

**Bylaws of  
BUCHHOLZ HIGH SCHOOL  
SCHOOL ADVISORY COUNCIL**

***Article 1***

**Name**

The name of this organization shall be the Buchholz High School Advisory Council or sometimes known as the Buchholz SAC or SAC.

***Article II***

**Purpose**

The purpose of this organization is to serve in an advisory capacity to the principal. SAC shall assist in the preparation and evaluation of the School Improvement Plan (SIP) as well as provide assistance in the preparation of the school's annual budget.

The SAC shall serve as a resource for the principal and perform such other functions as are requested by the principal. The principal shall receive and consider SAC advice: however, the principal remains responsible for making decisions necessary for the administering and supervising the school.

The SAC shall function in compliance with Florida statutes as set down by the State Legislature and within the directives and guidelines of the Florida Department of Education.

***Article III***

**Membership**

Membership shall be composed of the principal and appropriately balanced representatives of the school faculty, career service employees, parents, other citizens to include community members and at least one business representative, and students. Members shall be representative of the ethnic, racial, and economic makeup of the community served by Buchholz High School. Parent representatives shall currently have students enrolled in the school. Business or community members shall not have children enrolled as students in the school. The majority of SAC members shall not be employed by Buchholz.

The actual number of members will be evaluated annually prior to the election of new members.

### **Nominations/Elections**

Nominations for membership on SAC shall occur during the month of April. The principal will inform the school community, including parents of upcoming students, that nominations to the school's advisory council are invited. The principal may notify by: website; oral communication such as faculty meeting and FONEHOME; media releases; and any other appropriate means. The election process shall occur during the month of May. Council members representing teachers, career service employees, students, and parents shall be elected by their respective peer groups at the school. The principal and the SCAC will select the other citizens for membership at a meeting of the SAC. If these elections do not fulfill statutory requirements, the principal shall recommend additional members to provide proper representation.

### **Replacement of Members**

Members who are unable to attend a scheduled SAC meeting must notify the secretary prior to that meeting.

Members who have more than two consecutive unexcused absences shall be replaced.

A vacancy in any membership category, as defined by each individual SAC may be filled utilizing the regular election/selection process. The principal will inform the Superintendent in writing of any replacement members.

### ***Article IV*** **Officers**

The officers of the organization shall consist of a chairperson, vice-chairperson, and secretary.

### **Election**

These positions shall be filled at the first meeting of the school year. Nominations will be made from the floor with the approval of the nominee. The nominee receiving a plurality of the votes cast by the membership shall be declared elected for the office for which they were nominated.

### **Officer Term**

These officers shall serve a term of one school year. There is no limit to the number of terms one individual may serve in any one capacity.

### **Officer Duties**

The chairperson shall preside over the business of the meeting. This person shall appoint committee chairpersons as needed.

The vice-chairperson shall serve in the capacity of chairperson in their absence.

The secretary shall keep the minutes of all meetings, maintain attendance records of members, send notices of all meetings to SAC members, post public notice of all meetings, and be the custodian of all records, bylaws, and minutes.

### ***Article V*** **Meetings**

All meetings are open to the public and shall comply with the "Florida Sunshine Law". The public is invited to attend and to participate in all discussions but only duly elected members of SAC may vote on any issue placed before the group for action.

### **Schedule**

Members shall determine, by consensus, the schedule of meetings for the school year at the first meeting of that school year. The time and place of the meetings will be determined by the group but held at a time and place where all stakeholders are able to attend. A minimum of four (4) meetings shall be scheduled.

### **Notice**

All meeting shall be posted at least seven (7) days in advance. Written notification of the meeting, including a written tentative agenda, shall be sent to all members.

### **Emergency Meetings**

If there is a good reason to do so, an emergency meeting may be called, giving the most appropriate and effective notice under the circumstances. The SAC should give at least twenty-four (24) hours notice for an emergency meeting.

### ***Article VI*** **Parliamentary Procedures**

All meetings of the SAC shall be conducted in accordance with *Robert's Rules of Order*, latest revised edition.

### ***Article VII*** **Voting**

Votes may be taken only when a quorum is present. A quorum is defined as a majority of the council. Voting by members of SAC may not be a secret ballot or by use of pre-assigned codes or numbers. All proceedings should be wholly exposed to the public. SAC may decide issues by consensus, rather than by a separate vote by individuals. No member of SAC may abstain from voting on an issue except when there is a possible conflict of interest.

### ***Article VIII*** **Standing and Special Committees**

The chairperson shall appoint standing committee chairpersons and may create any special committees deemed necessary or appropriate with duties and authority as delegated by the president. All SAC activities, including subcommittee meetings, are subject to the Government-in-the-Sunshine Law, section 286.011, Florida Statutes.

### ***Article IX*** **Utilization of Funds**

Each SAC shall annually report to the Superintendent all expenditures of school improvement funds (July 1 to June 30) at the school site. These monies may be expended only on programs or projects selected by the SAC. A principal may not override the recommendations of the SAC. These monies may not be used for capital improvements, nor may they be used for any project or program that has a duration of more than one year. However, the SAC may independently

determine that a program or project formally funded should receive funds in a subsequent year.

***Article X***  
**Amendments**

Amendments to the bylaws shall be presented in writing and shall be filed with the secretary. Such amendments may be acted on at a regular meeting with proper notification or at any special meeting called for that purpose. Copies of the proposed amendments with the arguments for and against, shall be mailed to each member along with the notice of the meeting at least seven (7) days prior to the meeting. An affirmative vote of two-thirds (2/3) of the votes cast shall be necessary to adopt an amendment. The effective date of any amendment shall be the date when adopted, unless provided otherwise in the language of the amendment.

***Adopted May 27<sup>th</sup> 2008***