

# *Pace High School*

## SCHOOL ADVISORY COUNCIL BYLAWS

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### ARTICLE I: NAME

The name of this association is: PACE HIGH SCHOOL ADVISORY COUNCIL. In these bylaws, the Pace High School Advisory Council may be referred to as the "Council" or "SAC."

### ARTICLE II: GOALS AND PURPOSE

- SECTION 1:** The goals and purpose of the Council are:
- a) To provide parents, 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).
  - b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
  - c) To act as an advisory body to the principal.
  - d) Provide a liaison between the school, school organizations and the neighborhood community.
  - e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
  - f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
  - g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy lifelong decisions.
  - h) To ensure that students are prepared to enter the workforce or post-secondary education.
  - i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
  - j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
  - k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
  - l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### ARTICLE III: POLICY

- SECTION 1:** The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:
  - 1. Council meetings are publicly noticed,
  - 2. Open to the public,
  - 3. Include public participation,
  - 4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  - 5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
- d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- f) The Council shall deal with issues and policy rather than individuals.

#### **ARTICLE IV: DUTIES AND OBLIGATIONS**

**SECTION 1:** The Pace High School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Santa Rosa County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of the provisions of ss. ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Santa Rosa County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss.1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Santa Rosa County School Board or Florida Law.

- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## **ARTICLE V: MEMBERS AND ELECTION**

**SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending *Pace High*, employees of *Pace High* and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

**SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no fewer than 10 members and no more than 20 members.

- a) The principal, a permanent member of this Council
- b) Teacher Representative, the current/most recent Teacher of the Year
- c) Education Support employee, the current/most recent Ed Support Person of the Year
- d) Student, the current President of the Student Government Association
- e) Parents/Guardians, 5 who are non-school board employees
- f) Business and Community members, minimum of one (1)
- g) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school
- h) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings and must be replaced.

**SECTION 3:** Elections shall take place annually, **near the beginning of the school year as determined by changing calendars due to special/emergency circumstances beyond the control of the school** for a term of one (1) year. Community persons serve for one year or until his/her successor is appointed, and **they** may be re-appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Teacher Representative: will be the Teacher of the Year nominated and elected by the teachers of Pace High School during the preceding year. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
- b) Education Support Representative: will be the Educational Support Employee of the year, nominated and elected by the Pace High Educational Support employees during the preceding year. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Student Representative: will be the President of the Student Government Association, elected by students at Pace High School at the end of the preceding school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]
- d) Parent Representatives: nominations will be solicited through the school website and school call-outs, and other venues **as appropriate**, such as marquee announcements **or** school events. Nominations will be accepted in person **or by mail/email** at the school office for a designated period of at least 7 days. Voting will take place **at a specified time near the beginning of the school year. These times may vary year to year as necessary due to factors such as school calendar changes, weather emergencies, community health matters, or other emergency situations.** All votes must be submitted to the ballot box/school office **by the deadline established for each year.** Parent Representatives must have a

child/ward enrolled at Pace High School **for the current year**. Parent Representatives may not be employed by Santa Rosa County Schools.

- e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies, others with specific interests in Pace High School, or residents living in the community served by Pace High School. Business/Community members are nominated by the principal and **presented to the Council**.

**SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
- b) Vacancies also occur when school employees or student members of the Council members are transferred.

#### **ARTICLE VI: OFFICERS AND ELECTION**

**SECTION 1:** SAC officers shall be elected from the current SAC membership **at the beginning of the school year** and serve their term through the **beginning of the following** school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

**SECTION 2:** Officers and their election:

- a) The officers of the Council shall consist of one chair, one vice-chair, and one secretary, as agreed upon by the Council.
- b) Election of SAC officers shall be conducted **at the beginning of the school year**.
- c) Officers shall assume their official duties at the first official SAC meeting of the school year and shall serve for a term of one (1) year or until his/her successors are elected. **They may be re-elected.**
- d) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.

**SECTION 3:** Vacancies:

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 Council, notice of such election having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

#### **ARTICLE VII: DUTIES OF OFFICERS**

**SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition, the Chair:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

**SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.

**SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)

- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.

**SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.
- b) SAC minutes will record attendance and decisions made by the Council.

**SECTION 5:** Corresponding Secretary shall distribute the SAC minutes, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.

#### **ARTICLE VIII: EXECUTIVE BOARD**

**SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, secretary/corresponding secretary, and the principal.

**SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.

**SECTION 3:** The majority of the executive committee shall constitute a quorum.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

**SECTION 2:** The chair of each school improvement committee shall present a plan of work to the Council for approval.

**SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

#### **ARTICLE X: MEETINGS**

**SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings. **Special meetings may be called to address specific matters that arise due to unforeseen or emergency situations beyond the school's control, including those that might cause a bylaws conflict.**

**SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.

**SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.

**SECTION 4:** Meetings will have 3-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 & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]

- SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.
- SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.
- SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or the public may present an item for future consideration or discussion.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE XIII: AMENDMENTS**

- SECTION 1:** These bylaws may be amended **or updated** by any meeting of the Council by a majority vote of the members. Notice of the proposed amendment **or update** shall be subject to State guidelines.
- SECTION 2:** The amendment shall become effective upon receipt of approval from Santa Rosa County School Board.
- SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

Pace High School Advisory Council By-laws Adopted: September 21, 2017/Revised 8/11/2020

Amendments to the bylaws will be approved by a majority of the SAC members. Bylaws will be reviewed and approved annually.

School Advisory Council Bylaws Format based on Template provided by FLDOE  
[www.florida-family.net/SAC](http://www.florida-family.net/SAC) - by Theresa A McCormick, April, 2015