**AZALEA ELEMENTARY SCHOOL**

**SCHOOL ADVISORY COUNCIL**

1680 74th St N,

St. Petersburg, FL 33710

**BY-LAWS**

**ARTICLE I: NAME**

The name of this association is the Azalea Elementary School Advisory Council (“SAC”). These articles of organization will constitute the by-laws for all SAC activities.

**ARTICLE II: PURPOSE**

**Section 1.** The purpose of SAC is:

1. To develop a coordinated effort between parents, teachers, and other community members to cooperate in a positive way for the education of Azalea Elementary School students;
2. To increase awareness, input and involvement in Azalea;
3. To assist in the preparation and evaluation of the Azalea School Improvement Plan, in accordance with Florida Statutes;
4. To provide such assistance as the Azalea principal may request in preparing the school’s annual budget and plan.

**Section 2.** The purposes of SAC are promoted through conferences, school improvement teams, projects, and programs, and through such other functions as are prescribed by regulations of the Pinellas County School Board.

**ARTICLE III: BASIC POLICIES**

The following are basic policies of SAC:

**Section 1.** SAC is a non-commercial, non-sectarian, and non-partisan entity.

**Section 2.** The name of SAC and the names of any members in their official capacities shall not be used in any commercial concern or with any partisan interest or for any purpose not appropriately related to the purposes of SAC.

**Section 3.** SAC shall not, directly or indirectly, participate or intervene in any way (including the publication or distribution of statements) in any political campaign on behalf of, or in opposition to, candidates for public office.

**ARTICLE IV: MEMBERSHIP AND ELECTION**

**Section 1.** No person shall be deniedmembership on SAC because of their race, sex, color, creed, religion or national origin.

**Section 2.** Only members of SAC are eligible to vote at SAC meetings or to serve as an officer of SAC.

**Section 3.** Any member of the community represented by SAC may serve on a special committee of SAC so long as they are appointed as provided herein and remain a member in good standing, but will not thereby become a SAC member.

**Section 4.** SAC members will be drawn from the following constituencies, and should reflect the ethnic, racial and economic makeup of the community served by Azalea.

1. The principal, and any assistant principal, shall be members *ex officio* of SAC, with the principal having SAC member voting rights;
2. The two teachers shall be elected by majority vote of the faculty: one teacher from grades K-2 and one teacher from grades 3-5;
3. One member of the support staff of the school shall be elected by a majority vote of the support staff;
4. At least nine but no more than fifteen parents/guardians of Azalea students shall be elected by a majority vote of the parents/guardians of Azalea students present at a meeting which has been noticed for that purpose;
5. At least three community members shall be elected by a majority vote of SAC. These community members may, but need not, be Azalea parents/guardians, faculty or support staff. At least one-third of the community members should be members of a racial minority group.
6. A majority of the members of SAC must be persons who are not employed by the Pinellas County School Board at Azalea;
7. To ensure an appropriately balanced number of members representative of the ethnic, racial, and economic makeup of the community, additional community members should be nominated by SAC or the principal, and subsequently elected by SAC, from the community served by Azalea;
8. The principal will maintain documentation of efforts to enlist SAC members who are representative of the ethnic, racial, and economic community served by Azalea.

**Section 5.** At the February or March Azalea parent/guardian meeting and in the Azalea newsletter, it will be announced that any parent/guardian of a Azalea student interested in serving on SAC should notify the SAC vice-chair or his or her designee.

1. Interested persons should submit a brief statement of their qualifications for SAC membership by the deadline established by the SAC vice-chair, including a brief statement which will be published or distributed to parents/guardians prior to the end of April.
2. Elections for SAC parent/guardian member positions will take place in April or May. Elections will be decided by a simple majority of those parents/guardians present and voting. Only one parent/guardian may vote per each Azalea family.
3. Candidates for SAC community member positions will be solicited by the SAC vice-chair or his or her designee. Elections for community member positions will be held at the first SAC meeting of each school year.

**Section 6.** All elected members will serve staggered two-year terms. There is no limit to the number of successive terms an individual may serve on SAC. All elected members of SAC shall remain on the council for their entire membership term, unless the member submits a written resignation or is deemed to have resigned as provided herein.

**Section 7.** If an elected SAC member position is vacated during the term for that position, the SAC vice-chair or his or her designee will advertise the vacancy to solicit candidates qualified to fill the vacancy and will make recommendations as to candidate(s) to fill the vacancy for the remainder of the term. The vacancy will then be filled by a majority vote of SAC.

**Section 8.** Any SAC member who is absent from two regular meetings without presenting a satisfactory excuse to the Chair shall be deemed to have resigned as a member. Such a member may be reinstated by a majority vote of SAC.

**Section 9.** Any SAC member who no longer has a student attending Azalea shall be deemed to have resigned as a parent/guardian member. SAC may elect that former parent/guardian member as a community member, if a vacancy exists and the applicant qualifies for the vacancy.

**ARTICLE V: OFFICERS AND THEIR ELECTION**

**Section 1.** Officers of SAC will be elected in the following manner for each school-year term:

1. The officers of SAC will consist of one (1) chair, one (1) vice-chair, and one (1) secretary;
2. SAC members will elect officers for the next school year during the last regular SAC meeting at the end of each school year, by a a majority vote of SAC;
3. Officers will assume their official duties upon their election and will serve in those offices until the end of the next school year or until their successor is elected.
4. No individual shall serve more than two consecutive terms in any one office.

**Section 2.** A vacancy occurring in any office will be filled by a SAC member elected by a majority vote of SAC, notice of such proposed vote having been given in compliance with Article VI § 2. Until such time as vacancies for the offices of chair and/or vice-chair have been filled by election as provided herein, the duties of those offices shall be carried out as provided in Article VI. Until such time as vacancies for the office of secretary has been filled by election as provided herein, the duties of that office shall be carried out by a SAC member willing to serve, at the request of the chair.

**ARTICLE VI: DUTIES OF OFFICERS**

**Section 1.** The chair will preside at all SAC meetings and will serve as the facilitator. The chair will coordinate the work of the officers and any special committees of SAC in order that objectives may be met.

**Section 2.** It is the responsibility of the chair to work with the principal to develop and distribute the SAC agenda in a timely fashion, and to provide at least three days’ advance written notice to SAC members of any election or other matter(s) scheduled for a membership vote. This notice requirement shall not prevent the SAC from voting on matters (other than elections) which are not on the agenda but are raised at a SAC meeting.

**Section 3.** The vice-chair will act as aide to the chair and will perform the duties of the chair in the absence or disability of the chair to act. The vice-chair will be responsible for coordinating the advertisement for SAC membership vacancies, preparing ballots (if necessary) and such other duties as set forth herein or as designated by the Chair.

**Section 4.** The secretary will record the minutes of all SAC meetings and will perform such other duties as may be delegated by SAC. The secretary will perform the duties of the vice-chair in the absence or disability of the vice-chair to act.

**ARTICLE VII: MEETINGS**

**Section 1.** At least four SAC meetings will be held during each school year, and such meetings should be scheduled to occur during the second week of the month. Meeting dates, times and locations will be published in the Azalea monthly newsletter and posted on the Azalea website. Any SAC officer or the principal may call a special meeting of SAC at any time after giving all SAC members, including the principle, at least five business days’ advance written notice of the date, time and purpose of the special meeting.

**Section 2.** An agenda will be published and distributed to members at least three days prior to each scheduled SAC meeting. The agenda for each meeting will include, or will be accompanied by, written notice of any election or other matter(s) scheduled for a vote at the meeting. Regular business and procedural matters do not need to provide notice for a vote to be taken, however, regular business matters should be placed on the printed agenda whenever possible.

**Section 3.** A quorum will be defined as a majority of the members of SAC. It is a goal of SAC to have all issues which are presented to be approved or rejected by consensus of all SAC members. However, if consensus cannot be obtained, and except as otherwise provided herein, any voting matter must receive the affirmative vote of at least two-thirds of the SAC members present and voting.

**Section 4.** The meetings of SAC will be open to the community and to the general public in accordance with applicable Florida “Government in the Sunshine” laws. Visitors will not interrupt SAC business and cannot vote, but will be encouraged to participate in discussion during the “open agenda” portion of SAC meetings. Any member of the community served by Azalea may submit, in writing, proposed items for inclusion on the SAC agenda to the chair or principal so long as the item relates to matters connected with Azalea.

**ARTICLE VIII: BUDGET**

**Section 1.** SAC will provide such assistance as the principal may request in preparing the school’s annual budget and amending the school improvement plan as required by Florida Statutes. The term “assist” is defined as giving help and advice only. SAC may review the budgets for the school. The chair may designate a member to serve on the school Budget Committee.

**Section 2.** School Improvement Funds may be expended only on programs or projects selected by SAC that qualify as meeting the needs, goals, and objectives of the Azalea School Improvement Plan (the “SIP”). Use of School Improvements Funds may be requested by presentation to SAC of the need and demonstrating compliance with the SIP. Approval of expenditure of funds must be approved by a majority vote of SAC. The principal may not override the recommendation of SAC with respect to the use of School Improvement Funds. These monies may not be used for capital improvements, nor may they be used for any project or program that has duration of more than one year; however, SAC may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year(s).

**ARTICLE X: SPECIAL COMMITTEES**

**Section 1.** SAC may create such special committees as deemed necessary to carry on the work of SAC. Committee members shall be appointed by the Chair after polling the members as to any member’s interest to sit on the committee. Their appointment shall terminate upon completion of the committee’s assignment, or by majority vote of SAC at any time.

**Section 2.** Each committee shall elect committee officers, establish meeting procedures, provide notice and schedule meetings as necessary for the purpose for which the committee was created. Committees are also subject to ‘Government in the Sunshine Laws.’

Section 3. The chair of each special committee will present a report to SAC of the committee’s activities at each SAC meeting.

**ARTICLE XI: SCHOOL IMPROVEMENT TEAMS**

**Section 1.** SAC and the principal will identify School Improvement Goals as deemed necessary to promote the purposes and carry on the work of SAC and the school as mandated by the Pinellas County School Board and the State of Florida.

**Section 2.** School Improvement Teams (“SITs”) will be created by the principal, as necessary, in consultation with SAC to design or amend the SIP to achieve the School Improvement Goals. SITs will be established for each School Improvement Goal adopted or amendment, as determined necessary by the principal.

**Section 3.** Each SIT may include a SAC member who will be involved in the development of the goal. Interested parties will notify the Principal of their wish to serve on a particular SIT, and may attend such School Improvement Plan training sessions as may be offered by the Pinellas County School District.

**Section 4.** The chair of each SIT will present a plan of work to SAC for its information and approval. The SAC member appointed for each SIT will report periodically to SAC on the SIT’s activities.

**ARTICLE XII: AMENDMENTS**

**Section 1.** These articles may be amended by a majority vote of SAC at any regular meeting of the SAC, provided that a draft copy of the proposed amendment(s) has been given to SAC members at least fifteen days prior to the meeting at which the amendment is voted on.

**Section 2.** Approved amendments shall become effective upon the earlier of the amendments’ stated effective date or thirty days, whichever is sooner.

*The foregoing constitutes the By-Laws amended and adopted by the Azalea Elementary School Advisory Council on the \_\_ day of \_\_, 2017 which shall become effective immediately.*