

Tarpon Springs High School School Advisory Council Bylaws

Article I: Name

The name of this association is: Tarpon Springs High School Advisory Council. In these bylaws, the Tarpon Springs High Advisory Council may be referred to as "SAC" or the "Council".

Article II: Articles of Organization

The School Advisory Council exists as an unincorporated association of its members. Its "Articles of Organization: comprise these bylaws, as from time to time amended, and its Articles of Association, if any. In the absence of separate Articles of Association the bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these bylaws and the Articles of Association, these bylaws shall govern.

Article III: Purpose and Vision

Section 1: The purposes of the Tarpon Springs High School Advisory Council are to:

- a) Assist in the development of a school improvement plan that will serve as the framework for school improvement and oversee and implement a systematic evaluation of that plan.
- b) Promote the welfare of the students in the home, the school, and the community,
- c) Support the enactment of adequate laws for the care and protection of students,
- d) Develop closer relationships between the home, school, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- e) Unite educators and the general public to secure for all students the highest advantages in physical, mental, and social education,
- f) Increase citizen awareness, input, involvement and confidence in Tarpon Springs High School and the Council,
- g) Act as an advisory body to the principal.

Section 2: The vision of this Council is to promote, in cooperation with Federal, State of Florida, and Pinellas County School Board goals, an educational program directed toward the total school community. This program shall be developed through conferences, school improvement teams, projects and programs and shall be governed by the basic policies set forth in Article III.

Article IV: Basic Policies

Section 1: The basic policies of the SAC are:

- a) The SAC shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the SAC or the names of any members in their official capacities shall be not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to the objectives of the Council.
- c) The SAC shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- d) The SAC shall work with the school to provide a quality education for all students and shall seek to participate in the decision making process for establishing school, recognizing that legal responsibilities have been delegated to boards of education and other governmental entities.
- 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 rules, regulations, or law shall control.
- f) The SAC shall be in compliance with Florida's Government-in-the-Sunshine Law and Public Records Law.
- g) The SAC shall deal with issues rather than individuals.
- h) SAC minutes will be available for public inspection and kept on school premises. Minutes will attendance and decisions made by the Council.

Article V: Duties and Obligations

Section: The Tarpon Springs High School Advisory Council shall exercise the following duties and obligations:

- a) Perform all 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 school principal shall provide leadership in the development or revision and implementation of the School Improvement Plan as provided in 231.085 Florida Statutes.
- c) Provide parents/guardians, teachers, students, and the community an opportunity to actively participated in the development of the School Improvement Plan (SIP).
- d) Assist in the preparation, approval and evaluation of the SIP, and any modifications thereto.
- 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 SAC determines how the funds are spent in support of the School Improvement Plan, without Principal override.

- f) Assist in the preparation of the school's annual budget by reviewing the budget at a SAC meeting and giving any other assistance requested by the Principal.
- g) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for SAC by regulation of the Pinellas County School Board of Florida Law.

Article VI: Membership

Section 1: Membership in SAC is by election or appointment only.

Section 2: The Principal and Principal designee shall be permanent members of SAC.

Section 3: Only members of SAC shall be eligible to vote on a motion, or serve in any of its elective positions.

Section 4: Membership shall not exceed 31 or be less than fifteen.

Section 5: The voting members of the SAC shall be drawn from the parents/guardians of students attending Tarpon Springs High School, students, teachers, support staff, and members of the community. ("Teachers" is defined to include classroom teachers; certified student services personnel and media specialists. "Support staff" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss 228.041 whose duties require 20 or more hours in each normal working week.)

Section 6: The following representation formula is guideline for SAC composition:

- a) Principal and designee – 2
- b) Support staff – minimum of 3
- c) Parents – minimum of 1
- d) Students – minimum of 3
- e) Community/Business Representations – minimum of 3

Section 7: All members of SAC must be registered and approved by the Pinellas County School Board's Office of Community Involvement.

Section 8: Members shall be representative of the ethnic, racial and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. It may be necessary for SAC to recruit and appoint persons from under-represented groups if the regular process does not provide for equitable representation.

Section 9: Vacancy or termination of membership may occur in any of the following ways:

- a) Resignation
- b) No longer representative of the group the member was representing

- c) Transfer of school employee or students.
- d) A member missing two meetings will be relieved of voting membership status and may attend Council meetings as a guest. A member relieved of voting status will receive notification from the executive committee by phone with a follow-up letter. The council may vote to reinstate members.

Section 10: 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.

Section 11: Membership elections shall be held annually on or before the first SAC meeting of the school year, typically the second Monday of August. Membership will be for one year. Council members who represent teachers, support staff, students and parents will be selected by their peer groups at the school in a fair and equitable manner as follows:

Teachers will be selected by teachers,

Support staff will be selected by support staff

Students will be represented by their individual class presidents or designees,

Parents will be elected by attending parents at the first SAC meeting.

Business or community members will be appointed by the principal,

The principal is responsible for ensuring that the elections take place and the composition of the SAC complies with state law. If the election process does not yield a SAC that reflects racial, ethnic and economic diversity of the student population of the school, the principal may appoint additional SAC members to achieve the appropriate representation.

Article VII: Officers and Their Election

Section 1: Whenever possible, SAC officers shall be elected from the current SAC membership. Election to an office will automatically extend the SAC membership for the duration of the term.

Section 2: Officers of SAC shall consist of two co-chairpersons, one secretary and one treasurer OR a chair, a vice-chair, a secretary, and a treasurer.

Section 3: More than one constituent group must be represented among the officers.

Section 4: Officers shall be elected in the month of April. If there is but one nominee for any office, election for that office may be by acclamation. Otherwise, a ballot vote will be taken and recorded.

- Section 5:** Officers shall assume their official duties on June 1 and shall serve for the term on one (1) year.
- Section 6:** A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.
- Section 7:** Nominating Committee:
- a) There shall be a nominating committee composed of three (3) members appointed by the chair at a regular meeting at least one month prior to the election of officers.
 - b) The nominating committee shall nominate an eligible person for each office to be filled and report its nominations at the election meeting at which time additional nominations may be made from the floor.
 - c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- Section 8:** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council. Notice of such election must be given in writing prior to the meeting in which such election will occur.

Article VII: Duties of Officers

- Section 1:** The chair shall preside at all meetings of the Council and the Executive Committee at which her/she may be present. In addition, the Chair shall:
- a) Coordinate the work of the officers and committees formed by the Council to promote school improvement.
 - b) Coordinate the SAC meeting agenda.
 - c) Monitor SAC membership for vacancy replacement.
 - d) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council.
- Section 2:** The Vice-Chair/Co-Chair shall act as an aide to the Chair and shall perform the duties of the Chairman on the absence or disability of that officer.
- Section 3:** The Secretary shall record the minutes of all meetings and shall perform such duties as may be designated to him/her.
- Section 4:** The Treasurer shall keep accurate data of all financial and operational activities. He/she shall work with the bookkeeper and the Principal to track expenditure of funds and to report such activity to the Council at each meeting.
- Section 5:** All officers shall deliver to their successors all official material prior to July 1.

Article IX: Meetings

- Section 1:** Regular meetings of the Council shall be determined by the Council at the beginning of the school year for the remainder of the school year.
- Section 2:** Meetings shall have five days written advance notice of any matter that is scheduled to come before the Council for a vote. Email and Fax

correspondence will be considered written notice for Council members with such capabilities.

- Section 3:** A majority of the membership, 51% of which a minimum of two are from the school community and two are parent/community representatives, shall constitute a quorum for the transaction of business in any meeting of this Council.
- Section 4:** The Chair or Vice-Chair and the Principal or the Principal's designee may call special meetings after five days written notice has been given.
- Section 5:** The first regular meeting of the SAC shall be held in August and shall be known as the Annual Meeting.
- Section 6:** A regular meeting schedule shall be available upon request to any interested party and shall be advertised in the school newsletter and other school publications.

Article X: Executive Committee

- Section 1:** The Executive Committee shall consist of the officers and the Principal or the Principal's designee.
- Section 2:** The duties of the Executive Committee shall be to transact emergency business in the interval between Council meetings. The Council must later ratify any such business.
- Section 3:** The majority of the Executive Committee, which must include the Principal or the Principal's designee, shall constitute a quorum.

Article XI: Standing and Special Committees

- Section 1:** The SAC may create committees as necessary to promote the purposes of SAC and carry out its work.
- Section 2:** The chairperson of each committee shall present the committee's findings to SAC.

Article XII: Fiscal Year

The fiscal year of SAC shall begin on June 1 and end on the following May 31, inclusive.

Article XIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII: Amendments

- Section 1:** Amendments to these bylaws may be adopted at any regular meeting of SAC by a two-thirds vote of the members present and voting, provided that notices of the proposed amendment shall have been given at least two weeks before the meeting at which the amendment is voted upon.
- Section 2:** The proposed amendment shall be subject to approval by the Pinellas County School Board and shall become effective upon that approval. Submission of amendments to the School Board shall be in accordance with Board rules and regulations.

Proposed to SAC 2/10/03

Adopted by SAC 3/10/03

Revised by SAC 10/10/05