

# **Countryside High School- School Advisory Council Bylaws**

## **Bylaws Revision – For vote on April 14, 2020**

### **Article I:**

These are the by-laws of the Countryside High School, School Advisory COUNCIL (hereinafter referred to as the “SAC” or “COUNCIL”)

### **Article II: Purpose**

**Mission:** Educate and prepare each student for college, career and life.

**Vision:** 100% Student Success

The purpose of the COUNCIL is to carry out the legislative and administrative directives of the State of Florida, and the administrative directives of the Pinellas County School Board.

Generally, the School Advisory COUNCIL is entrusted with the following duties:

1. To assist the principal with the annual school budget
2. To support and assist in the preparation and evaluation of the school improvement plan
3. Allocation of funds to support implementation of the school improvement plan

### **Article III: Basic Policies**

The following are basic policies of the COUNCIL:

1. The COUNCIL shall be noncommercial, nonsectarian, and nonpartisan.
2. The names of the COUNCIL or the names of any members in their official capacities shall not be used in any connections with a commercial concern or with any partisan interest or for any purpose of an individual concern not appropriately related to the objects of the COUNCIL.

### **Article IV: Articles of Organization**

The COUNCIL exists as an unincorporated association of its members. Its “articles of organization” comprise the by-laws, and from time to time amended, and its article of association if any. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association. In the event of any conflict between these by-laws and the articles of association, these by-laws shall govern.

### **Article V: Membership**

- The COUNCIL will include the school principal and a balanced number of district-based and non-district-based members. This includes administrative, instructional and non-instructional personnel, students, parent(s)/guardian(s) and business/community representatives. Members shall be representative of the ethnic, racial and the socioeconomic community served by the school.

Election is by majority vote of the constituent group for parents, teachers and support staff. The Principal and SAC will provide notification of unfilled positions and, if needed, an election will be held. A survey of teachers and support staff will be conducted by email to determine interested candidates. There will be an election if the number of candidates exceeds the number of open positions. Instructional Personnel shall be elected by Instructional Personnel, Support Staff and Student Services shall be elected by Support Staff and Student Services staff. Elections will be held in August of the current school year. Parents will be notified in August by the Principal of open SAC positions. If there are more interested parent candidates than available positions, an election will be held prior to the second (2<sup>nd</sup>) SAC Meeting.

The principal is responsible for ensuring that the elections, if necessary, take place and the composition of the SAC complies with the law. If the election process does not yield a SAC that reflects racial, ethnic and the socioeconomic diversity of the school community, the Principal may appoint persons annually for one-year term at his/her discretion to balance the composition of SAC.

The term of service for members of the COUNCIL, other than students, shall be two years.

Members may serve a maximum of two terms, and if they wish to continue beyond the two terms, must petition for re-election. Members petitioning for re-election must notify the SAC Chair prior to the Seventh (7<sup>th</sup>) SAC meeting of the year.

The term of service for student members shall be one year, with a maximum of one term. If the student member wishes to continue beyond this one term limitation, he or she may petition for re-election.

Termination of Membership may occur automatically or for cause as provided within this section:

1. The SAC Board may remove a member for just cause. Per Pinellas County School Board guidance just cause is behavior that is divisive, combative, uncooperative, belligerent, hostile, disrespectful, or if a member moves out of the community served by the school. Florida statutes further define just cause to include immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, or being convicted or found guilty of a crime.
2. The SAC Board will replace a member for failure to attend fifty-one percent (51%) of the regularly scheduled meetings or if a member has two consecutive unexcused absences from a meeting that is noticed according to the procedures in these bylaws.
3. The process for removal for just cause will include two (2) warnings, by the Chairperson or Principal, to the member that they are in violation of the just cause criteria listed above, followed by a SAC Board vote for removal. Removal of a member requires a vote from the SAC Board members, passage is gained by simple majority of fifty-one percent (51%). The removed member may appeal to the Pinellas County School's Director of Strategic Partnerships, in writing within five (5) business days of the date of the SAC Board voted for removal. The Director's decision is final. Any SAC Board member that was removed for violating the just cause guidelines listed above will not be able to serve on the SAC Board for at least two years from the date of his/her removal.

If, after being elected or appointed, a member realizes that he or she may need to be absent on one or more occasions, he or she can resign, and the vacancy be filled in accordance with this article. In that regard, members, once elected, shall be apprised of the fact that their regular attendance (51% of meetings), without absences, is essential to Countryside High School's being recognized as a "Five Star" school.

## **Article VI: Election of Officers**

**Each officer of the Countryside High School Advisory Council shall, as a prerequisite, be a member of this COUNCIL.**

### **Officers and their election**

- A. The officers of SAC will consist of one Chairperson and one Vice Chairperson, one treasurer and one secretary. Effort will be made to ensure that they represent more than one constituent group.
- B. Nominations for officers shall be accepted at the 7<sup>th</sup> (Seventh) SAC meeting of the school year.
- C. The Chairperson, Vice Chair and Secretary will be elected by consensus of the SAC at the 8<sup>th</sup> (eighth) or final meeting of the school year for service the following school year.
- D. A school Employee shall serve as the SAC Treasurer.

**Vacancies.** A vacancy occurring in any office shall be filled for the unexpired term by a COUNCIL member in good standing, elected by a majority vote of the members present at a meeting where notice of such election has been given. In the event that a vacancy occurs in the office of chairperson, and the COUNCIL has previously elected a vice chairperson, the vice chairperson shall fill the vacancy of chairperson for the remainder of the term, and the then vacant position of vice chairperson may also be filled by the COUNCIL in accordance with this section.

## **Article VII: Duties of Officers:**

**SAC Chairperson.** The chairperson presides over the SAC and carries out the following specific duties:

- Section 1. The chairperson will preside at all meetings of the SAC. He/she will coordinate the work of the officers and work closely with Administration in order to facilitate the evaluation and completion of the SIP.
- Section 2. It is the responsibility of the chairperson to work with the Principal to develop and distribute the meeting agenda before the regular SAC meeting.

**The vice chairperson,** if such position is filled, shall act as aide to the chairperson, and shall perform the duties of the chairperson in the absence or disability of that officer.

**The treasurer** shall maintain the financial records of the COUNCIL.

**The secretary shall** carry out the following specific duties:

- Keep accurate minutes and share minutes with members,

- Maintain up-to-date files of minutes, and
- Keep accurate records of attendance.

All officers shall:

1. Perform the duties prescribed in these bylaws and by parliamentary authority adopted by this COUNCIL.
2. Deliver to their successors all official material not later than ten days following the end of their elected terms.

### **Article VIII: Meetings**

There will be a minimum of eight regular meetings during the school year. Meetings shall be scheduled at a time when all stakeholders can attend. A minimum of five days written notice shall be given of meeting date changes.

Special meetings may be called by the executive board and the principal or the principal's designee, upon the giving of five days prior written notice.

The last regular meeting of the COUNCIL shall be held in April, or May as the COUNCIL shall determine.

A majority of voting members shall constitute a quorum for the transaction of business at any meeting of the COUNCIL.

At a regular meeting, a consensus vote shall be required in order for a motion to pass. Consensus is defined as a "yes" vote by at least 80 percent of the members present. If a consensus cannot be reached on a motion, the chairperson will decide on one of three actions:

1. The vote stands - the motion dies:
2. The issue needs to be resolved presently because of time constraints or other factors, in which case the chairperson can submit the motion to the floor again for passage by majority vote (either with or without further discussion; or
3. Decide that the proposal should be presented to a school improvement team or executive committee for study.

All meetings shall be open to the public and advertised to the school community.

### **Article IX: Executive Board**

The executive board shall consist of the elected officers, the principal, and in the absence of the principal, the principal's designee.

The duties of the executive board shall be to transact emergency and other important business in the interval between COUNCIL meetings, which must be later ratified by the COUNCIL.

The majority of the executive board, including the principal (or the principal's designee) shall constitute a quorum.

Meetings of the executive board shall be held as needed and motions passed by majority vote shall be presented for ratification to the COUNCIL.

#### **Article X: School Improvement Teams**

The COUNCIL may create and appoint such school improvement teams as it may deem necessary to promote the objectives and carry on the work of the COUNCIL. The term of each chairperson shall be for as long as the team functions.

The chairperson of each school improvement team shall present a plan of work to the COUNCIL for approval of school improvement goals.

#### **Article XI: Fiscal Year**

The fiscal year of the COUNCIL shall begin on July 1st and end on the following June 30th inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

ROBERTS RULES OF ORDER NEWLY REVISED shall govern the COUNCIL in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XIII: AMENDMENTS**

These bylaws may be amended at any regular meeting of the COUNCIL by two-thirds vote of the members present. Notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by majority vote at a meeting of the COUNCIL, or by two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Submission of amendments or revised bylaws for approval by the Pinellas County School Board shall be in accordance with the regulations of the Pinellas County School Board.