

## **2023-2024 Bartram Trail High School Advisory Council Bylaws**

### **Membership**

Bartram Trail High School Advisory Council will reflect the diversity of our school community.

Composition of the School Advisory Council (SAC) will be determined by the requirements of State Law.

1. Community Appointees must represent local business or industry, social service agencies, community or non-profit organizations and the public at large.
2. At least 51% of the total membership must be non-school district employees.
3. The suggested term of membership is two years. Terms are to be overlapping to provide continuity. Members may seek additional terms.

### **Roles and Responsibilities**

Officers will be elected annually as follows: One chairperson, one cochairperson, a recording secretary, and a treasurer.

Chairperson will:

1. Make telephone number(s) available to the school staff, school community, and school/community liaison office.
2. Establish and communicate a meeting schedule for the year, in consultation with the principal, with a minimum of eight meetings.
3. Prepare the agenda for the meetings in consultation with the principal and other council members.
4. Circulate the agenda in advance, when possible.
5. Chair the meetings and be responsible for the time management of the agenda.
6. Ensure that the minutes of the meeting are recorded and distributed.
7. Participate in training and information programs.
8. Communicate with the principal on a regular basis.
9. Strive for diversity of ad-hoc and subcommittees.
10. Facilitate collaborative decision-making.
11. Ensure ongoing communication within the school community.

12. Present the school improvement Plan to the School Board with the Principal.

Co-Chairperson will:

1. Assist the chairperson in all duties.
2. Chair meetings in the absence of the chairperson.

Recording Secretary shall:

1. Maintain complete records of all meetings in a timely manner.
2. Ensure minutes are distributed to all council members and the District Office of Accountability.
3. Ensure that the handbooks and other historical documents are available.

Treasurer shall:

1. Keep records for SAC expenses and monies received.
2. Keep records for spending proposals and Staff Development requests.

Principal shall:

1. Facilitate the establishment of the SAC and assist in its operation.
2. Attend all school council meetings or designate as assistant principal to attend in his/her absence.
3. Maintain copies of the minutes at the school.
4. Support and promote the Council's activities.
5. Act as a resource on laws, regulations, Board policies and collective agreements.
6. Obtain and provide information required by the council to make informed decisions.
7. Maintain ongoing communication with the Advisory Chairperson.
8. Forward correspondence, information and other materials to the Advisory Chairperson, as appropriate.
9. Seek input from the SAC in assigned area and assist with communication within the school community.
10. Encourage participation of parents, students, as appropriate and others within the school community.
11. Ensure the consistency of all SAC materials with School Board policy.

12. Support effective coordination among various school organizations.
13. Present the School Improvement Plan to the School Board with the SAC Chairperson.

### **Framework of SAC**

Participants/guardians shall be elected by parents and guardians of students enrolled in the school. Parents/guardians may be nominated and acclaimed if there are equal number of positions and candidates.

Community representative(s) shall be nominated by the principal and approved by the council.

The School Principal is the designated member.

Members of the teaching staff shall elect teacher representative(s).

Non-teaching (support) staff member(s) shall be elected by members of the non-teaching (support) staff.

### **Elections**

SAC Election: the current SAC must ensure that a new council is in place by the end of each school year. A few positions should remain open for interested persons, new to BTHS, at the beginning of the school year. These reserved positions should be filled by September of each year.

### Appeal Process

Appeals related to the SAC election process or results shall be resolved by the previous SAC. If this is not resolved, the Principal and Chairperson shall make a decision.

### Parent Responsibilities

Parent and Guardians of any student enrolled at BTHS are eligible to serve. Self-nomination is permitted.

Any candidate wishing to serve may submit a summary to be shared with the school community.

The candidates may be acclaimed if the number of candidates is less than or equal to the positions available.

Any objections to a proposed member shall be directed to the current SAC.

Invitations for new members will be advertised.

### **Meeting Protocols**

In the absence of both Chairperson and Co-Chairperson, the Principal will chair the meeting. Acting Secretary will be appointed for the meeting if the Secretary is absent.

A quorum to conduct business requires 51% attendance of SAC voting members.

In the absence of a quorum, the meeting may proceed, but no motions may be approved.

Protocol for decision-making:

Consensus:

The Council is advisory in nature.

Every attempt should be made to reach consensus. Consensus is reached when all or most members are willing to accept and support an idea or concept as the best available choice.

Motions if required: Any member of the SAC may move a motion at any meeting, each member will have one vote on every motion and any member may abstain.

If consensus cannot be reached, a 75% majority is required to pass a motion.

### **Amendments to the Bylaws**

75% of approved or appointed members must approve any changes to the bylaws.