

# **DELAND HIGH SCHOOL ADVISORY COUNCIL BYLAWS**

(reviewed November 5, 2009; adopted October 2, 2008)

## **Article I. Name**

The name of the organization shall be the DeLand High School Advisory Council, hereinafter referred to as the SAC.

## **Article II. Purpose**

Section 1: The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement plan.

Section 2: The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

## **Article III. Members**

Section 1: DeLand High School shall establish a SAC, composed of teachers, students, parents, and other citizens who represent the ethnic, racial, and economic community served by the school.

Section 2: The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents and community representatives not employed by the school district.

Section 3: Members shall serve on the SAC for a period of two (2) years.

Section 4: The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to procedures set out in these bylaws. An excused absence is one where prior notification has been given.

Section 5: All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

## **Article IV. Duties**

Section 1: The SAC shall assist in the preparation and evaluation of the school improvement plan and annual school budget.

Section 2: The SAC shall have total authority to determine how the school improvement funds are distributed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.

Section 3: The SAC may seek a waiver from state statute, district policy and/or school procedure by invoking the Charter School District designation waiver process.

## **Article V. Officers**

Section 1: Officers of the SAC shall be a Chair, a Vice-Chair, and a Secretary.

- Section 2: Election of Officers shall be conducted at the last SAC meeting of the school year (April or May). The slate of individuals nominated as Officers shall be determined as herein provided for nomination from the floor.
- Section 3: The term of officers shall be one (1) year and shall commence on June 1 of each year.
- Section 4: An officer may serve a maximum of two (2) consecutive terms in a given Office.
- Section 5: The Chair shall be the Presiding Officer at all meetings of the SAC. In the absence of the Chair, the Vice-Chair shall preside.
- Section 6: The Secretary shall record minutes of each meeting, which shall be distributed with the agenda information for the following meeting and keep records of attendance.

#### **Article VI. Meetings**

- Section 1: Meetings will be scheduled at times when parents, students, teachers, business partners, and members of the community can attend.
- Section 2: There will be at least three (3) days advance written or E-mail notice of any matter that is scheduled for a SAC vote.
- Section 3: A quorum must be present before a vote may be taken. A quorum shall be a majority of the membership of the SAC.
- Section 4: Copies of the minutes of SAC meetings shall be forwarded to the Superintendent/designee.

#### **Article VII. Committees**

- Section 1: The SAC may establish such committees as it deems necessary to support the work of the SAC.
- Section 2: A Nominating Committee shall be appointed by the Chair and shall, in consultation with the Principal, have the responsibility to develop and report to the SAC a slate of nominees to serve as Officers of the SAC.

#### **Article VIII. Parliamentary Authority**

Roberts Rules of Orders shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

#### **Article IX. Amendment of Bylaws**

- Section 1: The original adoption of, and subsequent amendments to, these Bylaws shall require a two-thirds vote of those present and voting, with the stipulation that a quorum, as stated herein, is present.
- Section 2: Recommended amendments to the Bylaws shall be distributed to members at least three (3) days prior to the meeting at which they have been placed on the agenda.