

**BYLAWS OF  
Pinewood Elementary School  
School Advisory Council By-Laws  
(As of November 2009)**

### **Article I: Name of Organization**

The name of the organization shall be the Pinewood Elementary School Advisory Council, hereinafter referred to as "SAC".

### **Article II: Purpose and Functions**

The purpose of the SAC is to assist in the preparation and evaluation of the School Improvement Plan, assist in the plan and preparation of the school's annual budget and develop among the total school community the consensus necessary to implement the plan successfully. Specifically this includes the following:

- a. To take primary responsibility for developing the vision and goals, both short and long term.
- b. To oversee the development/use of needs assessment.
- c. To oversee the development of the operational processes needed to reach the goals and meet benchmarks/standards.
- d. To develop an action plan and evaluators for each goal.
- e. To seek input from all other groups, committees, and individual as needed.
- f. To perform activities as required by the DOE pursuant to the Florida educational Accountability Act of 1991.
- g. To decide on the expenditure of SAC funds to meet School Improvement Plan goals. The fiscal year for the SAC will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Article III: Representation and Membership**

The makeup of the SAC shall reflect the total school community, including racial and ethnic balance. Each constituent group will be represented in the following way:

- a. School Staff-Principal, Assistant Principal, Teachers, and Classified
- b. Parents/Caregivers (percentages to be determined by school year's student enrollment)
- c. Community/Business representatives – appointed by Administrator

Principal and Assistant Principal are automatically members. Other members of the SAC will be elected annually by their respective constituent groups. The entire SAC will be recommended to the School Board on annual basis. Members missing (2) unexcused consecutive meeting will be removed from the council with a majority vote from the quorum. The SAC may vote to reinstate. In the event that the SAC does not have representative membership, the principal, after consulting with Chair or Co-Chair, will appoint members. A majority of the members must be persons who are not employed by Pinewood Elementary School.

### **Article IV: Voting Procedure**

1. It is the intent of this Council to promote the free exchange of ideas at all times.
2. It is the intent of this council to reach agreement through consensus in all matters.
3. When failing to reach consensus, decisions will require a majority (51%) vote of SAC member present.

4. When electing officers, voting may be done with written ballots. The ballots will be counted by two members and an administrator. The elected officers' names will be announced immediately. The ballot will be sealed and available for review for 24 hours.

## Article V: Tenure

Officers may succeed themselves no more than twice (three year tenure), except in the event no one wishes to fill that office. The person currently holding that position may continue in office for an additional term. If an officer fails to serve the full term, a replacement will be voted on by majority vote of the members present. All other members will be elected annually by their respective constituents and shall have no limit on the number of terms that may serve, if elected. In the event that a member resigns from the council, a replacement may be appointed to maintain the demographic balance of the school community.

## Article VI: Meetings

The SAC will meet monthly during the school year – dates determined by the principal and officer according to the school calendar. The council will decide if a meeting is necessary. It is anticipated the regular meetings of the council will be one to one and one half hours in length and held at a time convenient to most members. The notice of meeting, containing the time and place of the meeting and the agenda including items scheduled to come before the SAC for a vote will be posted no less than three (3) days prior to the scheduled meeting. The quorum necessary for conducting business at meetings shall be 51% of the SAC voting members. Emergency meetings shall only be called if jointly agreed upon by the SAC chair(s) and Principal. Emergency meetings should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public

## Article VII: Duties of Officers

The officers of the Council will be a Chairperson or Co-Chairperson and recording Secretary to be elected annually at the first meeting of the school year. If the current Councils elect a Co-Chairperson at least one will be a parent. The duties of the **Chairpersons** will start at the end of the first regularly scheduled meeting. **Those duties are as follows:**

- a. Schedule meetings and notify members of dates and times
- b. Plan agenda and facilitate meetings
- c. Elicit subcommittee members and monitor progress
- d. Inform SAC of relevant training and/or issues as they relate to school improvement activities
- e. Sign School Improvement Plan and assist Principal with presentation of Plan to school community

### **The duties of the secretary will include:**

- a. Record and maintain minutes of meetings
- b. Keep annual attendance records
- c. Provide minutes to members with the next month's agenda
- d. Provide public notice of all SAC meetings
- e. Track expenditures from school improvement funds and maintain SAC financial records

## **Article VIII: Committees**

1. There will be an Executive Committee consisting of the Chairpersons and the Principal. The Committee may meet to deal with emergencies and/or make recommendations to the full Council.
2. The Council may establish ad hoc committees (through volunteers) as needed.
3. Committees will meet on an as needed basis and shall present a written report to SAC.

## **Article IX: Parliamentary Procedures**

Robert Rules of Order will be followed

## **Article X: Amendments**

Amendments are formal changes to the bylaws. If changes are proposed, the entire membership must be notified in writing that voting will occur at the next meeting. A simple majority (at least 51%) of those SAC members present and voting will determine the outcome.