

PALM HARBOR UNIVERSITY HIGH SCHOOL ADVISORY COUNCIL BYLAWS

Article I: NAME

The name of this association is PALM HARBOR UNIVERSITY HIGH SCHOOL ADVISORY COUNCIL

ARTICLE II: PURPOSES

- Section I. The purposes of the Palm Harbor University High School Advisory Council (SAC) are:
- A. To participate in the review process and approve the school improvement plan that will serve as a framework for school improvement, as determined by the School Improvement Plan Committee.
 - B. To promote the well-being of Palm Harbor University High School students in their home, school and community.
 - C. To support the enactment of adequate laws for the care and protection of students.
 - D. To strengthen the relationship among the home, school, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
 - E. To develop between educators and the general public such united efforts as will secure for all students the highest advantages in physical, mental and social education.
 - F. To increase citizen awareness, input, involvement and confidence in Palm Harbor University High School and its Advisory Council.
 - G. To act as an advisory body for the School Improvement Funds annual budget by giving assistance and advice.
 - H. To support the vision and mission of the school.
- Section 2. The vision of this council is promoted in cooperation with the National Education goals and the State of Florida Education and Accountability Act through an educational program directed toward the total school community. The SAC is governed and qualified by the basic policies set forth in Article III.

ARTICLE III: BASIC POLICIES

The basic policies of this 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 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 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.
- 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 establishing school policy. SAC recognizes that legal responsibilities have been delegated to boards of education and other governmental entities.
- E. The SAC shall deal with issues rather than individuals.
- F. The SAC will attempt to make all decisions by consensus. If consensus cannot be reached, a quorum is required to be present before a vote may be taken. A majority of the membership of the Council constitutes a quorum.
- G. As instructional leader, the Principal is the final authority for all school-based decisions.

ARTICLE IV: ARTICLES OF ORGANIZATION

The 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 V: MEMBERSHIP

- Section I. Membership in SAC is by election or appointment only. Appointments in membership categories are made by the Principal when there are not enough applicants for open positions, or the demographic requirements of the school are not met. Composition

of membership categories is established by Florida School Code 1001.452, known as the School Advisory Council (SAC) Composition.

- Section 2. The Principal and one Principal Designee shall be permanent members of SAC.
- Section 3. Only members of SAC shall be eligible to vote on a motion or to serve in any of its elected positions.
- Section 4. Minimum membership shall be based upon the SAC Composition (Florida School Code 1001.452). The voting members of SAC shall be drawn from Palm Harbor University High School's parents, students, teachers, support staff, and members of the North Pinellas County community.

A "teacher" includes classroom teachers, certified student services personnel, and media specialists.

As defined in Florida Statute 100.21 (5), a "parent" is either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisor authority over a student in place of the parent. The student of the parent/guardian shall be enrolled at PHUHS while the member serves on the advisory council.

There will be a minimum of two student SAC members: they will be Student Government Association Executive Board officers, since they are elected by the entire student body.

The current PTSA President or designee will serve as a parent SAC member.

- Section 5. All elected or appointed members shall serve on SAC for a term of two years.
- Section 6. Termination of membership in SAC may occur in any of the following ways.
 - A. Resignation
 - B. No longer representing a constituency category as determined by membership categories established by Florida School Code 1001.452.
 - C. Unexcused absence from two consecutive meetings. *A member terminated for this reason will receive notification from the co-chairs or secretary.*

D. Any SAC member shall be removed for just cause.

Section 7. 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. Teacher members will be elected by teachers; support staff members will be elected by support staff. Elections will be held in May for the next 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, candidates will submit to the Principal a brief, biographical statement of intent to serve on SAC. Election of parent members will be held during the September combined Booster meeting. Candidates must be present at the meeting to give a brief, biographical speech or presentation to the members. If a parent election is held, the September SAC meeting will be scheduled on the first Monday after the September combined Booster meeting, in order for new members to attend.

Community members are appointed by the Principal.

Section 8. Newly elected positions will serve a two-year term.

ARTICLE VI: 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.

Section 2. Officers and their election

- A. The officers of SAC shall consist of two co-chairpersons and one secretary. More than one constituent group must be represented. There will be one faculty co-chair and one parent or community member co-chair.
- B. Officers shall be elected annually at the May meeting by the SAC membership.
- C. Officers shall assume their official duties upon election and shall serve for a term of two years.

- D. A person shall not be eligible to serve consecutive terms in the same office.

Section 3. Vacancies

- A. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of SAC, after notice of such election has been given. In case a vacancy occurs in the office of chairperson, the co-chairperson shall serve notice of an election to fill this vacancy.

Section 4. Removal

- A. Any SAC officer shall be removed for just cause.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The co-chairpersons shall preside at meetings of the SAC and the executive committee shall perform such other duties as may be prescribed in these bylaws or assigned by the SAC.

Section 2. The secretary shall record all minutes of all meetings of the SAC and shall perform such duties, as delegated.

Section 3. All officers shall:

- A. Perform the duties in these bylaws adopted by SAC.
- B. Deliver to their successors all official material not later than ten days following the end of their elected terms.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of the SAC shall be held at least eight times during the school year unless otherwise authorized by the SAC. A five day written notice shall be given for a change of date or time. A regular meeting schedule is available upon request to any interested party and is advertised on the school's website.

Section 2. The Principal or the Principal's designee may call special meetings after a five day written notice has been given.

Section 3. The first regular meeting of SAC shall be in held in August as determined by the members during the May meeting.

ARTICLE IX: 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, which must later be ratified by SAC, in the interval between SAC meetings.
- Section 3. A majority of the executive committee, which must include the Principal or the Principal's designee, shall constitute a quorum.
- Section 4. Meetings of the executive committee shall be held, as needed.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

- Section 1. The SAC may create committees, as needed, 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 XI: FISCAL YEAR

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

ARTICLES XII: 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 quorum of the SAC, provided that a three day written notice has been given.
- Section 2. Bylaws will be reviewed every three years and revised, as needed.

Revised and approved: April 2010
April 2011
August 2014