

Coquina Elementary School
School Advisory Council Bylaws
Revised – October 2022

Article I

Name

The name of the organization shall be Coquina Elementary School Advisory Council (SAC).

Article II

Objective

The primary objectives of the SAC are to assist in the preparation and evaluation of the School Improvement Plan and to participate in making school-based decisions regarding student achievement and the expenditure of SAC funds. SAC funds will be spent on items related to the School Improvement Plan.

Article III

Team Composition

The SAC will be composed of the principal, teachers, parents, support staff, and other business and community members who are representative of the ethnic, racial, and economic community served by the school. The number of non-district employed members shall be more than the number of district employees.

Article IV

Team Selection

During the month of September, the SAC will select a SAC chairperson, or co-chairpersons, who will accept volunteers for new SAC members. Respective peer groups shall elect SAC members. Families who have students attending Coquina will vote to approve parents, and school-based employees will vote to approve district employees. The principal shall select business or other community members as deemed appropriate.

The SAC chairperson, or co-chairperson, will determine and publicize the date of elections. Member shall serve from September to May. Members will continue to serve as long as they wish and will be included on the ballot for approval each year. Representatives will be minimally composed of the principal, a teacher, and a parent or community member.

Article V

Team Leadership

Officers shall include the chairperson, or co-chairperson, secretary, and treasurer, or co-treasurer.

The chairperson, or co-chairpersons, shall be responsible for seeing that general business and meetings of the team are handled in an orderly and timely manner. The secretary shall be responsible for taking and reporting minutes to the chairperson, or co-chairperson. The secretary shall be responsible for reporting minutes to the committee members and making them available to all interested persons. The chairperson, or co-chairperson, shall also be responsible for communicating information to committee members. The treasurer, or co-treasurer, shall be responsible for reporting the treasury update as well as communication with school staff regarding expenditures of SAC funds.

Other leadership positions will be named as needed by SAC.

Article VI

Meetings

Meetings will be held once each month beginning in August and ending in May. The December meeting is optional. The SAC will schedule additional meetings as needed. Business may be conducted with the quorum of 51% of members present. A quorum shall consist of at least the principal, one teacher, and one parent or community member. The ground rules for conducting meetings are as follows:

- Honor time limits
- Stay on task and focus on issues that benefit students
- Everyone participates and no one dominates
- Respect the opinion of others
- Be willing to compromise and work toward consensus

SAC members are expected to attend all meetings. In the event a member cannot attend the member shall notify the chairperson, or co-chairperson. If a member misses 2 consecutive meetings without prior notification, he or she will be contacted by the chairperson, or co-chairperson, to determine membership status.

Article VII

Parliamentary Procedures

Meetings shall be conducted informally by the chairperson, co-chairperson, or designated substitute. Decisions shall be made by consensus whenever possible. In case of dispute, Roberts Rules of Order shall apply.

Article VIII

Amendments to these By-laws

These bylaws may be amended at any regular meeting of the SAC by simple majority vote.