

**North Shore Elementary School
School Advisory Council Bylaws**

May 2, 2018 DRAFT

Article I - Name

The name of this organization is the North Shore Elementary School Advisory Council (“SAC”).

Article II - Purpose

The purpose of SAC is:

- A. To develop a coordinated effort between parents, teachers, and other community members to cooperate in a positive way for the education of North Shore Elementary School students;
- B. To increase awareness, input and involvement at North Shore;
- C. To assist in the preparation and evaluation of the North Shore School Improvement Plan;
- D. To provide such assistance as the North Shore principal may request in preparing the school’s annual budget.

Article III - Membership

SAC members will be drawn from the following constituencies, and should reflect the ethnic, racial and economic makeup of the community served by North Shore Elementary.

- A. The principal, and any assistant principal, shall be members *ex officio* of SAC, with the principal having SAC member voting rights when a vote is a tie.
- B. At least two teachers shall be voting members of SAC: one teacher from grades K-2 and one teacher from grades 3-5;
- C. One support staff representative;
- D. Parents whose child and/or children are currently enrolled at North Shore who are not full time employees of the school;
- E. At least one community member who does not have children enrolled at North Shore Elementary;
- F. A majority of the members of SAC must be persons who are not employed by the Pinellas County School Board at North Shore Elementary;

- G. To ensure an appropriately balanced number of members, representative of the ethnic, racial, and economic makeup of the community, the principal may appoint parents and/or community members to ensure representation of minority, socioeconomic, and exceptional education students, if not already represented on SAC.
- H. The principal will maintain documentation of efforts to enlist SAC members who are representative of the ethnic, racial, and economic community served by North Shore Elementary.
- I. SAC members will serve one-year terms and will be voted in at the beginning of each school year. Information about joining SAC will be communicated to parents and community members prior to the first meeting of the school year.
- J. No person shall be denied membership on SAC because of their race, sex, color, creed, religion or national origin.

SAC members are expected to attend all regularly scheduled meetings.

Should an elected SAC member be unable to fulfill his/her term, the chair and principal may appoint another person to the vacated position.

Article IV - Officers

The council officers will consist of Chair, Vice-Chair, and Secretary. Any member of SAC, other than the principal, may serve as an officer. Officers will be elected annually by majority vote of members present at the regularly scheduled Aug./Sept. meeting. Officers may serve four consecutive terms in the same position.

The chairperson shall preside over all meetings of the council. The SAC chair will be the official spokesperson of the SAC and will be the primary liaison between the SAC and school administration and will assist in preparing SAC agendas. The vice-chairperson will assume the duties of the chairperson if he/she is unable to fulfill their duties. The Secretary will maintain the minutes of all meetings and provide them to the principal and SAC chair within one week prior to the next meeting. The Secretary will maintain and monitor an active list of the SAC's membership and attendance at all meetings. The chair will have the authority to appoint committee chairpersons as appropriate to conduct the business of the SAC.

Should an officer be unable to fulfill his/her term of office, an election will be held at the next meeting to fill the vacancy.

Article V - Meetings

The SAC will hold a minimum of five regular meetings at an agreed upon date, time, and place. Any SAC member may request a special meeting be called by the SAC chairperson with concurrence of the school administration. SAC members must be notified by letter or phone or email three days prior to a special meeting. In order for the council to conduct business at any special meeting, a quorum must be present. A quorum will be defined as a majority of the membership of the council.

All SAC meetings are public and will be announced through the school website and other means of communication. SAC minutes and agendas will be available one week prior to the next meeting. The public is invited to attend SAC meetings. In order to provide for an orderly businesslike approach, visitors will be asked to follow procedures outlined by SAC, which will be posted at meetings.

Article VI - Decision Making

The SAC will use consensus to reach decisions. If the chair decides that consensus cannot be reached within a reasonable amount of time, he/she will call for a simple majority vote by hand, unless a ballot vote is requested.

A quorum must be present for all decision making actions to take place.

Article VII - Committees

Standing and special committees will be formed as needed to make recommendations to SAC. Non-SAC members may serve on committees.

Article VIII - Amendments

These bylaws may be amended by SAC. Proposed amendments must be presented in writing at a regularly scheduled meeting. A decision regarding the amendment will be made at the next regularly scheduled meeting.