***Apollo Elementary School Advisory Council By-Laws***

***Adopted 04/10/2023***

**ARTICLE I. NAME**

The name of this Council shall be Apollo Elementary School Advisory Council.

**ARTICLE II. PURPOSE**

The primary objectives of the School Advisory Council (SAC) shall be to help identify needs and recommend programs of action. Through a community-wide commitment, the team will foster a positive learning environment, which sets high expectations and meets the diverse needs of the student body.

The School Advisory Council shall be a link between the school and the local community and will serve as a means for participatory management through which the various stakeholders are parents, business and community representatives, professional educators, and other school staff. The School Advisory Council shall be a resource to the school and school principal. School Advisory Council functions shall include:

A. To facilitate and development of the School Improvement Plan (SIP)

B. To monitor implementation of the SIP

C. To evaluate the effectiveness of the SIP

D. To provide assistance in the preparation of the school’s annual budget

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 1001.452 and Brevard County School Board Policy 1403.

**ARTICLE III. MEMBERSHIP**

The School Advisory Council shall be representative of the ethnic, racial, and economic diversity of the school’s student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows: Principal, Teachers, Parents, ESE Parent, ESOL Parent, Non-instructional Support, and Community Representative.

Community representatives may be appointed by the Principal to balance the SAC.

A majority of SAC members will not be employed by the Brevard Public Schools.

SAC members will be elected by their respective peer groups. Vacancies will be filled in the same manner.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.

Section 1. Voting: In accordance with the Sunshine Law, a vote of membership will be taken and conducted orally, each member having one vote and they must be present to vote.

Section 2. Term of Membership: Members of the SAC should attend SAC meeting on a regular basis. A member will be removed after two (2) unexcused consecutive absences.

Section 3. Length of Term: Members of the SAC shall be elected for a one year term.

Sections 4. Announcement of an election must be made at least one week in advance.

**ARTICLE IV. OFFICERS**

Section 1. Officers of this committee will consist of a chair, secretary and treasurer who will be elected yearly.

**ARTICLE V. DUTIES OF THE OFFICERS**

A. The Chair shall preside at all meetings and will prepare an agenda one week in advance for review if requested and will sign the School Improvement Plan and Budget as an indication of SAC participation in both processes.

B. The Secretary shall be responsible for all correspondence and notices of meetings. They shall keep minutes of all meetings, attendance records as well as a current roster of all stakeholders.

C. The Treasurer shall be responsible for updating the budget and presenting the information at each meeting.

**ARTICLE VI. MEETINGS**

The SAC shall meet regularly and the schedule of meetings for the year will be published in August for the current year. All meetings are open to the public. Attendance and minutes will be kept for all meetings. Meetings will be announced at least three days in advance. For voting purposes, a quorum must be present. Meetings will follow the agendas created. Voting will be conducted orally by asking all in favor to say “Yea” and those opposed to say “Nay”. Voting will become part of the minutes.

**ARTICLE VII. COMMITTEES**

The Chair shall create committees as may be required to promote the objectives of the School Advisory Council.

**ARTICLE VIII. UTILIZATION OF SCHOOL IMPROVEMENT FUNDS**

If state funds are available for distribution, the SAC will follow the guidelines established by the district.

**ARTICLE IX. SAC TRAINING**

SAC members will have opportunities to engage in training activities and workshops to better understand their roles in the school improvement process.

**ARTICLE X. AMENDMENTS**

A. Bylaws must conform to the State of Florida statutes and the policies of the School Board of Brevard County, FL

B. Bylaws must be approved by a majority of the SAC members and reviewed and approved annually.

**ARTICLE XI. PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern Apollo Elementary School Advisory Council.