

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

- 1. NAME:** The name of the organization shall be the Suntree Elementary School Advisory Council (herein referred to as the SAC)
- 2. PURPOSE:** The purpose of the SAC shall be to serve in an advisory capacity to the Principal and to assist in the development of the educational program, and in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23 (18) Florida Statutes. This advisory council shall not assume any of the powers or duties now reserved by Florida Statues for the School Board or its professional staff.
- 3. ESTABLISHMENT:** The SAC may be comprised of the Principal and/or Assistant Principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community of Suntree Elementary. Composition of SAC membership is subject to the review of the School Board.
- 4. MEMBERSHIP:** In addition to the School Principal and/or Assistant Principal, the Senate Bill 1992 requires that the majority of each school advisory council must be persons who are not employed by the school board. At least fifty-one percent of the committee must be non-school employees. Business and community members shall be encouraged.

  - A. Any member of SAC shall be eligible to chair the committee. Chair-elect may be chosen.
  - B. Teacher representatives are elected by their peers for a minimum of three years.

    1. Teacher representatives may be elected for consecutive terms.
    2. Teacher vacancies are filled for a minimum of three years.

- C. Parent representatives are elected by parents of children at Suntree Elementary.
1. Parent representatives may be elected for consecutive terms.
  2. Parent vacancies are filled for a minimum of three years.
  3. Parents may be eligible for election and membership during the period of time that their child is a student at Suntree Elementary School.
- D. Business/Community representatives are selected for the current school year.

- 5. ELECTIONS:** Selection criteria for the elections are as follows:
- School employees shall elect school employees.
  - Parents shall elect parents.
- A. Teacher Elections: Nominations for teacher representatives shall be voted on via email on Google Doc by Suntree Faculty. Nominations will be taken, and a vote will be held. Successful candidates will be requested to attend 80% of SAC meetings. Permanent and substitute candidates may be identified.
- B. Parent Elections: Requests for parents interested in serving on the SAC will be voted on via email on Google Doc by Suntree parents. Permanent and substitute candidates may be selected. These individuals will be requested to attend 80% of SAC meetings.
- C. Business/Community Representatives: Invitations to be part of SAC will be made by the SAC. Once identified, the representative(s) will be requested to attend the next scheduled meeting.

- 6. RULES OF PARTICIPATION:** Participation of all members elected to SAC is paramount to the success of the mission. Consequently, the following rules are established:

- A. Votes may only be taken if a quorum is present (a quorum is defined as a simple majority of the membership of the council)
- B. Members with two unexcused consecutive absences from a properly noticed meeting may be replaced. Replacement of a member will be officially identified in writing, signed by Chairperson(s) or the Principal.
- C. Written proxy for excused absence due to illness, family demands, or job reassignment may be arranged at the discretion of the SAC.

- 7. RULES OF OPERATION:** The following rules have been developed and established for the administration of the SAC:

- A. Agenda items shall be posted for review by membership and faculty at least two days prior to scheduled meetings.
- B. All meetings are open to faculty, students, parents, and business/community citizens. Non-SAC members wishing to speak need to notify the chairperson prior to the agenda meeting. At least a three-day written, advanced notice must be given to all council members when a matter is coming before the council that requires a vote.
- C. Every effort will be made to notify everyone of meetings; it shall be published in the school newsletter and posted on the school marquee. The meetings shall be scheduled when stakeholders can attend.
- D. An agenda for each meeting will be made available via email and the school website; meetings must have minutes recorded and posted.
- E. A draft agenda meeting will be held at least three days prior to a scheduled SAC meeting to discuss any agenda items. Agenda items can be submitted via email. The agenda meetings will be publicly noticed via the school website.
- F. Designated officials may be elected at the last meeting of the school year for the next school year or tabled to the first meeting of the new school year.

**8. OFFICIAL DUTIES AND RESPONSIBILITIES:** The following positions are designated for SAC:

- A. Chairperson and/or Co-Chairperson: This position may be voluntary or elected and involves the following duties:
  - 1. Organizes and posts the agenda each meeting.
  - 2. Manages the SAC meeting.
  - 3. Keeps discussion in accordance with the agenda.
  - 4. Provides council leadership.
  - 5. Liaison to Administration.
  - 6. Represents Suntree's SAC at the School Board-initiated functions or designates someone from SAC to attend.
- B. Treasurer: This position may be voluntary or elected and involves the following duties:
  - 1. Report the School Advisory Council balance to our SAC members at our monthly meetings.
  - 2. Work with our Suntree Bookkeeper to handle deposits and withdrawals.

- C. Secretary: This position may be voluntary or elected and involves the following duties:
1. Types minutes, by-law changes and other documents.
  2. Reads, records, and posts minutes of each meeting and uploads agenda and minutes to the school website.
  3. Ensures clarity of discussion at meetings.
  4. Takes attendance.
- D. Parent Leadership Liaison: Attends district meetings and reviews information at SAC meetings
9. **ACCEPTANCE**: The committee can modify the by-laws at any time by a simple majority vote and will be reviewed each year. SAC members will receive changes prior to meeting.

These by-laws were submitted to the 2023-2024 SAC and accepted on behalf of the SAC as follows:

Principal

SAC Chairperson