

NORTHEAST HIGH SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this association is: **NORTHEAST HIGH SCHOOL ADVISORY COUNCIL**. In these bylaws, the Northeast School Advisory Council may be referred to as the "council" or "SAC."

ARTICLE II: PURPOSES

SECTION 1: The purposes of the council are:

- a) To provide parents, 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).
- b) To promote the welfare of students in school, home, and community.
- c) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- d) Increase citizen awareness, input, involvement, and confidence in Northeast High School and its council.
- e) 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 noncommercial, nonsectarian, and nonpartisan.
- 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 or 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 (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 Council shall comply with the "Sunshine" Laws.

ARTICLE V: DUTIES AND OBLIGATIONS

SECTION 1: The Northeast High School Advisory Council shall exercise the following duties and obligations:

- a) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. The council shall be the sole body responsible for final decisionmaking regarding the school improvement plan (ss. 229.58).
- b) Assist in the preparation of the school's annual budget. A SAC member will sit on the budget subcommittee, which is responsible for presenting to the staff and SAC.

- c) 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.
- d) Perform all the functions of a school advisory council as prescribed by the regulations of the Pinellas County School Board or Florida statutes. The Council shall not have any of the powers and duties preserved by law to the School Board.
- e) 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 VI: MEMBERSHIP AND THEIR ELECTION

SECTION 1: Except as prescribed below, membership in this council is by election. The constituency of the council shall be the parents/guardians of students attending Northeast High School, employees of Northeast High School, members of clergy, civic organizations, community service agencies, and representatives of the business community. 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. Any member of the constituency represented by this council shall be eligible to serve in an appointive position.

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: There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of each school advisory council must be persons who are not employees of the school. The principal and the executive committee will determine the council maximum number from each group annually. "Teacher" 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 and whose duties require 20 or more hours in each normal working week (ss.229.58).

- a) Teachers elected by the teachers, minimum of two (2),
- b) Support Staff elected by the staff, minimum of one [1]
- c) Students elected by the students, minimum of two (2)
- d) Parents/Guardians elected by the parents/guardians minimum of two (2)
- e) Community- nominated by the principal or a member, approved by the council, minimum of one (1).
- f) Appointments - Those appointed by the principal or school board to comply with Florida Law.
- g) Alternates will be elected with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from a meeting. Alternates that substitute for an absent member will count towards a quorum and have full voting rights for that meeting.

SECTION 4: Elections shall take place annually, at the beginning of the school year for a term of one year. Community persons serve for one year or until his/her successor is

appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Staff and Faculty will be nominated and elected at the first faculty/staff meeting of the school year.
- b) Students will elect one member each from the Multicultural Club and the Student Government at the first meeting of the school year.
- c) Parent nominations will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions. Parents shall be elected by a majority vote of persons qualified for their specific peer group who are in attendance at the September SAC meeting for which notice of such election has been given.

SECTION 5: 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) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence.
- b) Vacancies also occur when school employees or students of council members are transferred.

ARTICLE VII: OFFICERS AND THEIR ELECTION

SECTION 1: 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. If there are no volunteers or nominations from the council to fill an officer position, the general public and alternates may be considered for the position(s).

SECTION 2: Officers and their election:

- a) The officers of the council shall consist of one (1) chair, one (1) vice-chair, one (1) secretary, and one corresponding secretary or 2 co-chairs, one (1) secretary, and one corresponding secretary as agreed upon by a consensus of the council.
- b) Officers shall be elected annually prior to June 30.
- c) Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until his/her successors are elected.
- d) 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 3: 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 nomination 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 4: Vacancies:
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 having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION 1: The Chair shall preside at all meetings of the council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the council. In addition the Chair:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

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.

- a) Shall coordinate presentation of periodic reports, with the assistance of Assistant Principal of Curriculum and the school bookkeeper, of school improvement funds.

SECTION 3: The Secretary shall record the minutes of all meetings of the council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.
- b) SAC minutes will record attendance and decisions made by the council.

SECTION 4: The Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her.

SECTION 5: All officers shall deliver to their successors all official materials prior to July 1.

ARTICLE X: EXECUTIVE BOARD

SECTION 1: The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, secretary, and corresponding secretary) 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, which must be later ratified by the council by consensus.

SECTION 3: The majority of the executive committee shall constitute a quorum.

ARTICLE XI: 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 chair of each school improvement committees shall present a plan of work to the council for approval.

SECTION 3: Ad hoc committees may be established from time to time at the discretion of the council.

ARTICLE IX: MEETINGS

SECTION 1: 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.

SECTION 2: The council will attempt to make all decisions by consensus. 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. The chairperson may vote on all matters. An absent member may submit a written proxy on specific issues.

SECTION 3: A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 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 4: Meetings will have 3-days' written advance notice in writing to all members of the council of any matter that is scheduled to come before the council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities.

SECTION 5: The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.

SECTION 6: All SAC meetings are open to the public and must comply with Florida "Sunshine Laws, ss. 286.011.

ARTICLE XII: FISCAL YEAR

The fiscal year of the council shall begin on July 1 and end on the following June 30, inclusive.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Robert's 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 XIV: AMENDMENTS

SECTION 1: These bylaws may be amended by any regular meeting of the council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

SECTION 2: The amendment shall become effective upon receipt of approval from Pinellas County School Board.

SECTION 3: A bylaw committee may be appointed annually to review the bylaws.

Northeast High SAC Chair
High School Principal

Northeast

Northeast High School Advisory Council By-laws Adopted: September 2, 2003