

Cypress Springs Elementary SAC By-Laws

I. The Organization

The name of this organization shall be the Cypress Springs Elementary School Advisory Council (SAC).

A. Vision Statement

We envision Cypress Springs Elementary School as a safe and secure community of enthusiastic lifelong learners where students acquire the skills, attitudes, and knowledge necessary to become productive citizens.

B. Mission Statement

It is the mission of the Cypress Springs Elementary School Advisory Council to provide a positive, motivating, and secure environment where children develop a passion for lifelong learning, strive to achieve and succeed, and advance toward responsible citizenship.

C. Objective

The objective of this council is to look at all aspects of the school and come up with a plan for school improvement. This plan will include strategies and recommendations on how to improve the areas the council decides are top priority. The council will then decide how to measure the results of their plans and how to utilize School Improvement funds.

II. Membership

A. Definition

The SAC must include the principal, representatives of the school staff, parents, and community members. The membership shall be representative of the ethnic, racial, and economic composition of the school. A majority (51% or more) of the membership must be non school district employees. Representatives of each group will be elected by their respective peer groups. If at the conclusion of this voting process the council is not representative of the school composition, the school principal will appoint members in order to obtain the appropriate ethnic, racial, and economic diversity.

B. Council Membership

The principal shall appoint replacement members as needed..

C. Length of Service

There shall be no limits on the amount of time a member may serve on the council.

D. Offices

Officers shall be elected by a majority vote at the first meeting of the school year. The officers of the organization shall consist of the following:

Chairperson(s): The chairperson will conduct all meetings and provide the committee with an agenda in advance of each monthly meeting. The chairperson will be responsible for conducting the meetings in a timely manner and ensure the council has its agenda. This position may be a shared position (co-chairs).

Recording Secretary: A recording secretary will produce the agenda; record the minutes, keep annual attendance records, and provide the members with accurate minutes of each meeting.

III. Meetings

A. Regular Meetings

The school advisory council shall meet no less than 8 times during the school year. Dates and meeting times shall be determined at the first meeting. All meetings will be held at times most convenient to the members. Decisions will be made by a majority vote. No absentee voting will be allowed.

The notice of the meeting shall contain the time and place of the meeting and an agenda. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be posted no less than 3 days prior to the scheduled SAC meeting.

B. Attendance

Members who have 2 unexcused consecutive absences, or any 3 unexcused absences from regularly scheduled meetings, will be removed from the council with a majority vote from the quorum. The principal shall appoint replacement members as needed.

C. Quorum

A quorum shall be 51% of the total SAC membership. Votes may only be taken if a quorum is present.

D. Recording of Minutes

Minutes of the meetings will be recorded, approved, and forwarded to the district office.

IV. Parliamentary Authority

All meetings will be conducted by Robert's Rules of Order when not in conflict with the by-laws.

V. Amendments

These by-laws may be amended at any regular meeting by the SAC as necessary.

VI. Visitors/Speaking

During a regular SAC meeting visitors are invited to speak and sign-up before the meeting starts. They will be allocated 5 minutes per person per agenda item.