

# **FELIX A. WILLIAMS ELEMENTARY SCHOOL ADVISORY COUNCIL BY-LAWS**

## **ARTICLE I**

### A. Name of Organization

The name of the organization shall be the “Felix A. Williams Elementary School Advisory Council,” herein forward referred to as “SAC.”

## **ARTICLE II**

### A. Purpose and Function

Section 1: The School Advisory Council is a resource for the school community, its students, teachers and administrators. Its function is to develop a School Improvement Plan (SIP) that will serve as a framework for school improvement; to oversee and implement systematic evaluation, and to perform such functions as are prescribed by the School Board Rules and the Florida Legislature.

Section 2: The primary function of the School Advisory Council is to provide all of the shareholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources.

Specific duties and functions, including those dictated by School Board Rules are as follows:

- a. Assist in the total process for school improvement: implementing a needs assessment process, selecting priorities for school improvement, and planning, preparing, and evaluating the School Improvement Plan.
- b. Enlist, promote, and support greater interaction between school and community.
- c. Review the school’s tentative annual budget and make written recommendations for changes, if any, to the principal.
- d. Consult with the faculty and administration when seeking input concerning educational practices within the school.
- e. Consult with persons or departments impacted by the School Improvement Plan.

Section 3: The principal and SAC shall be cognizant that the law prohibits the School Advisory Council from having any powers and duties now reserved by law to the Board.

## **ARTICLE III:**

### A. Representation and Membership

The membership shall be representative of the community served by the school. The SAC shall have the appropriate number of teachers, parents/guardians, non-instructional staff, and business and community members. A minimum of 51% of the total members shall be parents/guardians, business and community members.

## **ARTICLE IV**

### A. Membership Selection

Section 1: All FAWE families will be provided advance notice of all SAC meetings. All meeting materials, including elections results, will be made publicly available. Notice will be provided by the school's usual means.

Section 2: The SAC membership shall be elected as follows:

The principal and vice principal are automatically members. Parents/guardians, teachers and non-instructional staff will be selected by their respective groups. Business and community members will be selected by the existing SAC membership. If the School Board determines that the makeup of SAC is not representative of the school community, the Board shall appoint additional members. Replacement members shall be elected by their respective constituencies.

Section 3: Membership elections shall be held during the first meeting of each school year and the installation of new members shall follow immediately.

## **ARTICLE V**

### A. Tenure

Section 1: SAC members shall be elected to one-year terms.

Section 2: No member may miss more than two SAC meetings. Absence may be excused by written notice to the chairperson for emergency situations. In the event a SAC member has more than two unexcused absences, the chairperson may arrange for a replacement of that member by election, as specified in Article IV, Section 2. The replacement member shall fill the remainder of the term to which he/she was elected. A majority of the members must be persons who are not employed by Felix A. Williams Elementary School.

## **ARTICLE VI**

### **A. Meetings**

- Section 1: There shall be at least eight (8) SAC meetings during each school year.
- Section 2: Meetings will be scheduled on dates and times decided upon by the School Advisory Council.
- Section 3: Sub-committees will meet as needed.

## **ARTICLE VII.**

### **A. Officers**

- Section 1: Officers shall be elected from the current SAC voting member body.
- Section 2: The officers of SAC shall be a chairperson, a co-chairperson, DAC Representative, secretary and an optional treasurer. It is strongly recommended that the Chair and Co-Chair positions include one teacher and one parent/community member. In the event of a vacancy in a SAC office during an existing term, the vacancy will be filled by an individual elected by the constituent group.
- Section 3: The SAC shall elect its own officers.
- Section 4: Officers shall be limited to two (2) consecutive terms.
- Section 5: Elections shall be held during the final meeting of each year.

### **B. Duties of Officers**

#### **Section 1: Chairperson**

The Chairperson shall provide at all meetings of the SAC and be a de facto member of all committees. The SAC chairperson will appoint a chairperson for each standing committee.

#### **Section 2: Co-Chairperson**

The Co-Chairperson shall equally share the duties of the Chairperson. In the case of a vacancy in the office of Chairperson, the Co-Chairperson shall become the Chairperson for the remainder of the unexpired term.

Section 3: Secretary

The Secretary shall keep minutes of the meetings and shall be responsible for such correspondence as is delegated to him/her by the Chairperson. The Secretary shall also document activities, decisions and attendance of SAC. Minutes will be distributed to all members for approval.

Section 4: Recording Treasurer

The Recording Treasurer shall maintain the records of the financial activities of the SAC and present an updated, written financial accounting at each meeting. The Recording Treasurer will also serve as the chairperson of the budget committee. In the event SAC does not elect a Recording Treasurer, the chairperson will assume these responsibilities.

Section 5: Principal / Assistant Principal

The Principal/Assistant Principal serves as a resource to provide information regarding the school's educational plan. The principal arranges for presentation of interest to SAC and encourages leadership from within SAC.

Section 6: Faculty and School Staff Representatives

The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas and available resources. School staff representatives serve as a communication link between SAC and the school staff, informing others of the actions and activities of SAC.

Section 7: Parents/Guardians and Community Representatives

The parent/guardian, business and community members shall represent the views of parents/guardians, individual citizens, business and organizations of the school community. They shall act as resource persons for SAC in the areas of community-related problems that affect the school and its students. They shall serve as a communications link between SAC and the community and parent/guardian groups.

Section 8: DAC Representative

The District Advisory Council (DAC) Representative represents the school at the District meetings which are generally held four times annually. They act in the capacity of liaison and report the activities of DAC at SAC meetings. In addition, they convey the opinions/concerns of SAC to the DAC in addressing their issues. This office should be limited to a term of no more than two years.

## ARTICLE VIII

### A. Voting Body

The School Advisory Council is the formal committee that is responsible for voting upon and implementing the decisions for the organization. SAC will be comprised of an elected membership and will require a quorum, if any formal action is to be taken by SAC. A quorum is defined as a majority of the membership of the SAC. The Chairperson and Co-Chairperson shall be non-voting members, except in the event of a tie. In the event of a tie, the Co-Chairperson shall cast the deciding ballot.

### B. Committees

Committees are formed to research and make recommendations regarding specific areas that affect the organization.

### C. Standing Committees

These are committees created for long-term or on-going functions. It is recommended that a SAC member be appointed to chair any committee created in order to facilitate proper communication. These committees are expected to schedule periodic meetings to focus on issues such as budget, curriculum and the development of a School Improvement Plan. These committees will make recommendations to the SAC's voting body.

### D. Ad Hoc Committee – (Task Force)

These committees are formed to deal with specific, short-term concerns that are not assigned to a standing committee.

## ARTICLE IX

### A. Rules of Order

Section 1: SAC will operate under the Sunshine Laws of the State of Florida and “Roberts Rules of Order, Revised.”

Section 2: All SAC meetings are open to the public and minutes of all SAC meetings are considered to be public records.

Section 3: It is recommended that the Advisory Council decisions be reached by consensus, except as provided in the deadline resolution process found in Article XIII-B, Section 2 of this document.

Section 4: Voting will be done by written ballot for membership and officer elections only. All other decisions will be made by a voice/show of hands vote of the membership.

## B. Consensus

Section 1: Consensus is achieved by polling each SAC member present for a position of “yes,” “no,” or “discuss.” A majority of the SAC membership must be present, and all of the members present must indicate a “yes” for a consensus to the official position of the Council.

Section 2: The majority vote will be used when the membership is polled and consensus is not reached. Majority vote is a last resort. When time deadlines permit further deliberations, SAC should be polled to determine if there is a consensus for further study.

If not referred for additional study, the majority vote shall be conducted as follows:

- a. Every member of SAC shall be given notice that a voice on the issue will be held at the next meeting.
- b. If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that position shall be the official position of SAC.

## **ARTICLE X**

### A. Guidelines for the Expenditure of School Improvement Funds

School Improvement Funds should be expended to assist in the implementation of a system of school improvement and accountability which will result in educational excellence and the highest level of student learning, and thereby allowing every student to be a contributing citizen in our democracy, and to find success in the changing social structure of the new global economy. SAC decides how the money will be spent. A principal may not override the recommendations of the SAC. Eligible expenditure purposes would be limited by existing law governing the use of lottery monies (Educational Enhancement Trust Fund.)

Suggested uses for funds include:

- Teacher, parent and/or stakeholder training to accomplish goals and objectives of the school improvement plan.
- Programs which bring parents and community into the school: tutoring, mentoring, use of parents as policy makers, etc.
- Prevention programs such as dropout prevention, substance abuse prevention, anti-bullying and discipline programs.
- Teacher and parent resource centers/clearinghouse.
- Instructional materials and/or equipment to accomplish specific goals and objectives: tutorial videos, student discipline programs, student incentives, parent training materials, new and innovative curriculum training materials.

- Additional communication with parents and community: newsletters, production of videos, parent involvement brochures, etc.

#### B. Inappropriate Use of Funds

State funds may not be used for food or entertainment, decorative items (plans, pictures, decorative plates, cups and napkins, etc.), congratulatory telegrams or flowers, plaques for outstanding service, capital improvements involving construction, renovation, remodeling or site improvement. Also prohibited is the use of these monies for any project or programs lasting more than one year. This prohibition preserves the options of each year's SAC to meet current needs rather than having these monies committed to recurring needs.

### **ARTICLE XI**

#### A. Amendments

Section 1: These by-laws may be amended at any regular meeting of the School Advisory Council by a two-thirds majority of the members present and voting. Notice of the proposed amendment shall have been given 30 days prior to the meeting at which the proposed amendment is to be voted upon. A quorum is required for any meeting at which actions will be taken.

Section 2: A committee shall be appointed to review, and when appropriate, recommend revisions of the SAC by-laws at least once every three years. The adoption of revised by-laws shall follow the procedure for amendments.