ARTICLE I

Name of Organization:
The name of this organization shall be: The School Advisory Council (SAC) of OLYMPIC HEIGHTS COMMUNITY HIGH SCHOOL.

ARTICLE II

Purpose and Function:
Section 1: The School Advisory Council (SAC) is a resource for the school, its teachers, students, parents and community. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

Section 2: The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.
Specific functions include, but may not be limited to the following:

- Develop and review the implementation of the School Improvement Plan, pursuant to School Board policy 2.09(7).
- Enlist, promote and support greater interaction between school and community.
- Provide input in matters concerning disbursement of School Improvement Funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
- Consult with some peripheral constituency group when making decisions concerning educational practices within the school, for example, but not limited to, Volunteers in Public Schools (VIPS) and Tech Team.
- Consult with people or departments needed to support the School Improvement Plan.
- Assist in the preparation of the School’s Budget pursuant to School Board policy 2.09(10).
- Help determine the use of School Recognition funds pursuant to School Board Policy 2.09(6)(d)

**ARTICLE III**

**Representation and Membership:**
In accordance with Florida Statutes Section 1001.45 (1)(a), which outlines the establishment of SAC’s:

**Section 1:** The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community leaders.

**Section 2:** At least 51% of SAC members are not employed by the School District of Palm Beach County. Non-school district based members are not employed by any part of the school system.

**Section 3:** The SAC membership shall be appropriately balanced, regarding racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.
ARTICLE IV

Membership Selections:

Section 1: The SAC membership shall be constituted as follows:

1. Parents, teachers, students and support employees will be elected by their respective groups. All parents have an opportunity to participate in the election of parents. There will be wide notice of SAC vacancies and elections through methods to include the school marquee, pre-school newsletter, school website, Open House, etc. Persons willing to serve as elected members of the SAC will be nominated and elected at a duly noticed meeting of their respective groups.

2. Business and community members will be appointed as provided by school board policy 2.09.

3. Replacement members shall be elected by appropriate constituencies.

4. The principal is automatically a member by legal mandate.

Section 2: Elections shall be held no later than the first SAC meeting of the new school year. This meeting shall be held in or about the second Tuesday of September of each year and the installation of new members shall follow immediately.

Section 3: Each parent of a student at Olympic Heights Community High School will be duly notified well in advance of SAC elections.

Section 4: If the election process does not result in an appropriately balanced membership under Article III, Section 3, the school principal shall take reasonable steps to find and appoint appropriate members.

ARTICLE V

Tenure:

Section 1: The term of office shall be staggered to provide continuity from year-to-year.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to two-year terms. There shall be no cap on the number of terms to which a member may be elected.
Section 3: A member may not miss more than (1) SAC meeting. Upon a second absence, the members will have their status changed from SAC member to a non-SAC member. The SAC chairperson shall arrange for the replacement of the SAC member if the loss of membership affects Membership compliance.

ARTICLE VI

Meetings:
All SAC and SAC Committee meetings shall be held in accordance with Florida Statutes Section 286.011- [Public meetings and records; public inspection]. Minutes shall be recorded at all meetings and shall be distributed to members at a subsequent meeting for approval. There must be reasonable public notice of meetings and meetings shall be held at a place accessible to the public.

Section 1: There shall be a SAC meeting at least 8 times per school year unless otherwise noticed.

Section 2: SAC meetings shall be held at the School’s Staff Dining the third Tuesday of each month, commencing at 6:15 P.M. although the SAC may decide alternate time/dates/places. This SAC has determined that scheduling meetings at this time is when parents, students, teachers, businesspersons, and family members of the community can attend.

Section 3: The SAC chairperson, on occasion, may call a special meeting with reasonable public notice.

Section 4: Committees will meet as needed (See Article IX)

ARTICLE VII

Officers:
Section 1: The officers of this SAC shall be chairperson, or co-chairpersons, treasurer, and a secretary. In the event of a vacancy in a SAC office during an existing term, the vacancy will be filled by SAC member election.
Section 2: The SAC shall elect its own officers at the last regular meeting of each school year.

ARTICLE VII

Duties of the Officer:

Section 1: Chairperson
The chairperson [and co-chairperson] shall preside at all meetings of the SAC, shall prepare the agenda for SAC meetings, shall form committees a the direction of SAC membership, shall be de facto member of all committees, and shall make provision for notices to SAC members and the community of all meetings.

Section 2: Secretary
The secretary shall keep minutes of the meetings and shall be responsible for correspondence. The secretary shall also document activities, decisions and attendance of the SAC, and its secretary shall maintain the minutes of previous years, and any anecdotal records or the SAC archives. The SAC will provide to the School Board minutes of all SAC meetings.

Section 3: Treasurer
The Treasurer shall keep records of all School Advisory Council appropriated funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.

Responsibilities of Members:

Section 1: Principal
The principal shall provide information regarding the school education plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the SAC.
Section 2: *Faculty and School Staff Representatives:*
The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the SAC.

Section 3: *Parents, Business, and Community Representatives:*
The parents, business, and community members of the SAC shall represent the views of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Section 4: *Student Representatives:*
The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration [See Florida Statutes Section 1001.452 (1) (a)].

**ARTICLE IX**

**Voting Body:**
The SAC is the formal council that is responsible for voting upon and implementing the decision for the organization. The SAC will require a quorum of its members if any formal action is to be taken. A quorum is a majority (50%+1) of the SAC membership. There must be at least 3 days advanced notice, in writing, to all SAC members of any matter that is scheduled to come before the SAC for a vote.

**Committees:**
Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees maybe constituted in several configurations. The SAC chairpersons(s) will appoint the chairman of each committee.
ARTICLE X

Rules of Order:

Section 1:
Formal action by SAC shall be taken by consensus whenever possible. (See Consensus Section 1). If the SAC is deadlocked, decision will be made according to the deadlock process. (See Consensus, Section 2).

Section 2: The SAC shall operate under Robert’s Rules of Order, revised edition, unless otherwise provided in these by-laws.

Consensus:

Section 1:
Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

Section 2:
The deadlock resolution procedure will be used when the membership has been polled and consensus is not reached. When time deadlines permit further deliberations, the SAC should be polled to determine if there is agreement to refer the issue to a committee for further study, or to table the issue.

If not referred or tabled, the deadlock process shall be as follows:
  o The SAC members shall vote immediately, if the issue has been noticed for vote at the meeting.
  o If not so noticed, every member of the SAC shall be given notice that a vote will be held at the next meeting on the issue.
  o If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that position shall be the official position of the SAC
ARTICLE XI

Amendments:

Section 1:
The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be made at least (3) business days prior to the meeting at which it is to be voted upon.

Section 2:
The SAC and/or a committee shall be appointed to review, and when appropriate, recommend revisions of the SAC Bylaws each year to ensure alignment with current statutes and School Board policies. The adoption of revised by-laws shall follow the procedure for amendments.

Approved: August 16, 2016