

**BYLAWS
OF THE LAKE MARY HIGH SCHOOL
SCHOOL ADVISORY COUNCIL**
(Revised 11/30/10)

ARTICLE I

Name

The name of this Council shall be the Lake Mary High School Advisory Council, referred to herein and in other school publications and documentation as SAC.

ARTICLE II

Mission

The mission of this Council shall be to serve in an advisory capacity to the principal; to assist in development of the educational program; to assist in the preparation and evaluation of the School Improvement Plan, hereinafter, also referred to as SIP; to assist in the preparation of the school's annual budget; and to serve as the steering committee for school improvement under the rules and regulations of the Southern Association of Colleges and Schools, now reorganized as AdvancED.

ARTICLE III

Members

- Section 1. The membership of this Society shall be limited to no fewer than six parents or community members, four school employees including the principal/designee, and one student. Members may be added to the minimum as long as a majority of the members are persons not employed by the School Board and/or assigned to the school.
- Section 2. The term of membership will be at least three years. A member wishing to continue his/her membership on the council after an initial three-year period will submit a request for an extension on a year-to-year basis to their respective membership group, i.e., parent/community or employee. Members submitting a request will not be allowed to vote on membership.
- Section 3. Members are elected as follows: Parents/community members are invited to join the Council and School Improvement Committees through the school newsletters. School employees are invited to join via email notices. Parents/community members and school employees divide into two separate groups to review the applications of those who have submitted their names for consideration. Parent/community members vote only for the parent/community nominees; school employees vote only for school employee nominees.
- Section 4. Members are required to attend at least 80% of regularly scheduled SAC Meetings.

- Section 5. When a member submits a written or verbal notice of resignation, the respective membership may conduct an election to fill the vacancy.
- Section 6. The Vice Presidents of Student Government and of each Class: Freshman, Sophomore, Junior, and Senior, will serve on the Council.

ARTICLE IV **Officers**

- Section 1. The officers of the Council shall be Parent/Community Co-Chairperson, Teacher Co-Chairperson, and Recording Secretary.
- Section 2. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this Council and the District Council.
- Section 3. The officers shall be elected at the annual meeting, and shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they are elected.
- Section 4. No member shall hold more than one office at a time.
- Section 5. The recording secretary will submit a copy of the minutes to the administrator to be placed on file at school. These minutes will be made available to the general public for inspection during normal school hours and on the school's website.

ARTICLE V **Meetings**

- Section 1. The regular meetings of the Council shall be held once per month from August through May, at 6:00 p.m.—unless otherwise ordered by the Council.
- Section 2. The first or second meeting of the school year shall include the approval and signing of the School Improvement Plan for the current school year, and both new and returning members will be elected.
- Section 3. The first meeting of the new school year shall include budget distributions for the current year, specifically how monies are to be expended in support of the School Improvement Plan. This shall be recorded in the minutes and forwarded to the district office.
- Section 4. The last meeting of the school year shall be known as the Annual Meeting, at which time an accounting of expenditures of SIP funds in the form of a “Budget Summary of School Improvement Plan Dollars” for the school year and will be included in the minutes along with suggested or member approved allocations for remaining funds.

Section 5. Special meetings may be called by the Co-chairpersons via phone or written notice. The purpose of the meeting shall be stated in the notice. Except in cases of emergency, at least three days' notice shall be given.

Section 6. Majority of the members of the Council shall constitute a quorum.

ARTICLE VI **Committees**

Committees, standing or special sub-committees, shall be appointed by the Council from time to time as deemed necessary to carry on the work of the Council. A Co-chair shall be an ex-officio member of all committees.

ARTICLE VII **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE VIII **Amendments**

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote.

ARTICLE IX **Standing Rules** **General/Procedural**

1. Meetings are open to all stakeholders.
2. Visitors may address the Council only with prior notification and approval.
3. The faculty members will actively pursue recruiting one representative from every department to be on the Council.

ARTICLE X
Standing Rules
Specific Process for Implementing Change
For School Improvement

1. Any stakeholder or group thereof must submit a proposal for school improvement in writing and make a verbal presentation to the Planning Committee (composed of the Department Chairs and one administrator) to be considered for implementation. Proposals presented second semester may or may not be viable for the upcoming year, due to time constraints.
2. The Planning Committee will make recommendations and submit proposals to the Administration for review. Administrators will provide feedback to the Committee.
3. Planning Committee Members/Department Chairs will take proposals to their departments for discussion and report back to the Planning Committee with suggestions, questions, and counter-proposals.
4. The Planning Committee will take proposals to the School Advisory Council for discussion and report back to the Departments and Administration with suggestions, questions, and counter-proposals.
5. The Planning Committee will survey teachers to determine the possibility of consensus. This survey instrument will first be presented to the Principal and his/her staff for review. Each Chair shall survey his/her department, one vote per teacher. To justify further action, at least 51% of the faculty members must support the change. If the majority does not, the issue will be dropped. If the majority does support change, but it is proposed during the second semester, it may be tabled until first semester the following school year, and the process will begin at Step #7. If the majority supports the change during the first semester, Steps #7-9 may follow directly.
6. The Planning Committee Chair/Administrator will report the results of the survey to the School Advisory Council (SAC) for further discussion and input.
7. The Planning Committee Chair will contact Student Government and the PTSA President to proceed with the “Protocol for Change” as outline by SAC.
8. The Planning Committee Chair will proceed with the “Protocol for Change” for the faculty/staff as outlined by the School Advisory Council.
9. The School Advisory Council will weigh the results of input from teachers, students, and parents and present a recommendation to the Principal. The Principal will make the final decision regarding the implementation for any change.