

ByLaws of School Advisory Council

Charlotte High School

Article I – Name of Organization and Purpose and Function

Name of Organization:

The name of the organization shall be:

The School Advisory Council of Charlotte High School.

Purpose and Function:

Section 1: The main purpose of the School Advisory Council is, in collaboration with the principal and the school, to develop, implement and evaluate the Student Learning Plan and prepare the annual budget.

Section 2: The School Advisory Council shall perform such functions as are prescribed by the School Board.

- (a) Assist with the development and implementation of the Student Learning Plan.
- (b) Assist with the facilitation of needs assessments conducted by the school administration.
- (c) Communicate the Student Learning Plan to parents, community members, business people and citizens.
- (d) Assist with the monitoring of the students' and school's progress in attaining objectives and communicating appropriate data to the larger community.
- (e) Make recommendations concerning the waiver of Florida school personnel to improve student performance.
- (f) Assist in preparation of the school's Annual Report of School Progress required by Florida Statutes Section 230.23(18).
- (g) Assist the principal in preparation of the school's annual budget.

Article II -- Representation and Membership

Section 1: **Composition of School Advisory Council.** The membership shall be representative of the ethnic, racial and economic makeup of the community served by Charlotte High School. The members shall include the principal and appropriately balanced number of teachers, education support employees (classified personnel and paraprofessionals) who are employed for twenty (20) or more hours during a normal work week, students (high and vocational technical schools only), parents and community representatives. Parents not employed by the School shall comprise 51% of the membership, only one member of a family may serve. The membership shall be between 15-24 persons.

Section 2: **Each spring,** the principal shall head a **nomination committee to recruit members** for the School Advisory Council. Through nomination and invitation, parents will be recruited to represent the diversity of the school community, as well as teachers, education support employees, students and business/community will be prepared and elections held according to the following:

- (a) Teachers shall be elected by teachers.
- (b) Education support employees shall be elected by education support employees.
- (c) Students shall be elected by students, and/or assigned by administration.
- (d) Parents shall be elected by parents.

Section 3: The principal at each school will recruit business community representatives according to School Board procedures.

- (a) Advertising through newsletters, media and invitation.
- (b) Gathering nominations and recommendations from local businesses, chamber of commerce, community and civic organizations and groups, and the public at large.

The principal shall compile a list of nominees for the business and community representatives and present the list to the elected School Advisory Council to be voted upon by the Council.

Section 4: The principal shall submit the list of Council members to the Superintendent on or before June 15 of each school year. The membership list shall contain the name of each Council member and the peer group, which is represented by each member. Also included shall be a description of how the Council represents the ethnic, racial, and economic community served by the school.

Article III – Voting Procedure and Term of Office

Voting Procedure:

Decisions will be made by consensus. A quorum shall be defined as a simple majority of members, which shall be present before formal action may be taken.

Section 1: A **quorum must be present before a vote may be taken** by the School Advisory Council. A majority of the membership of the council constitutes a quorum.

Term of Office:

Section 1: The **term of office for membership shall be two years**. A member may not serve more than two consecutive terms if membership would exclude new members.

Section 2: The **president and the principal shall fill vacancies** until the next election. Replacement of an officer or member shall be for the remainder of the term only.

Section 3: Members must receive **3 days advance notice in writing** any matter that is scheduled to come before the council for a vote.

Section 4: The School Advisory Council secretary concerning his/her continued interest and willingness to serve as a council member will contact a council member **absent for two consecutive meetings**. Membership shall automatically terminate if a member has two consecutive unexcused absences from a school advisory council meeting that it is noted according to procedures in the bylaws.

Section 5: **Recording of meeting minutes**. The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

Section 6: Any Council member may resign by filing a **written resignation** with the council presentation.

Article IV -- Officers

- Section 1:* The officers of the Council shall be a **president/chairman, vice president/chairman and a secretary**. In the event of a vacancy in any office, other than the president, the vacancy shall be filled by election to take place at the next regularly scheduled meeting.
- Section 2:* **Officers** shall be elected annually and shall **serve a term of one year**. Offices shall be eligible for reelection to the same office for one additional term. **Installation of officers takes place at the first organizational meeting in May.**

Article VI -- Meetings

- Section 1:* There shall be a minimum of six (6) regular meetings during a school year.
- Section 2:* The president or principal may call a special meeting.
- Section 3:* All meetings of the Council shall be advertised and open to the public and subject to Chapter 286, Florida Statutes.
- Section 4:* Meeting agendas shall be mailed to the membership at least three (3) days in advance of the regularly scheduled meeting.
- Section 5:* **Meetings will take place the second (2nd) Monday of each month, from 7:00 PM to 8:00 PM** unless otherwise determined by unanimous vote of the Council.
- Section 6:* All regular and special meetings shall be conducted in accordance with Robert's Rules of Order, or an appropriate adaptation thereof.
- Section 7:* The School Advisory Council shall be subject to maintaining records pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution. All budget documents, minutes of meetings and appropriate correspondence shall be maintained and made available at any time for audit purposes.
- Section 8:* Meetings must be scheduled when parents, students, teachers, business persons, and members of the community can attend.

Article VII -- Duties of Officers

Section 1: **President/Chairman.** The duties of the president shall be as follows:

- (a) Works closely with the principal to plan each meeting and establish an agenda to notify the community of the purpose of the meeting.
- (b) Presides at all meetings of the council and is "de facto" member of all committees.
- (c) Instructs School Advisory Council officers in their duties.
- (d) Sees that minutes are taken, prepared, read, approved and properly filed in the school.
- (e) Appoints and sees that subcommittees function as directed and that reports are prepared and presented.
- (f) Arbitrates discussions and debates and insists on fairness in the actions and debate of the members.
- (g) Encourages full participation of all members.
- (h) Follows through on unfinished business.
- (i) Links the School Advisory Council, community and school through personal contacts and written reports—keeps everyone informed.
- (j) Keeps knowledgeable about the district's strategic planning process and school improvement issues.
- (k) Maintains a focus on factors that have school-wide implications and relate directly to student learning.

Section 2: **Vice President/Chairman.** Duties of Vice President shall be as follows:

- (a) Represents the president in assigned duties.
- (b) Substitutes for the president during his/her absence.
- (c) Performs other duties as may be assigned by the president.
- (d) Becomes president for the remainder of the unexpired term if the president is unable to complete his/her term.

Section 3: **Secretary.** The duties of the secretary shall be as follows:

- (a) Keeps accurate, complete minutes and files them for inspection by members and the public.
- (b) Keeps accurate records of Council membership attendance, financial transactions, duties and special assignments.
- (c) Prepares and distributes copies of agenda and minutes of previous meeting in a timely manner. Sends a copy of minutes to Office of Planning and Evaluation.
- (d) Serves as "key communicator," sharing information in the school newsletter and community outlets.
- (e) Is responsible for such correspondence as is delegated by the president.
- (f) Provides an annual financial statement as part of the annual report to the Office of Planning and Evaluation.

Article VIII -- Committees

All standing and ad hoc committees shall be established or abolished by the president and shall receive their term and authority from the president.