**MONTFORD MIDDLE SCHOOL**

**SCHOOL ADVISORY COUNCIL BY-LAWS**

Revised 2/2013

**ARTICLE I: NAME**

* 1. **Name**: Montford Middle School Advisory Council (hereafter known as “SAC”)

**ARTICLE II: AUTHORITY and PURPOSE**

**2.1 Authority:** The Montford Middle School SAC is authorized by the Florida Legislature in section 1101.452 of the Florida Statutes and established by the Leon County School Board.

**2.2** **Purpose:** The purpose of the Montford Middle School SAC is to assist in the implementation of section 1001.42 (16) and section 1008.345 of the Florida Statutes. These sections direct the SAC to assist in the annual preparation of a school improvement plan that addresses funding, training, instructional materials, technology, staffing, student support services and other matters as determined by the school board. The SAC also approves all school improvement fund expenditures.

**ARTICLE III: DUTIES, OBLIGATIONS AND STATEMENT OF INTENT**

**3.1** **Duties and Obligations:** The SAC duties and obligations include the following:

 (a) Perform all the functions of a school advisory council as prescribed by the Florida

 law and the Leon County School Board. The SAC shall not have any of the powers

 and duties that are reserved by law for the School Board.

 (b) Assist in the annual preparation, approval, and evaluation of the School

 Improvement Plan required pursuant to section 1001.42 (16).

 (c) With technical assistance from the Florida Department of Education, the SAC shall assist in the preparation of the school’s budget and plans as required by section

 1008.385 (1).

 (d) Provide parents/guardians, teachers, faculty, 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.

 (e) Recognize the principal as the final authority for all school-based decisions except

 as to functions specifically provided for the SAC by regulation of the Leon County

 School Board or Florida Law.

**3.2** **Statement of Intent:** It is the intent of the SAC to provide a representative membership across all member (Principal, Teacher, Educational Support, Parents/Guardians, Business/Community, and Students) that reflect the various demographic descriptors for the Montford population and the community it serves. Examples of this diversity include age, gender, ethnic racial, religious and socioeconomic differences. In addition, SAC intends to be inclusive in its membership encouraging participation from individuals who have not previously served on school committees such as SAC and PTSO.

**ARTICLE IV: MEMBERSHIP**

**4.1 Composition**: The SAC is comprised of the principal and an appropriately balanced number of teachers, education support employees, parents/guardians, students and business/community leaders who reside within the geographic area of Montford Middle School. Members of the SAC must be representative of the ethnic, racial and economic community served by Montford Middle School. A majority (51%) of the members must be persons who are not employees of Montford Middle School. All SAC members shall be elected or appointed to a two year term. An exception is allowed in the case of a member who is elected as chairperson-elect in the 2nd year of the member’s terms. In such case, the member will automatically be allowed to serve one additional year without needing to be re-elected to the SAC.

**4.2 Membership:** The SAC shall include the following representatives:

 (a) The principal shall be a permanent member. In the event of an absence of the

 principal, a designee of his choice may serve in his place.

 (b) At least two (2) teachers, who will be elected by teachers. Elections shall take

 place no later than August of each year.

 (c) At least one (1) education support employee as defined in section 1012.01 of the

 Florida Statutes shall be elected by education support employees. Elections shall take

 place no later than August of each year.

 (d) No more than nine (9) parents/guardians shall be elected as voting members by

 parents/guardians. Elections shall take place at either the first general PTSO or Open

 House meeting of the new school year.

 (e) At least two (2) business or community representatives appointed by the principal.

 The appointment shall be made no later than August of each year.

 (f) At least one (1) student appointed by the principal. The appointment shall be made

 no later than August of each year.

**4.3 Solicitation for Parent/Guardian Nominations:** The current SAC membership, PTSO and

school administrators will solicit nominations for SAC member openings from all student body parents/guardians during the months of May, July and August using multiple communication routes that shall consist of but not be limited to the school website and list serv. A list of names that represent demographic diversity will be presented for a vote of those present at either the first general PTSO or Open House meeting of the new school year.

**4.4 Leon County School Board Review:** The Leon County School Board shall have the right to review the membership composition of the SAC. If the Board determines that the membership elected by the SAC is not representative of the ethnic, racial and economic community served by Montford Middle School, the Board shall appoint additional members to achieve the proper representation.

**4.5 Attendance:** The SAC serves a very important role and therefore attendance is mandatory at all SAC meetings. A member who wishes to be excused from a meeting should notify the chairperson or the principal before the meeting. Any member who does not notify the chairperson or principal prior to the meeting shall be recorded in the minutes as having an “unexcused absence.”

**4.6 Vacancies:** Vacancies may occur during the school year because of resignations or absenteeism. “Absenteeism” is defined as missing three (3) regularly scheduled meetings during the school year or by missing two (2) consecutive meetings without properly notifying the SAC chairperson or principal. When a vacancy occurs during the school year, the constituency affected shall elect a representative to complete the term.

**ARTICLE V: OFFICERS, ELECTIONS, TERMS AND DUTIES**

**5.1 Officers:** The officers shall consist of a chairperson, a chairperson-elect and a secretary. The chairperson, chairperson-elect and the secretary may be members of any constituency.

**5.2 Elections:** The chairperson-elect and secretary shall be elected annually at the first SAC meeting of the year or as soon thereafter as feasible. The chairperson-elect of the previous year shall automatically serve as chairperson unless he or she is unable or no longer willing to do so.

**5.3 Terms:** The officers shall assume their official duties immediately after election and shall serve a one (1) year term. 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 the SAC after proper notification is given by the chairperson. If the vacancy occurs in the office of the chairperson, the principal shall serve notice of the election to fill the vacancy.

**5.4 Duties:**

The duties of the Chairperson include:

 (a) Presiding over all meetings of the SAC

 (b) Scheduling regular and special SAC meetings in consultation with the principal.

 (c) Establishing the meeting agenda in consultation with the principal.

 (d) Ensuring prompt resolution of issues addressed by the SAC.

 (e) Informing SAC members of available training on issues related to school

 improvement activities.

 (f) Reviewing and signing the school improvement plan, the final evaluation, and

 the School Public Accountability Report.

 (g) Attending or appointing a designee to attend all PTSO meetings.

 (h) Preparing or appointing a SAC member to keep parents/guardians and students

 informed about SAC issues anddecisions through use of the school website or list serv.

The duties of the Chairperson-elect include:

1. Assuming the office of Chairperson the following year.
2. Presiding at all meeting of SAC where the chairperson is absent.
3. Assisting the Chairperson in any capacity deemed prudent and necessary.

The duties of the Secretary include:

1. Preparing the SAC Membership Report for submission to the district office.
2. Assisting the Chairperson and Principal in preparing agendas and materials for meetings.
3. Recording the minutes of all meetings of SAC and distribute them at the following meeting for approval.
4. Providing copies of minutes to the district office within 3 days of approval by the SAC.
5. Providing copies of minutes to all SAC members within 10 days of approval by the SAC.
6. Keeping up-to-date files of the minutes of all meetings.

**5.5 District Advisory Council:** The Principal shall appoint two parents to serve as representatives of Montford Middle School on the District Advisory Committee. A third parent shall be appointed as an alternate to attend the District Advisory Committee meetings when one of the two representatives is not available to attend.

**ARTICLE VI: MEETINGS, NOTICES, AGENDAS, MINUTES**

**6.1 Meetings:** Regular meetings of the SAC shall be held once each month during the school

year, unless a schedule revision is authorized by the chairperson. Every effort should be made to schedule meetings when all members can attend. Additional meetings may be scheduled by the chairperson or the principal with notification to all members. All meetings are open to the public.

**6.2 Notices:** Notice of meetings shall be provided to all SAC members at least two (2) weeks prior to the meeting date. Meeting dates shall be published on the Montford Middle School website. On occasion, emergency or unforeseen issues will arise after the notice and agenda has been provided to the members. When those issues require action prior to the next regularly scheduled SAC meeting, a majority of the SAC members present can vote to waive the rules and vote on the issue. Special meetings may be called by the chairperson or the principal provided (3) days written notice has been given. The chairperson, secretary and principal are authorized to transact emergency business in the interval between SAC meetings. The action must be ratified by the SAC at the following regularly scheduled monthly meeting.

**6.3 Agendas:** The chairperson in consultation with the principal will prepare the agenda for each meeting. Any member or stakeholder can request that an item be put on the agenda for the next regularly scheduled meeting.

**6.4 Minutes:** The secretary will record the minutes of all meetings, provide copies of minutes to the district office within 72 hours of approval, provide copies of minutes to all stakeholders within 10 days after approval, and keep up-to-date files of the minutes of all meetings.

**ARTICLE VII: PARLIAMENTARY PROCEDURES**

**7.1 Parliamentary Procedures:** A revised version of Robert’s Rules of Order will be used to conduct meetings, when rules are not in conflict with these by-laws.

**ARTICLE VIII: VOTING AND A QUORUM**

**8.1 Voting:** Votes on all issues will be finalized through the process of consensus. When a consensus cannot be reached, a vote will be taken and a simple majority of those present will prevail. An absent member may submit a written proxy for specific issues. The principal is the final authority in all school-based decisions.

**8.2 Quorum:** Votes may be taken only if a quorum is present. A quorum is defined as a majority of the membership. Written notice must be given to all SAC members at least three days prior to a meeting at which an issue will require a vote.

**ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**9.1 Appointments:** The chairperson or principal may appoint standing or special committees when deemed necessary to accomplish the objectives of the SAC.

**ARTICLE X: PROCEDURES FOR AMENDING BY-LAWS**

**10.1 Amending the By-laws:** Amendments to the by-laws may be proposed to the SAC by any voting member and by any standing or special committee. Proposed amendments must be presented in writing at least three weeks prior to the vote. Amendments must be adopted by a quorum vote.

The by-laws were approved by the interim SAC on July 10, 2008

The by laws were amended and approved by the SAC on August 25, 2009

The by-laws were amended and approved by the SAC on March 18, 2010

The by-laws were amended and approved by the SAC on February 21, 2013