

RIVIERA MIDDLE SCHOOL SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I: NAME

The name of this association is: **Riviera Middle School Advisory Council**. In these bylaws, the Riviera Middle School Advisory Council may be referred to as "SAC" or the "Council."

ARTICLE II: PURPOSES

SECTION 1: The purposes of the Council, in common with the objectives of the State Advisory Council, are:

- a) To promote the welfare of the children and youth in home, school, and community,
- b) To secure adequate laws for the care and protection of children and youth,
- c) To 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,
- d) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, academic, social and ethical education,
- e) To increase citizen awareness, input, involvement, and confidence in Riviera Middle School and the Council,
- f) To increase parents' involvement with their children and with Riviera Middle School,
- g) To act as an advisory body to the principal.

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 Pinellas County School Board 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.

ARTICLE IV: DUTIES AND OBLIGATIONS

SECTION 1: The Riviera Middle 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 the Pinellas County School Board and state statutes. 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.
- c) Approve all school improvement fund expenditures either through a budget process or individual expenditures as provided by regulation of the Pinellas County School Board and Florida Law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan, without principal override or interim approval of school district staff.
- d) Assist in the preparation of the school's annual budget by reviewing the budget at a SAC meeting and any other assistance requested by the Principal.
- e) The primary function of SAC is to provide parents/guardians, teachers, students, and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- 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 Pinellas County School Board or Florida Law.
- g) The school principal shall provide leadership in the development or revision and implementation of the school improvement plan as provided in 231.085 Florida Statutes.

ARTICLE V: MEMBERSHIP

- 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 Riviera Middle School, employees of Riviera Middle School, and, representatives of the business community, and residents who live in the geographic area of Riviera's school zone.
- SECTION 2:** The principal shall be a permanent member of this council. In the event of an absence of the principal, a designee of his choice may serve in his place.
- SECTION 3:** Any member of the constituency represented by this council shall be eligible to serve in an appointive position.
- SECTION 4:** 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.
- SECTION 5:** There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of this school advisory council must be persons who are not employees of the school. In August of the each new school year, the executive committee will determine the council's maximum number from each group. "Teacher" is defined to include classroom teachers, certified student services personnel, and media specialists. "Support Staff" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 228.041 and whose duties require 20 or more hours in each normal working week (ss.229.58).
- Teachers elected by the teachers, minimum of two (2).
 - Support Staff elected by the staff, minimum of one [1].
 - Parents/Guardians elected by the parents/guardians, minimum of two [2].
 - Community members nominated & approved by council member(s), minimum of one [1].
 - Appointments - Those nominated by the principal as needed to comply with State statutes.
 - Alternates will be elected 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 a meeting. Alternates that substitute for an absent member will count towards a quorum and have full voting rights for that meeting.
- SECTION 6:** Elections. All membership and Executive Board positions have a one year term.
- Staff and Faculty will be nominated and elected at the first faculty/staff meeting of the school year.
 - Parent nominations will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions at least two (2) weeks prior to the election. Parents shall be elected by a majority vote of persons qualified for their specific peer group who are in attendance at the September SAC meeting for which notice of such election has been given.
 - Community member(s) nominations will be solicited through the marquee and other means of public notification and will be elected at the September and/or October SAC meeting. Community persons serve for one year or until his/her successor is appointed.
- SECTION 8:** Vacancy and Termination of Membership. 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 vacancy automatically occurs with resignation or absenteeism as defined by missing two (2) regularly scheduled meetings missed over a year. Vacancies also occur when school employees are transferred and students of parents are transferred out of the school. Absence may be excused by a majority vote of those members present.

ARTICLE VI: MEETINGS

- SECTION 1:** Quorums. A majority of the membership, 51%, of which at least two (2) of whom are school representatives 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 2:** Meetings. 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. Regular meetings of the Council shall be held at least eight (8) times during the school year, unless otherwise authorized by the Council. Three (3) days written notice shall be given of change of date.
- SECTION 3:** Voting. The council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all members of the council. 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 co-chairs shall vote on all matters. An absent member may submit a written proxy on specific issues.
- SECTION 4:** Notice. 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/fax capabilities. A copy of the notices will be maintained with the records of meetings.

SECTION 5: Special Meetings. 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: SAC meetings are open to the public and must comply with Florida "Sunshine Laws," ss. 286.011., including public notification of meetings.

ARTICLE VII: OFFICERS AND THEIR ELECTION

SECTION 1: Officer Elections.

- a) The officers of the Council shall consist of two co-chairpersons and one secretary. The chairpersons should represent more than one constituent group.
- b) Any member of the Council is eligible to be nominated for office. Election to an office will automatically extend the SAC membership for the duration of the term.
- c) 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).
- d) Officers shall be elected annually prior to June 30.
- e) Officers shall assume their official duties on July 1 and shall serve for terms of one (1) year or until his/her successors are elected.
- f) SAC may suspend elections until the September SAC meetings by two-thirds vote of the members present if unable to fill officer positions prior to June 30.

SECTION 2: Nomination Committee.

- a) There shall be a nominating committee composed of two (2) individuals, one of which must be a council member, appointed by the chair at a regular meeting at least one month prior to the election of officers.
- b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor.
- c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

SECTION 3: Vacancies.

- a) 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 the Council, notice of such election having been given to the membership. In case a vacancy occurs in the office of a chairperson, the co-chairperson shall serve notice of an election to fill this vacancy.
- b) Any person holding an elected or appointed position in the Council shall serve for a designated term, or until his/her successor is elected or appointed.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION 1: The co-chairpersons shall preside at all meetings of the Council and the executive committee, at which he/she may be present,

- a) Shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council,
- b) May appoint a Parliamentarian with the approval of the Council, and
- c) Shall coordinate the work of the officers and improvement teams of the Council in order that the objectives may be promoted.
- d) Work with the principal and school bookkeeper to determine income and expenses and make a monthly report to the Council or appoint a council member to fulfill this duty.
- e) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- f) Shall create or coordinate the SAC meeting agenda.
- g) Shall monitor SAC membership for vacancy replacement.

SECTION 2: The secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her by the chairperson.

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

SECTION 3: All officers shall

- a) Perform the duties prescribed in these bylaws and by parliamentary authority adopted by the Council,
- b) Deliver to their successors all official material prior to July 1.

ARTICLE IX: EXECUTIVE BOARD

- SECTION 1:** The executive committee shall consist of the elected officers (2 co-chairs, and 1 secretary) and principal or, in absence of the principal, the principal's designee.
- SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between council meetings, which must be ratified by the Council. The executive committee may be authorized by the membership to conduct other activities.
- SECTION 3:** The majority of the executive committee (including the principal or his designee) shall constitute a quorum.
- SECTION 4:** Meetings of the executive committee shall be held as needed and are subject to State Sunshine Laws.

ARTICLE X: 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 chairperson of each committee shall present a plan of action to the Council approval.
- SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the council. Members of the ad hoc committees may or may not contain members of the council.

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

Roberts Rules of Order Newly Revised shall govern the Council in all cases in which they are not in conflict with these bylaws.

ARTICLE XIII: AMENDMENTS

- SECTION 1:** These bylaws may be amended by any regular meeting of the Council by two-thirds vote of the members present and voting, or by proxy provided that notice of the proposed amendment shall have been given at least one week (7 days) prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to state guidelines.
- SECTION 2:** The amendment shall become effective upon receipt of approval from the Pinellas County School Board.
- SECTION 3:** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by majority vote at a meeting of the Council, or by two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- SECTION 4:** The Council shall comply with the policies and regulations of the Pinellas County School Board and statutes established by the State of Florida.

ADOPTED BY RIVIERA MIDDLE SCHOOL ADVISORY COUNCIL ON November 11, 2002
