

East Lake Middle School Academy of Engineering SAC Bylaws

ARTICLE I: NAME

The name of this organization is the **East Lake Middle School Academy of Engineering School Advisory Council**. The organization is hereafter referred to as the ELMS SAC.

ARTICLE II: OBJECTIVES

SECTION 1: The objectives of the ELMS SAC are as follows.

- a) To promote the welfare of students in school, home and community,
- b) To secure adequate laws and ensure the enforcement of those laws for the care and protection of students,
- c) To improve the relationship between the school, home, and community so that parents, teachers and community members may cooperate in the education of students, and
- d) To increase citizen awareness, input, involvement, and confidence in East Lake Middle School Academy of Engineering and its advisory council.

SECTION 2: The objectives of the ELMS SAC are promoted through an educational program directed towards parents, teachers and the community; developed through conferences, school improvement teams, projects and programs; and are governed and qualified by the basic policies and procedures described in Article III.

ARTICLE III: POLICIES

The following are the basic policies and procedures of the ELMS SAC.

- a) The ELMS SAC shall be noncommercial, nonsectarian and nonpartisan.
- b) The name of the ELMS 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 or for any purpose not appropriately related to the objectives of the council.
- c) The ELMS SAC shall not, directly or indirectly, participate or intervene (in anyway, 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 ELMS SAC shall work with the school to provide quality education for all students and shall seek to participate in the decision-making process establishing school policy and the annual school improvement budget recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.

ARTICLE IV: ARTICLES OF ORGANIZATION

The council exists as an unincorporated association of its members. Its "articles of organization" consists solely of these by-laws.

ARTICLE V: DUTIES AND OBLIGATIONS

The ELMS SAC shall exercise, but not be limited to, the following duties and obligations.

- a) Conduct meetings to discuss and vote on matters that pertain to the duties and obligations of the ELMS SAC as described in Article IX.

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- b) Perform the functions of a School Advisory Council as prescribed by the regulations of the Pinellas County School Board and the statutes of the State of Florida.
- c) 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.
- d) Assist in the preparation, evaluation, approval and implementation of the School Improvement Plan as prescribed by Pinellas County School Board and Florida Law.
- e) 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 ELMS SAC determines how the funds are spent in support of the School Improvement Plan. School improvement fund expenditures that support student achievement and are not directly tied to the school improvement plan must be approved by the ELMS SAC and noted in the SAC minutes.
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically designated for a School Advisory Council by regulation of the Pinellas County School Board or Florida Law.
- g) Assist in the preparation of the East Lake Middle School Academy of Engineering annual school improvement budget and plan. The school improvement budget review shall be as follows.
 - i. The school improvement budget shall be sent to the SAC members at least seven (7) days prior to a regular meeting at which the budget will be presented.
 - ii. The Principal or the Principal's designee shall present a summary of the school improvement budget to the ELMS SAC at a regular meeting. The school improvement budget shall be considered for approval by consensus or majority (51% or more) vote of the elected members of ELMS SAC.
 - iii. If the school improvement budget is not approved, a Budget Review Committee of no fewer than four (4) members of the ELMS SAC shall be formed. A special meeting of the ELMS SAC shall be scheduled for no less than seven (6) days later.
 - iv. The Budget Review Board shall provide a set of written comments and suggestions pertaining to the budget to the Principal within three (3) days.
 - v. The Principal or the Principal's designee shall present the changes to the school improvement budget at the special meeting of the ELMS SAC. A quorum (51% or more) of the members must be present at the special meeting. The school improvement budget shall be considered for approval by consensus or majority (51% or more) vote of the elected members of ELMS SAC.
 - vi. This process shall continue until the school improvement budget is approved by the ELMS SAC.

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ARTICLE VI: MEMBERSHIP

- SECTION 1:** Membership in this council is by self-nomination election except to fill vacancies as prescribed below. Election to membership is available to any individual who subscribes to objectives and basic policies of the county and state councils, without regard of race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws, the by-laws of county advisory council or state advisory council.
- SECTION 2:** Elections shall take place annually no more than twenty-one (21) days after the first day of the new school year and prior to the first ELMS SAC meeting of the new school year.
- SECTION 3:** The term of service shall be two years. Community persons serve for two year or until his or her successor is appointed.
- SECTION 4:** The constituency of the ELMS SAC shall be the parents or guardians of students attending East Lake Middle School Academy of Engineering, employees of East Lake Middle School Academy of Engineering, members of clergy, civic organizations, community service agencies, residents who live in the geographic area of East Lake Middle School Academy of Engineering's zone, and representatives of the business community.
- SECTION 5:** Members shall be representative of the ethnic, racial, and economic community served by the ELMS SAC. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status.
- SECTION 6:** The Principal of East Lake Middle School Academy of Engineering shall be a permanent member of the ELMS SAC. In the event that the Principal is unable to attend a meeting, a designee may be assigned by the Principal to serve in his or her place.
- SECTION 7:** Members from the following constituent groups shall be elected to the ELMS SAC. A majority (51% or more) of the members must be persons who are not employees of the school. A 'Teacher' is defined to include classroom teachers, certified student services personnel and media specialists. The Principal and the Executive Committee will determine the maximum number from each group annually.
- a) Teachers elected by the teachers, minimum of one (1).
 - b) Education Support Employee elected by the staff, minimum of one (1).
 - c) Parents or Guardians elected by the parents or guardians, minimum of two (2).
 - d) Business and community representatives approved by the ELMS SAC, prefer at least two (2).
 - e) Appointments by the Principal as needed to comply with State Statutes.
- SECTION 8:** Any member of the constituency represented by this council shall be eligible to serve in an appointive position.
- SECTION 9:** The election of members to the ELMS SAC shall take place as follows.

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a) Staff and Faculty will be nominated and elected at the last faculty/staff meeting of the school year. The elected Staff and Faculty members will be affirmed at the first faculty/staff meeting of the new school year. If a vacancy has occurred during the summer, nominations and elections shall be held at the first faculty/staff meeting to fill the vacancy.

b) Parent or Guardian nominations will be solicited through newsletters, marquee, school announcements, school events, and/or incoming student functions. Beginning the very first year nominations will be conducted by open nominations of parents. Each subsequent year a ballot or notification of all nominees will be prepared and distributed to the Parents and Guardians of East Lake Middle School Academy of Engineering. Parents or Guardians shall be elected by a majority vote of persons qualified for their specific peer group for those present at the meeting.

SECTION 10:

A vacancy may occur under the following circumstances.

a) Resignation of a member due to school employee transfer, parent of student is transferred to another district, member's child is promoted out of elementary school or some other reason.

b) Revocation of member status due to actions that prevent the ELMS SAC from performing their duties and obligations. The action shall be a result of a unanimous (100%) vote where all ELMS SAC members are present. Written notice of such action shall be sent to the member. The member shall be provided an opportunity to protest or plea the action before the membership at a regular meeting where a quorum (more than 51%) of the membership is present. A written request to protest or plea the action must be presented to the Chair at least seven (7) days prior to the regular meeting that the protest or plea will be presented.

c) Absenteeism as defined as two unexcused consecutive regularly scheduled meetings missed during a school year. The member who is unable to attend a meeting should provide a written notice to the Chair as early as possible before the meeting.

SECTION 11:

A vacancy shall be filled from within the respective constituent group that the vacancy occurs. The timing of a vacancy shall determine the process for filling that vacancy. One of the two following procedures shall be used to fill a vacancy.

a) If a vacancy occurs during the school year, the Principal or a designee of the Principal will suggest a replacement within thirty (30) days of the vacancy. The suggested replacement shall be affirmed by consensus or majority (51% or more) vote

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of the members at a meeting where a quorum (51% or more) is present. The appointment shall be for the remainder of the two-year term.

b) If a vacancy occurs outside of the normal school year, such as when a member's child is promoted out of elementary school, the vacancy shall be filled using the same election process that is followed to replace members who have served their full term.

ARTICLE VII: OFFICERS

SECTION 1: ELMS SAC officers shall be elected from the current ELMS SAC membership.

SECTION 2: The officers of the ELMS SAC shall include, but not be limited to, the following.

a) One (1) Chair and one (1) Co-chair

b) One (1) Meeting Secretary,

SECTION 3: Any member of the ELMS SAC may nominate another member, including him or herself, to serve as an officer. Only a person who has consented to serve as an officer shall be nominated for or elected to such office.

SECTION 4: The Officers shall be elected annually by ballot prior to September 30. In the case of one nominee for an office, election may be by voice vote rather than by ballot.

SECTION 5: Officers shall assume their official duties on September 3rd and shall serve for a term of one (1) year.

SECTION 6: A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a majority (51% or more) of the ELMS SAC.

SECTION 7: A vacancy occurring in any office shall be filled for the remaining portion of the term by a person elected by a majority (51% or more) vote of the elected members of ELMS SAC. A vacancy shall be filled as quickly as possible given that a notice of no less than 3 days in writing to all members of the ELMS SAC is provided. In case a vacancy occurs in the office of Chair, the Vice-chair shall assume the Chair for the remainder of the term. The office of Vice-chair shall be filled by election.

SECTION 8: Any person holding an office in this council shall serve for a designated term or until his or her successor is elected.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION 1: The Chair shall preside at all meetings of the ELMS SAC and the Executive Committee at which he or she is present. The Chair shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the council or may appoint a Parliamentarian with the approval of the ELMS SAC. The Chair shall coordinate the work of the officers and committees formed by the ELMS SAC to promote school improvement. The Chair shall vote on matters only on instances where there is a tie in a membership vote in order to break the tie.

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- SECTION 2:** The Vice-chair shall act as an aide to the Chair and shall perform the duties of the Chair on the absence or disability of that officer to act. shall assume the office of the Chair if that office becomes vacant. The Vice-chair shall perform such duties as may be
- SECTION 3:** The Meeting Secretary shall record the minutes of all meetings of the ELMS SAC. The Meeting Secretary shall make arrangements for the minutes of meetings for his or her term to be stored at East Lake Middle School Academy of Engineering and made available on request. The Meeting Secretary shall perform such duties as may be delegated to him or her.
- SECTION 4:** The Meeting Secretary shall distribute the SAC minutes, agenda and meeting notices according to each members preferred delivery method. The Meeting Secretary shall be the point of contact for the ELMS SAC on issues that pertain to community or business relations. The Community and Business Representative shall promote community and business involvement with the ELMS SAC.
- SECTION 5:** All officers shall:
- a) Perform the duties prescribed in these by-laws and by Parliamentary authority adopted by this council.
 - b) Deliver to their successors all official materials prior to the first meeting of the new school year.

ARTICLE IX: MEETINGS

- SECTION 1:** All meetings shall be held in a location accessible to the public and open to the public.
- SECTION 2:** Regular meetings of the ELMS SAC shall be scheduled at the beginning of the school year for the remainder of the school year. The members of the ELMS SAC shall determine a day and time for regular meetings and post this information in a location accessible to the public and designated for ELMS SAC announcements. Regular meetings shall be scheduled to occur once each month at a minimum. Members are required to attend all regular meetings.
- SECTION 3:** Members shall be informed of all matters scheduled to come before the ELMS SAC for a vote. Each member shall designate a preferred notice delivery method for ELMS SAC meeting notices from a list of those available, such as e-mail, FAX or note home. In addition, a written notice shall be posted at least three (3) days in advance of the meeting in a location accessible to the public and designated for ELMS SAC announcements.
- SECTION 4:** The ELMS SAC will attempt to make all decisions by consensus (all members in agreement). If a consensus cannot be reached, the Chair may call a vote. A quorum (51% or more) of the membership must be present to vote on any issue before the membership. The issue shall be decided by a majority (51 % or more) vote of the membership present. An absent member may submit a written proxy on issues as long as the issue is clearly defined, the vote is clearly stated and the proxy is signed and dated.

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SECTION 5: The Chair or Vice-chair and the Principal or the Principal's designee may call special meetings with five (5) days written notice and a reasonable effort to contact every member.

ARTICLE X: EXECUTIVE BOARD

SECTION 1: The Executive Committee shall consist of the elected officers (Chair, Vice-chair, Secretary, Community and Business Representative) and Principal or the Principal's designee.

SECTION 2: The duties of the Executive Committee shall be to transact emergency business in the interval between ELMS SAC meetings, which must be later ratified by the ELMS SAC by consensus or vote.

SECTION 3: A quorum (51 % or more) of the Executive Committee including the Principal or the Principal's designee shall be present to conduct emergency business.

SECTION 4: Meetings of the Executive Committee shall be held as needed.

ARTICLE XI: STANDING AND SPECIAL COMMITTEES

SECTION 1: The ELMS SAC may create a standing committee, such as school improvement committee, as it may deem necessary to promote the objectives and carry on the work of the ELMS SAC.

SECTION 2: The Chair of each standing committee shall present a plan of work to the ELMS SAC for approval.

SECTION 3: Ad hoc committees may be established from time to time at the discretion of the ELMS SAC to resolve specific issues.

ARTICLE XII: FISCAL YEAR

The fiscal year of the ELMS SAC 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 ELMS SAC in all cases in which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XIV: AMENDMENTS

SECTION 1: These by-laws shall be reviewed annually. A By-laws Committee may be appointed by the Chair to review the by-laws and provide comments or suggested revisions to the members.

SECTION 2: These by-laws may be amended at any regular meeting of the ELMS SAC with a quorum (51% or more) present by two-thirds vote of the members present and voting or by proxy (as described in Article IX). Notice of the proposed amendment shall be distributed at least one meeting prior or twenty (20) days, whichever is greater, prior to the meeting at which the amendment is voted upon. The proposed amendment shall be consistent with and abide by State guidelines for School Advisory Councils.

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SECTION 3: The amendment shall become effective upon receipt of approval from Pinellas County School Board.

ELMS SAC Chair

Date

ELMS School Principal

Date

ELMS SAC By-laws Adopted _____