

School Advisory Council Bylaws
Collegiate High School at Northwest Florida State College

Article I
OPERATION

The Collegiate High School Advisory Council (the “Council”) shall operate in accordance with Florida Statutes (ss. 1001.42 (18) and ss. 1008.345), Northwest Florida State College Board of Trustees directives, and Okaloosa County Operational Guidelines for School Advisory Councils (the “Guidelines”).

Article II
PURPOSE

The purpose of the Council is to provide the opportunity for parents, students, instructional staff, non-instructional staff, and community members to participate in improving the Collegiate High School. The responsibilities of the Council shall include reviewing the results of any needs assessments conducted by the school, administration (hard and soft data), and assist in the preparation of the school’s annual budget and School Enhancement Plan under the leadership of the principal.

Article III
MEMBERS

1. The Council should consist of at least 11 members: at least one (not more than two) parent representative(s) for each grade level (10, 11, 12), one parent of a CHS graduate, one CHS alumnus, one CHS faculty representative, one CHS non-instructional staff representative, two representatives of the Institute of Senior Professionals, one community representative, one NWFSC staff representative, and the CHS principal.
2. The names of Council members shall be posted in the main office and on the school web page.
3. Members are responsible for attendance at all general meetings. Members who have two consecutive unexcused absences from regular scheduled meetings will be notified by phone or email of the consequence that a third absence could result in removal from the council.
4. All members of the Council will receive training on the legislative requirements of the group by reviewing the multimedia training provided by county personnel.

Article IV
ELECTION TO MEMBERSHIP

1. Members representing parents, instructional staff, and non-instructional staff shall be elected by their peers. The election process shall be preceded by a nomination process by each participating group, which is advertised in advance of the formation of the final ballot.
2. Election/appointment to membership shall be conducted in such a way that respective groups receive proper representation.
3. Election/appointment to membership shall be conducted in the first six (6) weeks of each new school year.
4. Parents requesting membership will be asked to complete an application. The notice of nomination and application shall be posted within two (2) weeks of the start of the school year on the school website, on the office bulletin board, and emailed to parents. The period for submission of applications shall continue until a week prior to the Fall Open House, where voting will take place.
5. Self-nomination is allowed in the election of all representative groups.
6. The principal shall prepare a list of all community individuals seeking to be a member and shall present the list of potential community representatives to the Council for affirmation.
7. Parent and Community Members will serve 1-year terms. Teachers and non-instructional personnel will serve 2-year terms. Members may run for re-election, and serve consecutive terms if re-elected.
8. If membership is not representative of the ethnic, racial, and economic population of the school, the principal may appoint membership to achieve that representation. Appointments shall be from the community and parent member candidates.
9. If a vacancy occurs during the term, the principal will appoint an alternate member.

Article V
OFFICERS

1. Officers. The officers shall be the Chairperson, Vice-Chairperson, and Recording Secretary/Treasurer. The Chairperson and Vice-Chairperson should be elected annually, at the first meeting of the school year, but no later than the first meeting of the next school year. The Recording Secretary/Treasurer will be appointed by the Principal.

2. Eligibility. The Chairperson shall not be employed by the Collegiate High School or Northwest Florida State College. The Vice-Chairperson and Recording Secretary/Treasurer may be any member of the council, parent or non-parent, and may be employed by the Collegiate High School or Northwest Florida State College.
3. Term of Office. Elected officers shall serve a period of one year, or until their successors have been elected. They may be re-elected to that office for a maximum of three (3) consecutive years.
4. Chairperson Duties. The Chairperson shall have the following duties and others as needed:
 - a. Preside at all Council general meetings as a voting member;
 - b. Sign all correspondence, as well as distribute all correspondence, to the elected officers of the Council;
 - c. Attend area Parent Leadership Council meetings or appoint a designee when appropriate or as needed; and
 - d. Represent the majority opinion of the Council.
5. Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties and others as needed:
 - a. Assume all duties of the Chairperson in the event that s/he becomes incapacitated, unavailable, or must step down; and
 - b. Assist the Chairperson in performing his/her duties.
6. Recording Secretary/Treasurer Duties. The Recording Secretary/Treasurer shall have the following duties and others as needed:
 - a. Ensure the recording of the minutes at each Council meeting;
 - b. Distribute the minutes to members prior to the next Council meeting;
 - c. Retain copies of all minutes of any Council meeting;
 - d. Transmit the approved Council minutes to the Principal, Northwest Florida State College Board of Trustees, and to such other persons as the Council may direct. Retain copies of all Council correspondence, Chairperson's reports, and Committee Reports;
 - e. Coordinate with Collegiate High School personnel to ensure funds are utilized during time frames allotted; and
 - f. Present regular financial reports at general meetings.

Article VI
MEETINGS

1. The Council should hold general meetings regularly, and a schedule should be determined at the first meeting and published for the school year.
2. Meetings of the Council shall be determined by the membership and held at a time and place convenient for all members and designated in accordance with the Florida Sunshine Law.
3. The Council will meet a minimum of four (4) times a year.
4. Members of the Council will receive notification of each meeting agenda a minimum of three (3) days in advance of any meeting at which a vote of the Council is contemplated. No vote may occur at a meeting where the 3-day notice of the agenda item requiring vote did not occur.
5. Notice of meetings and proposed agendas shall be posted in the main office and on the school website.
6. A quorum, consisting of 50% of the members plus one, must be present if items are to be voted on at a general meeting. Non-members/visitors/guests are welcome to attend Council meetings but may not participate in voting.
7. Members will utilize a public voting procedure to cast a vote. The Chair or any member may call for a roll call vote to be taken, and results of such a vote will be documented by voting member name in the minutes. Motions will carry with a simple majority vote unless otherwise specified or required.
8. Minutes will be kept of all general meetings by the recording secretary or designee. Minutes will reflect all motions and decisions made. Minutes will be reviewed and approved at the next meeting of the Council.
9. Minutes shall be posted in the main office and on the school website.
10. A special meeting of the Council may be called when it is deemed necessary to conduct the business of the Council. The Chairperson or a majority of the membership may call special meetings. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine Law. Minutes of the special meeting shall be reviewed and approved at the next occurring general meeting.

Article VII
COMMITTEES

1. The Chairperson may create such committees as may be required to promote the objectives of the Council. Once formed, the committee members shall elect a Chairperson, if one has not been appointed.
2. Committees may include others not belonging to the Council, so long as at least one member of the committee is a current Council member.
3. Committee chairs should report on findings of the committee at regular meetings of the Council. Committees shall only make recommendations to the Council and shall have not independent authority to act on behalf of the Council, absent a specific grant of authority by the Council.

Article VIII
AMENDMENTS

These bylaws may be amended only by an affirmative vote of a simple majority of all Council members. No action may be taken to amend any bylaw, unless written notice of the proposed amendment(s) shall have been given to all Council members at least twenty (20) days prior to any meeting at which such amendment(s) are to be voted upon.