

**STORM GROVE MIDDLE SCHOOL
SCHOOL ADVISORY COUNCIL BY LAWS**

Updated 1-25-11

ARTICLE I: NAME

The name of this association is: **Storm Grove Middle School Advisory Council**. In these By Laws, Storm Grove Middle School Advisory Council may be referred to as "SAC" or the "Council." It shall be in accordance with all the pertinent Florida Statutes and Indian River County School District Rules.

ARTICLE II: PURPOSES & DUTIES

The primary function of Storm Grove Middle School Advisory Council is to provide parents/guardians, teachers, and the community an opportunity to actively participate in the development of the school's priorities as they pertain to

- a) academic achievement;
- b) the safety, health and well-being of the students;
- c) and the furtherance of the school's environmentally green "culture".

The purposes of Storm Grove Middle School Advisory Council are to:

- a) Bring into closer relation the home, school, and community so that parents, teachers, and community members may cooperate in a positive way for the education of children and youth;
- b) Act as an advisory body to the Principal;
- c) Assist in the preparation and evaluation of the School Improvement Plan;
- d) Assist in the preparation of the school's annual budget by reviewing the budget at a SAC meeting and providing any other assistance requested by the Principal;
- e) Determine jointly with the school staff the distribution of any School Recognition Funds;
- f) Determine how to allocate any School Improvement Funds that are available to support the implementation of the School Improvement Plan;
- g) Help identify problems, propose solutions, and suggest changes to enhance the overall school environment and curriculum;
- h) Conduct an annual survey of parents, evaluate the results and make recommendations for change.

ARTICLE III: BASIC POLICIES

The following are basic policies of this Council:

- a) The Council shall be non-commercial, non-sectarian, and non-partisan;
- b) 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, with any partisan interest, or for any purpose not appropriately related to the objectives of the Council;
- c) The Council shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office;
- d) The Council shall work with the school to provide quality education for all children and youth and shall seek to 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;
- e) To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the School District of Indian River County or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control;
- f) The Council shall be in compliance with Florida's Government-in-the Sunshine Law and Public Records Law (per State Statute 286.011).

- d) Three (3) days written notice shall be given of change of date.
- e) The Chair or Principal may call special meetings with 3 days written notice.
- f) The Principal will review any presentation made by an individual that is an agenda item prior to the SAC meeting.

Section 2: Attendance

- a) Members shall attend at least 75% of meetings. If a member cannot fulfill this commitment, the Chairperson may appoint a successor to complete the member's term, as needed.
- b) If a member is unable to attend a meeting, s/he must notify the Chairperson of the absence in order to be considered excused.
- c) A member with two unexcused absences in a row from duly noticed SAC meetings may be removed.
- d) If a vacancy occurs, the position may be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

Section 3: Voting.

- a) The Council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all SAC members.
- b) If consensus cannot be reached, the Chairperson will call a vote and the issue will be decided by a majority vote of the membership present.
- *c) A quorum for the conduct of business shall be a majority of the voting membership of SAC in attendance at the meeting. Votes may be taken only if a quorum is present.
- d) An absent member may submit a written proxy on specific issues which have been openly discussed at a meeting or on a topic to be voted on at a special called meeting.

ARTICLE VII: SCHOOL RECOGNITION FUNDS

Section 1: Fund Allocation Process

When school recognition funds are awarded to Storm Grove Middle School, SAC and SGMS Faculty Council will work collaboratively in creating a ballot to be used in the voting process of distribution of those funds. SAC will have a representative at each of the Faculty Council School Recognition Fund meetings to express the sentiments of SAC in accordance with Florida State Statute.

Process:

- 1) Discuss ideas for distribution of funds at a SAC meeting early in the school year so that the designated representative can adequately represent SAC at the first Faculty Council meeting.
- 2) The designated rep should be the SAC Chair or someone identified by the SAC Chair to take his/her place in his/her absence.
- 3) The final proposed ballot will be brought before the full SAC Team at the proper time for final approval.

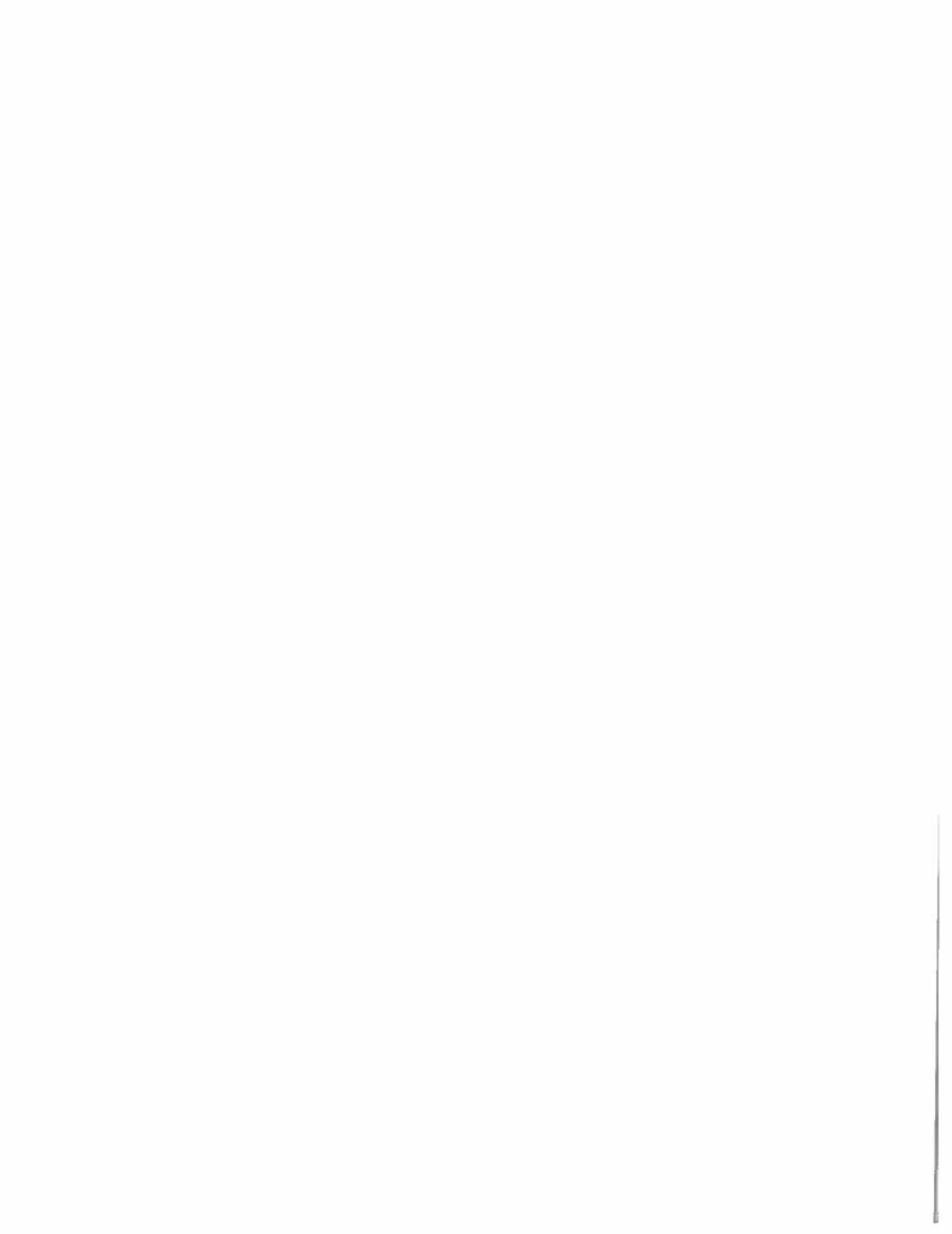
Section 2: Fund Allocation

How school recognition funds are allocated is based on a consensus derived from input from the entire school faculty and staff, including SAC. The Faculty Council acts as facilitator for the process. Each year, the committee will refer to the State Statutes as communicated by the Indian River County School District, which outline the specific items for which the school funds may be used. The IRCSD also communicates the timeline for determining how the funds are dispersed, as dictated by the State.

ARTICLE VIII: AMENDMENTS & REVISIONS

These By Laws may be amended or revised by any regular SAC meeting by two-thirds vote of the members present and voting, or by proxy provided that notice of the proposed revisions shall have been given at least one week (7 days) prior to the meeting.

ADOPTED BY STORM GROVE MIDDLE SCHOOL ADVISORY COUNCIL ON





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- f) The Council shall be in compliance with Florida's Government-in-the Sunshine Law and Public Records Law (per State Statute 286.011).

ARTICLE IV: MEMBERSHIP

Section 1: Members

- a) The constituency shall be the parents/guardians of students attending Storm Grove Middle School, employees of Storm Grove Middle School, and representatives of the business community.
- b) The principal shall be a permanent member.
- c) The membership must be representative of the ethnic, socioeconomic and geographic diversity of the school population. All nominees must be submitted to the school board for purposes of diversity monitoring in accordance with State Law.
- d) A majority (51%) of the members must be persons who are not employees of the Indian River County School District.

Section 2: Elections.

- a) All membership and Officer positions have a one year term.
- b) All elections- for staff and faculty, parents and business community members- will be held during the first SAC meeting of the school year. Members will be elected by others in their peer group in attendance at the meeting.
- c) Staff and Faculty nominations will be solicited at the first faculty/staff meeting of the school year.
- d) Parent nominations will be solicited through newsletters, the website, connect-ed, marquee, school announcements, school events, and incoming student functions at least two (2) weeks prior to the election.
- e) Community member(s) nominations will be solicited through appropriate means of public notification.
- f) Appointments may be made by the Principal as needed to comply with State Statutes.

ARTICLE V: OFFICERS

Section 1: Offices and Responsibilities

- a) **Chairperson:** The Chairperson shall conduct the meeting according to the By-Laws; prepare the meeting agenda; establish committees and appoint committee chairpersons; monitor SAC membership for compliance; track any SAC fund expenditures; provide proper notification of meeting dates; keep a record of meeting attendance; and act as the school's liaison with the School District of Indian River County, as needed.
- b) **Vice-Chairperson:** the Vice-Chairperson will act as Chairperson in the absence of the Chairperson, fulfilling the Chairperson's responsibilities.
- c) **Secretary:** The secretary shall record the minutes of all SAC meetings and shall perform such duties as may be delegated to him/her by the Chairperson or Principal.

Section 2: Election of Officers

- a) An open nomination shall take place at the first meeting of each school year.
- b) Term of the office will be for one (1) year.
- c) Officers shall serve a maximum two (2) year consecutive term in any one office, with approval by vote of at least 50% of membership.
- d) Outgoing Officers' terms will end at the first meeting once the new in-coming Officers are elected.

ARTICLE VI: MEETINGS

Section 1: Meetings.

- a) The regular meeting day and time shall be determined at the first SAC meeting of the year for the remainder of the school year.
- b) Meetings will be held monthly during the school year, unless otherwise authorized by the Council.
- c) SAC meetings are open to the public and must comply with Florida "Sunshine Laws," ss. 286.011., including public notification of meetings.

CURRENT:

ARTICLE VII: SCHOOL RECOGNITION FUNDS

Section 1: School Recognition Subcommittee.

When school recognition funds are awarded to Storm Grove Middle School, a SAC committee consisting of the Principal, Chairperson, one faculty, ideally one additional parent and ideally one non-instructional personnel will be appointed, with a maximum of five committee members. The responsibilities of this committee will be to

- a) Help determine options for the distribution of the funds
- b) Prepare the ballots
- c) Oversee the voting process and tabulation of the ballots

Section 2: Fund Allocation

How school recognition funds are allocated is a joint decision between the faculty and SAC and may be used in several ways, as dictated by the State, including for:

- a) Bonuses
- b) Materials & Supplies
- c) Temporary Personnel

If a decision is not reached by November 1st, the funds are dispersed only to teachers who are teaching at Storm Grove Middle School during that particular school year (per State Statute 24.121).

PROPOSED:

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