County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.
- f) The Council shall be in compliance with Florida's Sunshine Law and Public Records Law.

ARTICLE IV: DUTIES AND OBLIGATIONS

SECTION 1: The James B. Sanderlin PK-8 School Advisory Council shall exercise the following duties & obligations:

- a) Perform all the functions of a school advisory council as prescribed by the regulations of the Pinellas County School Board and state statutes. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) The primary function of SAC is to provide parents/guardians, teachers, students, and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- c) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto.
- d) The school principal shall provide leadership in the development or revision and implementation of the school improvement plan as provided in 231.085 Florida Statutes.
- e) Approve all school improvement fund expenditures either through a budget process or individual expenditures as provided by regulation of the Pinellas County School Board and Florida Law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan, without principal override or interim approval of school district staff.
- f) Work in conjunction with the school staff to determine how School Recognition Funds will be allocated in accordance with Florida State Statute 1008.36.
- g) Assist in the preparation of the school's annual budget by reviewing the budget at a SAC meeting and any other assistance requested by the Principal.
- h) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Pinellas County School Board or Florida Law.

ARTICLE V: MEMBERSHIP

- SECTION 1: The constituency of the Council shall be the parents/guardians of students attending James B. Sanderlin PK-8, employees of James B. Sanderlin PK-8, and, representatives of the business community, and residents who live in the geographic area of Pinellas County.
- SECTION 2: The principal shall be a permanent member of this Council. In the event of an absence of the principal, a designee of his choice may serve in his place.
- SECTION 3: Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.
- SECTION 4: Members shall be representative of the ethnic, racial, and economic community served by the district. James B. Sanderlin PK-8 will maximize efforts to include minority persons and persons of lower socioeconomic status through advertising SAC in the newsletter. Current SAC members will invite parents recommended by staff members to a spring SAC meeting to give them information about the council and invite them to join for the following school year. If the above methods do not produce a racially, ethnically, and socio-economically balanced SAC, the principal may appoint additional members.
- SECTION 5: Council members shall include the principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. A majority of the School Advisory Council must be persons who are not employed by the school.
- The term "teacher" includes classroom teachers, certified student services personnel, and library information specialist, and other certified instructional personnel.
 - The term "education support employee" includes any person who is employed by the school for twenty hours or more during a normal work week and who does not meet the definition of "teacher" as defined above.
- SECTION 6: Membership to the James B. Sanderlin PK-8 School Advisory Council has a one year term.
- Teachers and educational support employees will be elected by their peers in the school.
 - The school newsletter will advertise openings in parent positions on SAC each fall. If more parents volunteer than the number of parents needed, those individuals will be invited to the first meeting of the year, and discussion will be held at that meeting by the principal about meeting state guidelines for membership. If the approved volunteers are not representative of the school's ethnic and economic community, the staff will be asked for recommendations of additional members. If the parent members who volunteer to join SAC using the above methods are not representative of the community, the principal may invite additional members to join to ensure a membership that is racially, ethnically, and socio-economically balanced, representing all appropriate stakeholder groups. Any vacancy during the year will be addressed as above.
 - Community representatives will be invited by the principal through recommendations by current SAC members and staff members. Vacancies for community representatives may be advertised in the school's newsletter.
- SECTION 7: SAC Advisors will participate in the James B. Sanderlin PK-8 School Advisory Council and assist in the decision-making processes.
- SAC Advisors are individuals who are not on the official SAC roster, but who are, due to their interest, invited and selected by SAC to attend and have input during the meeting.
 - SAC Advisors may be administrators, teachers, education support employees, students, parents, or business and community representatives.
- SECTION 8: Vacancy and Termination of Membership. If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term. A vacancy automatically occurs with resignation or absenteeism as defined by two (2) unexcused absences at regularly scheduled meetings over a year. Vacancies also occur when school employees are transferred and students of parents are transferred out of the school.

ARTICLE VI: MEETINGS

- SECTION 1: Quorums. A majority of the membership, 51%, of which at least two (2) of whom are school representatives and at least two (2) of whom are parent/community representatives, shall constitute a quorum for the transaction of business in any meeting of this Council.
- SECTION 2: Meetings. Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings. Regular meetings of the Council shall be held at least seven (7) times during the school year, unless otherwise authorized by the Council.
- SECTION 3: Voting. The Council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all members of the Council. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present.
- SECTION 4: Notice. Meetings may be held during the day or in the evening at the discretion of the Council. In any matter scheduled to come before SAC for a vote, three (3) days advance notice will be given to all members of the Council.
- SECTION 5: Special Meetings. The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days notice having been given.
- SECTION 6: SAC meetings are open to the public and must comply with Florida "Sunshine Laws," ss. 286.011, including public notification of meetings.

ARTICLE VII: ELECTION AND DUTIES OF OFFICERS

- SECTION 1: Officer Elections.
- a) Each officer shall be a member of the Council.
 - b) Officers may consist of a chairperson, vice chairperson, and secretary.
 - c) Officers shall represent more than one constituent group.
 - d) Officers shall assume their duties on June 1 and shall serve a term of one year or until successors are elected.
 - e) Nominations for officers will come from the floor by the SAC members. Only persons who consent to serve if elected will be nominated by the membership.
 - f) Officers shall be elected by the SAC membership by consensus.
 - g) A vacancy in any office shall be filled for the unexpired term by a person elected by consensus of the members of SAC. A vacancy in the chairperson's position shall be filled by the vice chairperson.
- SECTION 2: Duties of Officers.
- a) The chairperson shall:
 - Collect business for the meeting from the office suggestion box, newsletter, and the minutes from the prior meeting; Prioritize business for each meeting and write an agenda in collaboration with the Principal,
 - Notify members of meetings,
 - Preside over all meetings of the Council or executive committee meetings,
 - Perform other duties as may be prescribed in the bylaws or assigned by the Council,
 - Coordinate the work of the officers and other members of the Council in order that its purposes may be promoted.
 - b) The vice-chairperson shall:
 - Act as an aide to the chairperson,
 - Perform the duties of the chairperson in the absence or disability of that officer to act,
 - Perform other duties as needed,
 - Become the chairperson if the position is vacated before the end of the term.
 - c) The secretary shall:
 - Record the minutes of all meetings, including names of SAC members in attendance,
 - Keep a record of all meetings held,

- Perform other duties as needed.
- d) All officers shall:
- Perform the duties prescribed in these bylaws and by parliamentary authority adopted by this Council.
 - Deliver to their successors all official material no later than ten days following the end of their elected terms.

ARTICLE VIII: EXECUTIVE BOARD

- SECTION 1: The executive committee shall consist of the elected officers and principal.
- SECTION 2: The duties of the executive committee shall be to transact emergency business in the interval between council meetings, which must be later ratified by the Council.
- SECTION 3: A majority of the executive committee including an administrator shall constitute a quorum.
- SECTION 4: Meetings of the executive committee shall be held as needed and are subject to State Sunshine Laws.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

- SECTION 1: The council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.
- SECTION 2: The chairperson of each committee shall present a plan of action to the Council for approval.
- SECTION 3: Ad hoc committees may be established from time to time at the discretion of the Council. Members of the ad hoc committees may or may not contain members of the Council.

ARTICLE X: FISCAL YEAR

- SECTION 1: The fiscal year of the Council shall begin on July 1 and end on the following June 30 inclusive.

ARTICLE XI: PARLIAMENTARY AUTHORITY

- SECTION 1: Council meetings shall be open to input from the general membership and SAC Advisors. If a question is raised, a motion is made, or a vote needs to be taken, the Council shall follow Roberts Rules of Order Newly Revised where they are not in conflict with these bylaws.

ARTICLE XII: AMENDMENTS

- SECTION 1: Notice of the proposed amendment is given to the SAC members prior to the meeting at which the amendment vote is to be taken.
- SECTION 2: The amendment shall become effective upon receipt of approval from the Pinellas County School Board.
- SECTION 3: A committee may be appointed to revise the bylaws as the substitute for the existing bylaws only by a majority vote at a meeting of the SAC. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- SECTION 4: The Council shall comply with the policies and regulations of the Pinellas County School Board and statutes established by the State of Florida.

ADOPTED BY JAMES B. SANDERLIN PK-8 SCHOOL ADVISORY COUNCIL ON: 3.12.13