

# **PELICAN ISLAND ELEMENTARY SCHOOL**

## **SCHOOL ADVISORY COUNCIL BYLAWS**

### **ARTICLE I: NAME**

The name of this association is: PELICAN ISLAND ELEMENTARY SCHOOL ADVISORY COUNCIL. In these bylaws, the School Advisory Council may be referred to as the "council" or "SAC".

### **ARTICLE II: PURPOSES**

The purposes of the council 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 Pelican Island Elementary School and its council.
- e) To act as an advisory body to the principal.

### **ARTICLE III: BASIC POLICIES**

The following are basic policies of this council:

- a) The council shall be noncommercial, nonsectarian and nonpartisan.
- b) The name of the council 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 council shall not, directly or indirectly, 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; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- d) The council shall comply with the "Sunshine" Laws.

### **ARTICLE IV: DUTIES ND OBLIGATIONS**

The Pelican Island Elementary School Advisory Council shall exercise the following duties and obligations:

- a) Assist in the preparation, approval and evaluation of the School Improvement Plan, and any modifications thereto. The council shall be the sole body responsible for final decision making regarding the school improvement plan (ss.229.58).
- 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 budget process or individual expenditures as provided by regulation of the School District of Indian River County (SDIRC) and Florida Law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan, without principal override.

- d) Collaborate with the school staff in the determination of how the Florida School Recognition Program award money will be used.
- e) Perform all the functions of a school advisory council as prescribed by the regulations of the SDIRC or Florida statutes. The Council shall not have any of the powers and duties preserved by law to the School Board.
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the SDIRC or Florida Law.

## **ARTICLE V: MEMBERSHIP AND THEIR ELECTION**

**SECTION 1:** Except as prescribed below, membership in this council is by election and will be determined at the first council meeting of each school year. The constituency of the council shall be the parents/guardians of students attending Pelican Island Elementary School, employees of Pelican Island Elementary School, members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this council shall be eligible to serve in an appointive position.

**SECTION 2:** The principal shall be a permanent member of this council. In the event of an absence of the principal, a designee may serve in his place.

**SECTION 3:** There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of each school advisory council must be persons who are not employees of the school. The principal and the executive committee will determine the council maximum number from each group annually. "Teacher" is defined to include classroom teachers, certified student service personnel, and media specialists. "Support Staff" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss.228.041 and whose duties require 20 or more hours in each normal working week (ss.229.58).

- a) Teachers elected by teachers, minimum of one (1)
- b) Support Staff elected by the staff, minimum of one(1)
- c) Parents/Guardians elected by the parents/guardians, minimum of two (2)
- d) Community-nominated by the principal or a member, approved by the council, minimum of one (1)
- e) Appointments- Those appointed by the principal or school board to comply with Florida Law
- f) Alternates will be elected with the sole duty of serving as a replacement for a SAXC member of the same peer group who is unable to execute their duties for the term or absent 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 first meeting of the school year for a term of one year. Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term

- a) Staff and Faculty will be nominated and elected at the first faculty/staff meeting of the school year.
- b) Parent nominations 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 September PTA meeting for which notice of such election has been given.

**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 regularly scheduled meetings missed during the school year. The Chairperson may excuse an absence.
- b) Parent member vacancies will be filled by interested parties at the next PTA meeting through written vote by all in attendance at the meeting.

## **ARTICLE VI: OFFICERS AND 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 the council shall consist of one (1) chairperson and one (1) secretary as agreed upon by a consensus of the council.
- b) Officers shall be elected at the first SAC meeting of the school year
- c) Officers shall assume their official duties during the first SACV meeting of the year, immediately after elections, and shall serve for a term of one (1) year or until his/her successors are elected.
- 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 the council.

**SECTION 4:** Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of council, notice of such election having been given.

## **ARTICLE VII: DUTIES OF OFFICERS**

**SECTION 1:** The Chairperson shall preside at all meetings of the council 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 by the council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

**SECTION 2:** The Secretary shall record the minutes of all meetings of the council and 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.

**SECTION 3:** All officers shall deliver to their successors all official materials prior to the second SAC meeting of the school year

## **ARTICLE VIII: EXECUTIVE BOARD**

**SECTION 1:** The executive committee shall consist of the elected officers (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 council meetings, which must be later ratified by the council by consensus.

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

## **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**SECTION 1:** The council may create such school improvement committees, as it 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 the council for approval.

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

## **ARTICLE X: MEETINGS**

**SECTION 1:** Regular meetings of the council shall be determined at the beginning of the school year for the remainder of the school year by the council. Members are required to attend all meetings.

**SECTION 2:** The council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chairperson 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, no less than 51% (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this council.

**SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the council 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 the principal or the principal's designee may call special meetings with 3 days 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 XI: FISCAL YEAR**

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

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

*Robert's Rules Of Order Newly Revised* shall govern the council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XIII: AMENDMENTS**

**SECTION 1:** These bylaws may be amended by any regular meeting of the council by three-fourths 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 SDIRC.

**SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

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Pelican Island Elementary School SAC Chairperson

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Pelican Island School Principal

Pelican Island Elementary School Advisory Council By-laws Adopted \_\_\_\_\_