

**LIBERTY MAGNET  
SCHOOL ADVISORY COUNCIL (SAC) BY-LAWS  
Updated May 2013**

**Article I – Name and Purpose**

The name shall be the Liberty Magnet School Advisory Council (L.M.S.A.C.). The purpose of the L.M.S.A.C. is to develop and implement programs, policies, curriculum, budget changes, and evaluate outcomes to insure high educational performance.

**Article II – Membership**

**A. Membership**

No less than 50% of the total membership plus 1 shall be composed of non-school board employees.

**B. Representation**

- a. Recommended minimum teacher representation should be at least one teacher from K, 1, 2,3,4,5, Specials, and ESE.
- b. The membership must be representative of the ethnic, socio-economic and geographic diversity of the school population. The SAC members will attempt to balance the team. All nominees must be submitted to the School Board for purposes of diversity monitoring in accordance with state law.

**C. Terms**

- a. Term of office for general membership – renewed annually.
- b. Term of office for board members – two consecutive years in same capacity.
- c. Teachers will serve two year terms. Teachers representing grades 1, 3, 5, and ESE will serve alternating terms from grades Kinder, 2, 4, and Specials.

**D. Attendance**

Members shall attend at least 75% of meetings. If a member cannot fulfill this commitment, the chairperson shall appoint a successor to complete the member's term. Additionally, a member with two unexcused absences from duly noticed meetings of the L.M.S.A.C. can be removed. The chairperson shall excuse a member with 24-hour notice delivered to the recording secretary; however, a majority vote of the members at a subsequent meeting may grant approval of an excused absence due to exigent circumstances after the fact.

**E. Member Removal**

A motion to remove a team member from the L.M.S.A.C. will be carried if approved by a majority vote or more of the total membership. Removal of an

officer from a leadership role shall require an affirmative vote of 2/3 of the total membership.

F. Replacing and /or Electing Members

The SAC shall submit membership nominations to its constituency groups, who may take additional nominations from their members. These groups shall then elect member representatives by majority vote. However, the school board shall establish procedures for the selection of business/community representatives.

### **Article III – Meetings**

- A. Date and times will be set at a regular time which shall be determined by majority vote. If the meeting is to be changed there must be at least three (3) day notice of such a change either by e-mail, telephone, or website.
- B. All meetings will be open to the school community, but only team members will be allowed to vote. Dates and times of meetings will be posted. All persons who would like to speak must notify the recording secretary three (3) days prior to the meeting to be on the agenda; however, the items may be opened to the floor for discussion at the discretion of the chair, or upon a majority vote of the officers and approval of the principal.
- C. Quorum – There must be more than 50% of a total membership plus 1 personally present to constitute a quorum.
- D. Motions will be carried if approved by more than 50% plus 1 of a quorum.
- E. Special meetings can be called by the principal with a three (3) day notice.
- F. Meetings shall be run by Roberts Rule of Order, Revised. The chair shall be the parliamentarian for the SAC.

### **Article IV – Officers**

- A. Chairperson – A chairperson will conduct the meeting according to the by-laws, establish committees as necessary, and appoint committee chairpersons. He/she will post the date, time, and agenda for the meetings at least three (3) days in the advance of the meeting and will handle all correspondence.
- B. Vice Chair – In the absence of the chairperson will fulfill the chairperson's duties.
- C. Corresponding/Recording Secretary – The corresponding/recording secretary will take accurate minutes of meetings and keep a record of attendance at meetings.

## **Article V – Finances**

- A. The officers and principal have the discretion of purchases not to exceed \$100.00. Any purchases over \$100.00 must have the approval from the Liberty Magnet School Advisory Council.
  
- B. School Recognition Funds – A+ Money
  - a. SAC may request to put items on the ballot prior to staff voting.
  - b. Vote begins with teachers and staff.
  - c. The staff vote is brought to SAC.
  - d. SAC votes yes or no.
  - e. If the vote is no, SAC sends it back to staff with recommendations.
  - f. If no agreement is reached, it defaults to current DOE guidelines.
  
- C. Fund Requests
  - a. Fund requests can be submitted during the meeting.
  - b. Majority vote of those present.
  - c. Submitted on SAC Request for Funds Form.