

Indian Trails Middle School Bylaws of the School Advisory Council

Article 1: Name

The name of the organization is the Indian Trails Middle School Advisory Council. Hereinafter, the organization shall be referred to as SAC.

Article II: Purpose

The purposes of the SAC are:

1. To provide parents/guardians, teachers, students, and the community an opportunity to actively participate in the development of educational priorities, assessment of the school's needs and development of a School Improvement Plan (SIP).
2. To promote the welfare of the children and youth in home, school, and community.
3. To increase parent and citizen awareness, input, and involvement in Indian Trails Middle School and the SAC.
4. To act as an advisory body to the principal.

Article III: Membership

SAC membership shall be ethnically, racially, and economically representative of our community. The Council may be composed of the following, elected at first organizational SAC meeting or thereafter: Administrators, Instructional Personnel, Non-Instructional Personnel, Parents, Students, and Community Members. The SAC may add new voting members as long as a majority of the Council is made up of people who are not employed by Flagler County Schools. New members may only be added in the event that the representation is no longer balanced. Parents, Students, and Community Members must make up at least half plus one of the total voting memberships of the Council. A voting member with two unexcused, consecutive absences may be replaced as a voting member.

Article IV: Duties of the SAC Membership

1. Attend and actively participate in SAC meetings.
2. Address issues and items that relate to school improvement initiatives.
3. Address questions directed to SAC members.

Article V: Officer Appointment Process

Officers of the SAC will be two Co-Chairpersons and a Secretary. The chairpersons should represent more than one constituent group. The officers will be nominated and elected at the last SAC general membership meeting of the school year. All officers shall assume their duties immediately at the close of the school year in which they are elected.

Article VI: Duties of the Officers

Duties of the two SAC Co-Chairpersons shall be:

1. To call and preside at all meetings of the SAC.
2. To supervise the activities of the SAC.
3. To publicize and communicate the activities of the SAC to all stakeholders.
4. To serve as primary liaison between SAC, school principal, and also to the school community as a whole.
5. To assume the responsibilities of the Co-Chairperson in their absence.
6. To maintain the record of SAC funds, determine income and expenses, and to make a monthly report to the SAC.

Duties of the SAC Secretary shall be:

1. Ensure that the agenda and minutes are distributed to the appropriate persons.
2. Maintain accurate records of all meetings of the SAC.

Article VII: Meetings

The SAC shall hold a minimum of four meetings during the year. At the end of each SAC meeting, a five minute time period may be allocated for public input. Meetings will have three 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 and fax correspondence will be considered as written notice. A quorum must be present before a vote may be taken by the SAC. Two-thirds of the membership of the council constitutes a quorum. SAC meetings are open to the public and must comply with Florida "Sunshine Laws," ss. 286.011., including public notification of meetings.

Article VIII: Funding

School improvement funds allocated by the state legislature will be available for developing and implementing the School Improvement Plan. Other SAC funds may be used for expenditure which further promotes the purposes of this group as outlined in Article III.

Article IX: Parliamentary Authority

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

Article X: Amendments

These bylaws may be amended by any regular meeting of the Council by two-thirds vote of the members present and voting and shall be reviewed annually and revised via amendment process as outlined.

Adopted by Indian Trails Middle School Advisory Council on March 4, 2010

Reviewed and amended on November 1, 2018