Bylaws
The Durbin Creek Elementary
School Advisory Council

Article I - Name

The name of this organization shall be the Durbin Creek Elementary School Advisory Council, hereafter referred to as DCE SAC.

Article II – Purpose

Section 1. Purpose

The purpose of the DCE SAC shall be to:

A. enhance students' learning through the cooperative efforts of parents, staff members, and members of the community;
B. provide advice to the school principal and where appropriate, to the school board;
C. assist in the preparation of the annual school budget;
D. assist in the preparation and evaluation of the school improvement plan;

Section 2. Role and Function

DCES SAC has three important functions:

A. establish and maintain good communication among all stakeholders at the school, including teachers, school administration, district administration, parents, children and the community;
B. encourage parents and community members to participate in the educational process;
C. identify and respond to the educational needs of our community.

Section 3. Responsibilities

A. Participate in School Improvement Planning.
B. Decide how School Improvement funds are spent.
C. Assist the principal with the school budget.
D. Decide jointly with the school faculty how School Recognition Funds are spent. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

Building relationships and consensus requires support from all partners and a commitment to consultation, collaboration and cooperation. Parents,

community members, school representatives and school district administrators and trustees must work together for student success.

The DCE SAC shall operate within the guidelines of Florida Stature 1001.452, the Sunshine Law (Title XIX, Chapter 286, Public Business), and Saint Johns County School Board Policy on School Improvement Teams (policy #2.04). Both the SAC and individual council members can incur personal liability if they exceed their mandate.

Article III – Members

Section 1. Composition of Members

A. The membership in DCE SAC shall be composed of the school principal and an appropriately balanced number of teachers, staff, parents, and community members.
B. For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.
C. Employees of DCES or the district must be counted as employees, even if they are also a parent.
D. At least 51% of membership must be made up of non-employees.
E. At least one support staff employee must be a member of the committee.
F. SAC members are elected from their peer groups; teachers elect teachers, staff elects staff, parents elect parents.
G. Community members shall be appointed by the principal.
H. The principal shall ensure that the membership is representative of the ethnic, racial, and economical community served by the school. It is possible that members may need to be appointed in order to achieve the correct balance.
I. The principal is the only administrative voting member on the board. Assistant principals may be present but are not voting members. District Buddies are not voting members.
J. Membership on the DCE SAC shall consist of only an odd number of members. Non-members are encouraged to attend meetings, but may not vote.
K. Term of office for newly elected members shall be for a period of one year.

Section 2. Vacancy in membership

A. Vacancies occur when:
    a. positions on the council have not been filled;
    b. a member resigns; or
    c. a member has missed two consecutive meetings or a total of four.

B. If there is a vacancy, the SAC may appoint a representative for that position for the remainder of the current fiscal year.
C. All appointments to fill vacancies on the SAC are determined by consensus of the council members at a regular meeting.

Article IV – Officers

Section 1. Officers and their election:

a. The officers of the School Advisory Council shall be a chairperson, co-chairperson, and a secretary.
b. These officers shall be elected, by written ballot, at the first meeting of SAC at the beginning of the school year, provided notice of election has been served.

Article V - Roles of the Principal and SAC members

Section 1. Principal

Responsible for the overall administration at Durbin Creek Elementary School including;

a. Participating in the development, revision, and successful implementation of the School Improvement Plan (SIP).
b. Keeping the SAC informed of relevant policies and activities of the school district and state.

Section 2. Chairperson

Responsible for the overall coordination of SAC activities, including:

a. scheduling regular SAC meetings with the principal,
b. establishing and distributing an agenda for each meeting,
c. facilitating SAC meetings and the election process,
d. requesting volunteers to serve as subcommittee members and delegating responsibilities,
e. informing SAC of relevant issues as they relate to school improvement activities.
f. attending DCE budget meetings,
g. assisting the Principal with the presentation of the school improvement plan to the school board,
h. ensures district deadlines are met,
i. ensures DCE SAC bylaws are followed.

Section 3. Vice Chairperson

a. Facilitate SAC meetings in the absence of the Chair,
b. Assist the Principal and Chair with the presentation of the School Improvement plan to the school board as necessary.

c. Attend DCE budget meetings as necessary.

Section 4. Secretary

a. Keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file.
b. Keeps accurate records of council membership, attendance, duties and special assignments

Section 5. Parents and other community representatives

a. Act as a council member according to established procedures by making suggestions and recommendations representative of the view of parents, citizens and community organization of the school community.
b. Participate regularly in SAC meetings and carry out council assignments.
c. Become knowledgeable about personnel and material resources of the school and community and the school's education program.
d. Act as resource persons for the SAC, especially in the solution of community –related problems which affect the school and its students.
e. Assist in obtaining community resources to aid the school's education program.
f. Serve as a communication link between SAC, the community and the school.
g. Participate in activities aimed at obtaining parent and community support and assistance for school related programs.

Section 6. Faculty and School staff representatives:

a. Act as members of the council to represent the view and interest of the school staff.
b. Participate regularly in SAC meetings and carry out council assignments.
c. Act as a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources.
d. Assist in identifying community resources which can aid in the school's educational programs.
e. Serve as a communication link between the SAC and the school staff, and keep the staff informed of actions of the council.

Article VI – Meetings

Section 1. Sunshine Law

A. School Advisory Council meetings are public meetings and subject to the government in Sunshine Law. ss.286.011(1).
B. Reasonable notice of all meetings must be provided at least 3 business days prior to meeting.
C. All meetings at which discussions and deliberations, as well as formal actions take place must be open to the public.
D. All meetings must be held in a facility or location accessible to the public.
E. Meetings must be scheduled when parents, teachers, staff, business persons and members of the community can attend.
F. SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor.

Section 2. Procedures

A. The SAC shall meet as often as necessary to perform its duties, but no less than four times per year. The first meeting shall be held in the first quarter.
B. A quorum to conduct a business meeting requires 60% attendance of council members. In addition, a simple majority (51%) of the members present must be non-school board employees to constitute a quorum. Only SAC members can vote. In the absence of a quorum, no motions may be considered or approved, the meeting may proceed however, if the majority of members present are in agreement. The SAC will continue the meeting only for purposes of discussion.
C. Consensus will be the primary protocol for decision making. The council is advisory in nature and every attempt shall be made to reach consensus. Consensus is reached when all members are willing to accept and support an idea or concept as the best choice.
D. Members must respect the personal and professional rights of other members.
E. Minutes of all meetings shall be distributed to SAC members before the next meeting.
F. Meeting minutes will include the name of the school in the header, an attendance roster, and a copy of the meeting notice. A copy of the approved minutes will be sent to the district Office of Accountability.

Article VII – Committees

Section 1. Subcommittees

The SAC may create subcommittees as necessary to carry out the work of the council.

Section 2. Notice of Meetings

Meetings must be open to all staff, parents, and the public and must be advertised at least 3 days in advance of a meeting.

Section 3. Minutes

All committees must record minutes at the meeting and submit them to the recording secretary within one week following the meeting.

Article VIII - Amendments to Bylaws

Section 1. These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

Article IX Ratification of Bylaws

Section 1. The bylaws of SAC will be ratified by a majority of its members.