

ORTONA ELEMENTARY BYLAWS

Reviewed: 11/19/13 /Adopted: 11/19/13

Article I. Name

The name of this organization shall be the **ORTONA ELEMENTARY** School Advisory Council, hereafter referred to as the SAC.

Article II. Purpose

- Section 1: The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement process and plan.
- Section 2: The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

Article III. Members

- Section 1: Each school shall establish a SAC, composed of teachers, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school.
- Section 2: The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents and community representatives not employed by the school district.
- Section 3: Elected members shall serve on the SAC for a period of two (2) years. Appointed members shall serve on the SAC for a period of one (1) year. The SAC will approve the appointments through majority vote providing a quorum is present.
- Section 4: The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to the procedures set out in these bylaws.
- Section 5: All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

Article IV. Duties

- Section 1: The SAC shall assist in the preparation and evaluation of the school improvement plan and the annual school budget.
- Section 2: The SAC shall have total authority to determine how the school improvement funds are disbursed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.

Article V. Officers

- Section 1: Officers for the SAC will be the Chairperson (and Co-Chairperson if requested) and a secretary.
- Section 2: The Principal will appoint the SAC Chairperson(s) from the elected members. The SAC will approve the appointment through majority vote providing a quorum is present.
- Section 3: The SAC Chairperson, or Co-Chairperson, will work with the principal and SAC members to prepare an agenda for SAC meetings. The Chairperson, or Co-Chairperson, will conduct the SAC meeting,
- Section4: The secretary will record the minutes of each meeting, which will be distributed with the agenda at the next meeting.

Article VI. Meetings

- Section 1: Meetings will be scheduled at times when parents, students, teachers, business partners, and members of the community can attend.
- Section 2: There will be at least 3 days advance written notice of any matter that is scheduled for a SAC vote.
- Section 3: A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the council constitutes a quorum.
- Section 4: Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

Article VII. Committees

If the need arises, the chair may appoint a sub-committee to research an issue and report back to SAC. These committees will have no standing beyond the purpose designated by the SAC chair.

Article VIII. Parliamentary Authority

Roberts Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

Article IX. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the SAC by a majority vote of the SAC members providing a quorum is present.