

LEMON BAY HIGH SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME

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

ARTICLE II: PURPOSES

SECTION 1: The purposes of SAC 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 Lemon Bay High School and its council.
- e. To act as an advisory body to the principal. The term "advisory" is intended to mean: (1) informing, (2) inquiring, (3) suggesting, (4) recommending, and (5) evaluating.

ARTICLE III: FUNCTIONS

SECTION 1: The SAC shall exercise the following functions:

- a. Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. A SAC member will sit on all SIP subcommittees that are responsible for presenting to the staff and SAC. The SAC shall be the sole body responsible for final decision making regarding the school improvement plan (ss. 1001.452).
- 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 grant process or individual expenditures as provided by regulation of the Charlotte County School Board and Florida Law. The SAC determines how the funds are spent in support of the School Improvement Plan.
- d. Perform all the functions of a school advisory council as prescribed by the regulations of the Charlotte County School Board or Florida statutes. The SAC shall not have any of the powers and duties reserved 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 SAC by regulation of the Charlotte County School Board or Florida Law.

ARTICLE IV: MEMBERSHIP AND THEIR ELECTION

SECTION 1: Membership in SAC is by election. The constituency of the council shall be the parents/guardians of students attending Lemon Bay High School, employees of Lemon Bay High School, members of clergy, civic organizations, community service agencies, representatives of the business community, and representatives of the community at large. Members shall be representative of the ethnic, racial, and economic community served by SAC. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by the council shall be eligible to serve in an appointive position.

SECTION 2: The principal shall be a permanent member of SAC. 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 SAC from each of the following constituent groups. A majority (51%) of the members must be persons who are not employees of the school. The principal and the executive committee will determine the council maximum number annually, with a minimum of 15 members and a maximum of 25: "Teacher" is defined to include classroom teacher, 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 and whose duties require 20 or more hours in each normal working week (ss.1001.452).

- a. Teachers elected by the teachers,
- b. Support Staff elected by the staff,
- c. Students elected by the students,
- d. Parents/Guardians elected by the parents/guardians,
- e. Community- nominated by the principal or a member, approved by the SAC.
- f. Appointments - Those appointed by the principal or school board to comply with Florida Law.
- g. Student alternates will be elected with the sole duty of serving as a replacement for a student SAC member who is unable to execute their duties due to absence 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 prescribed below:

- a. Staff and Faculty will be nominated and elected at the first faculty/staff meeting of the school year for a term of two (2) years.
- b. Students will elect two (2) members and two (2) alternates from the Student Government at the first meeting of the school year to serve for a term of one (1) year. (See Article III, Section 3 g)
- c. Parent nomination 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 SAC meetings for which notice of such election has been given, for a term of two (2) years.
- d. Community and Business members shall serve a term of two (2) years.

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 consecutive, unexcused, regularly scheduled meetings missed during the school year. 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 V: OFFICERS AND THEIR ELECTION

SECTION 1: SAC officers shall be elected from the current council membership. If there are no volunteers or nominations from SAC 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 SAC shall consist of one (1) chair, one (1) vice-chair, and one (1) secretary.
- 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.
- 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 SAC.

ARTICLE VI: DUTIES OF OFFICERS

SECTION 1: The Chair shall preside at all meetings of SAC 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 to promote school improvement.
- b. Shall coordinate the SAC meeting agenda.
- c. Shall monitor SAC membership for vacancy replacement.
- d. Shall appoint all committees, chairman of said committees, and be a de facto member of each.

SECTION 2: The Vice-Chair/Co-chair shall act as an aide to the chair, shall perform the duties of the chairman in the absence or disability of that officer and shall perform all duties as may be delegated by the Chair.

SECTION 3: The Secretary shall record the minutes of all meetings of SAC 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.
- c. Shall prepare the upcoming agenda and deliver to the membership, minutes from meetings, in a timely manner.

SECTION 4: All officers shall deliver to their successors all official materials prior to July 1.

ARTICLE VII: EXECUTIVE BOARD

SECTION 1: The executive committee shall consist of the elected officers (chair, vice-chair, and 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 SAC meetings, which must be later ratified by the council, by consensus, and set agenda for upcoming SAC meetings.

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

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

SECTION 1: The SAC Chair may create such school improvement committees, as he/she may deem necessary to promote the objectives and carry on the work of the council.

SECTION 2: The chair of each school improvement committee, shall present a plan of work to SAC for approval.

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

ARTICLE IX: MEETINGS

SECTION 1: Regular meetings of SAC shall be determined at the beginning of the school year by the council. Meetings will be held monthly from August through May, on the 3rd Wednesday of each month, unless scheduling conflicts arise. Members are required to attend all meetings. (See ARTICLE III, Section 5a, for absentee policy.)

SECTION 2: The SAC 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%, shall constitute a quorum for the transaction of business in any meeting of SAC.

SECTION 4: Meetings will have 3-days' written advance notice in writing to all members of SAC 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 24 hours 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 X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern SAC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI: AMENDMENTS

SECTION 1: These bylaws may be amended by any regular meeting of SAC by two-thirds 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 Charlotte County School Board.

SECTION 3: A committee shall be appointed every three (3) years, to review the bylaws.