

Viera Charter School SAC BYLAWS

Article I: Name

The name of this organization is the Viera Charter School Advisory Council.

Article II: Purpose

Section 1. The functions of the School Advisory Council are:

- a. Assist in the preparation and evaluation of the school improvement plan

Section 2: Other functions of the School Advisory Council are:

- a. Initiate activities or programs, with Principal approval, that generate greater cooperation between the community and the school
- b. Recommend to the Principal various support services in the school
- c. Assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such school improvement plan as required by Florida Statutes
- d. Perform other functions as requested by the Principal
- e. The SAC shall support and recognize the final authority of the Governing Board.

Article III: Membership

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2. This SAC shall include parents, teachers, education support employees, community members, and the principal. A majority of the membership shall be non-staff.

Section 3. For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.

Section 4. Parent members shall come from the PTSO Board Members and shall be elected by their peers. Teachers and support staff shall be chosen by their peers. The SAC will include an eighth grade student who will be the Student Council President and who will also be elected by his/her peers.

Section 5. Community members shall be appointed by the principal.

Section 6. Term of office for newly elected members shall be for a period of one year. Member terms may be extended annually by the Principal for a total period not to exceed three consecutive years. A member may return to the SAC after a one year absence.

Section 7. Members not attending for two consecutive meetings, without an excused absence, may be replaced.

Section 8. Membership in the SAC shall be limited to no more than 11 voting members. Voting in SAC meetings shall be limited to duly elected/appointed members.

Section 9. The PTSO President may be a member of the SAC.

Article IV: Responsibilities

Section 1. The School Advisory Council is a resource to the school and the principal. The term "advisory" is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate school or local school policy, and 2) it must deal with issues rather than particular persons, whether they are administrators, teachers, students, citizens, or parents.

Article V: Roles of the Principal and SAC Members

Section 1. The Principal

- a. Serves as a resource providing information regarding the local school education program
- b. Appoints all non-elected SAC members
- c. Maintains the appropriate statutory composition of the SAC
- d. Acts as an active resource
- e. Encourages leadership from within the council
- f. Assists in training members in leadership skills
- g. Arranges for presentations of interest to the council
- h. Develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- i. Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees.

Section 2. The 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 3. Parents and other community representatives

- a. Act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations 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 solutions 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. Participate in activities aimed at obtaining parent and community support and assistance for school related programs

Section 4. Faculty and school staff representatives:

- a. Act as members of the council to represent the views and interest of the school staff
- b. Participate regularly in SAC meetings and carry out council assignments
- c. Act 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 can activities of the council
- f. Participate in efforts to encourage school staff support for goals and activities of the School Advisory Council

Article VI: Committees

The SAC may create such committees as necessary and approved by the Principal to carry on the work of the council.

Article VII: Meetings

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than eight times per year. The first meeting shall be held in September. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend.

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.

Section 3. SAC will adhere to "Florida's Open Meeting and Sunshine Law"