BEL AIR ELEMENTARY SCHOOL

**ADVISORY COUNCIL BYLAWS**

**MISSION STATEMENT**:  
The Bel Air Elementary School Advisory Council (SAC) is committed to working cooperatively to fulfill the Bel Air Vision and Mission.

**PURPOSE OF THE BYLAWS**

The Bylaws will provide the Bel Air Advisory council with an established set of rules and procedures under which to function

**MEMBERSHIP**:

Membership will consist of a minimum:

* Five parents (including the PTA President or his/her designee)
* Principal and/or Assistant Principal
* Five Staff Members

K-2 Representative

3-5 Representative

Instructional Support Representative

Special Education Representative

Classified Representative

The Advisory council meetings are open to the public. Parents and teachers are encouraged to attend. Each meeting will have a period of time designated as open forum to allow any party to address the council (Open Chair).

At the conclusion of each meeting, a proposed agenda will be established for the next meeting. Any individual, parent, student, or teacher may suggest items to be included on the agenda.

**DECISION MAKING PROCESS**:

Decisions of the Council will be made by a majority of the membership. A quorum will consist of two-thirds of the Advisory Council membership; including an administrator

**LEADERSHIP**:

Responsibilities for each officer are as follows:

Chairperson- Conduct the meetings and prepare the agenda.

Secretary- Record and maintain minutes of the meeting and correspond for the Council.

Principals will not serve as officers but will work cooperatively with the council in selecting the chairperson and secretary.

Chairperson and secretary may be either a parent or a staff member.

**MEETINGS:**

Advisory Council meetings will be held monthly throughout the school year at the school starting in September unless otherwise necessitated. All meeting will be announced to the school community.

**REVISION OF BYLAWS**:

At least annually the Advisory Council will review the bylaws and consider revisions. Any revisions suggested must be decided upon and implemented no later than the September meeting.

**TERMS**:

Terms will be held from September through May of each year. Members will be selected on a voluntary basis. Members will attend 9 meetings a school year. Members may serve consecutive terms if there are no other new volunteers.

The chairperson shall attend and conduct meetings. Administration will run the meeting in the absence of the chairperson.

In the event there are no members to replace outgoing staff members, the principal will appoint members for the staff position.

**RESPONSIBILITIES**

All participants will be fully advised as to the function of the council, its bylaws, and the responsibility of each individual. Each new person to the council will be given a copy of the bylaws, current operating budget, and the school plan.

* Write School Plan based on established goal and priorities
* Review, monitor and implement school plan and budget
* Conduct needs assessment as needed for school improvement

**ATTENDANCE**

Regular attendance is a commitment to the Advisory Council. If a member misses two consecutive meetings or a total of three meetings during the academic year, the member may be asked to resign.