

**WEST ORANGE HIGH SCHOOL
SCHOOL ADVISORY COUNCIL**

BYLAWS

**ARTICLE I
(Name of Organization)**

The official name of this organization shall be the West Orange High School School Advisory Council (SAC).

**ARTICLE II
(Purpose and Function)**

The function of the School Advisory Council is to represent the school community as the voice for school improvement. West Orange High School's (WOHS) mission is to "personalize education for individual student success." The WOHS vision supported by SAC is to "Graduate all students with the skills to be lifelong learners."

The primary purpose of SAC is to assist the Principal in development of the School Improvement Plan (SIP) addressing budget, training, instructional materials, technology, staffing, student support services, and other matters for resource allocation as determined by the School Board. SAC also assists in planning for the school's upcoming annual budget and the disbursement of School Recognition Funds (if applicable). The School Advisory Council shall be the final decision-making body at the school relating to school improvement in accordance with the provisions of Florida State Statutes 24.121, 1001.42(16), and 1001.452.

**ARTICLE III
(Representation and Membership)**

Section 1 – Council Membership and Method of Selection

The membership of this Council shall be composed of the Principal, and an appropriately balanced number of teachers, education support employees, parents, students, and other business and community citizens representative of the economic, ethnic, and racial composition of the school attendance area but must consist of 51% of members not employed by the school district. Nominations and elections for Council membership will be held by October.

a. The SAC membership will be minimally composed of the following:

| | |
|-----------------------------|----------------------------|
| Principal | 1 |
| Teachers | 1 (elected) |
| Education Support Employees | 1 (elected) |
| Parents | 1 (elected) |
| Students | 1 (elected) |
| Community | 1 (appointed by principal) |

- b. Teachers: The West Orange High School Faculty Advisory Committee shall be responsible for establishing a process to elect the teacher representative to the School Advisory Council. Teachers are defined as classroom teachers; certified student services personnel, learning resource teachers, and media specialists.
- c. Education Support Employees: Education support employees representation shall be elected by education support employees. "Educational support employees" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.
- d. Parent and Student Representation: Parents shall be elected by parents and students shall be elected by students. Parent and student members shall be appointed official liaisons to the various constituent groups and organizations that they represent. In order to meet demographic requirements, the Principal shall appoint parent or student representatives as necessary.
- e. Community Representation: Community representatives shall be recruited and selected by the Principal.
- f. The Principal shall be a permanent, non-voting member.

Section 2 - Term of Office

Each term shall commence at the close of the second meeting of the school year.

Section 3 - Termination of Membership

- a. Individual membership shall be terminated after the second unexcused consecutive absence. Absences are excused by notifying a Co-Chair or Secretary prior to the meeting.
- b. A member of the SAC shall no longer hold membership should he/she cease to reside or work in the group or organization which he/she was selected to represent.
- c. A notice of termination shall be sent to the terminated member by the Co-chairpersons.
- d. The Council may waive the provisions contained in this section on a case-by-case basis by a majority of vote of said Council.

Section 4 - Transfer of Membership

Membership in this Council is non-transferable.

Section 5 - Vacancies

The Principal shall appoint and Members shall approve group representatives to fill the vacant chair of any terminated Member or other Member unable to serve.

**ARTICLE IV
(Quorum and Voting)**

In recognition of the fact that learning to work together is essential, the SAC needs to operate primarily by consensus with regard to school improvement issues.

When a vote is required, the following guidelines will be observed:

1. A quorum shall be 51% of the total SAC Membership. Votes may only be taken if a quorum is present.
2. The meeting should be properly called and duly noticed in writing to all SAC members at least 7 days in advance prior to meeting date.
3. Proper 7-day notice shall include items that will be voted on.
4. The passage of any item will require a majority vote of those in attendance.
5. Each member shall be entitled to one vote.
6. Voting by proxy or absentee ballot is not permitted.

**ARTICLE V
(Officers)**

The officers of the SAC shall consist of two Co-Chairpersons and a Recording-Corresponding Secretary. These officers shall be elected by a majority vote at the last meeting of the school year from the SAC membership, and they shall assume office at the close of the last meeting. These officers shall serve for a term of one year or until their successors are elected; however, each officer may be elected for a second term. Vacancies which occur among the officers of the SAC may be elected by the Council at its next regular meeting, provided at least two weeks notification of the vacancies is given to all members of the Council.

**ARTICLE VI
(Duties of Officers)**

Section 1 - Co-Chairpersons

The Co-Chairpersons shall preside at all meetings of the SAC and shall hold ex-officio membership in all subcommittees. The Co-Chairpersons shall perform all other duties ordinarily pertaining to the office and shall appoint all subcommittees whose composition or method of selection is not provided for elsewhere in the Bylaws.

Section 2 - Secretary

The Recording/Corresponding Secretary shall keep a correct record of attendance, proceedings, and minutes of each Council meeting, handle correspondence, and perform such other duties as delegated by the Co-Chairpersons.

**ARTICLE VII
(Subcommittees)**

The SAC shall create such subcommittees as may be required to promote its goals as outlined in Article II. Subcommittee Chairpersons shall be selected by the members of each subcommittee and shall be subject to confirmation at the next regular meeting of the SAC. Members of the subcommittees need not hold membership in SAC; however, any person serving as a Subcommittee Chairperson must be a SAC member.

**ARTICLE VIII
(Meetings)**

Section 1 - Regular Meetings

a——Regular scheduled meetings will be held throughout the year. The frequency and specific calendar shall be determined by consensus at the last SAC meeting. Notification in writing of all regular meetings shall be made not less than seven (7) days prior to said meeting. Meetings are open to the public in accordance with the Government in the Sunshine Law.

Section 2 - Special Meetings

A SAC Co-Chairperson or a majority of the SAC members may call special meetings. Notification of all special meetings shall be made to all members in writing not less than seven (7) days prior to said meeting. These special meetings are open to the public.

**ARTICLE IX
(Parliamentary Authority)**

The current edition of Robert's Rules of Order shall govern the SAC in all cases where they are not in conflict with these Bylaws.

**ARTICLE X
(Amendments)**

These Bylaws may be amended at any regular meeting of the SAC by a two-thirds (2/3) vote of those present at a duly called and held meeting of the SAC, provided all SAC members receive notification 7 days prior to the meeting.

**ARTICLE XI
(Ratification)**

These Bylaws shall be declared adopted when passed by two-thirds (2/3) vote of the those present at a duly called and held meeting of the SAC, provided such Bylaws are given to SAC members seven (7) days prior to the meeting.

DATE ADOPTED: January 6, 2009

Secretary: _____

Co-Chairperson: _____

Co-Chairperson: _____