# School Advisory Council Bylaws
# Hallowes Cove Academy
**10/8/2026**

**Article I - General**

Section 1 - The name of this organization shall be: The School Advisory Council of Hallowes Cove Academy. In these bylaws, the School Advisory Council may be referred to as the "Council" or the "SAC".

Section 2 - The provisions of Florida law and the rules of the St. Johns County School Board, now existing or hereinafter adopted, governing School Advisory Councils, a.k.a. School Improvement Teams, are incorporated by reference.

Section 3 - To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

**Article II - Purpose and Function**

The SAC is an advisory body of volunteers who work together to facilitate communication and serve as a link between the school, its stakeholders and the community at large. The SAC is a resource for the school, its staff, parents and principal.

The function of the SAC includes, but is not limited to the following:

1. To serve in an advisory capacity to the principal.
2. To assist in the development of the educational program.
3. To evaluate, provide input and solicit feedback on the school improvement plan pursuant to Florida Statutes.
4. To provide input in matters concerning the disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
5. To enlist, promote and support greater interaction between school and community.

**Article Ill - Representation and Membership**

Section 1 - The SAC shall consist of an appropriately balanced number of teachers, parents / guardians, support employees, business and community members and the school principal.

Section 2 - A simple majority of the SAC shall be non-school employees.

**Article IV - Membership Selection**

Section 1 - The SAC membership selection shall be constituted as follows:

a. Parents, teachers and non-instructional staff will be elected by their respective peer groups. At least fifty-one percent of the SAC body must be made up of persons who are not contracted by the district. Membership shall not exceed twenty-five voting members.
b. Business and community members will be appointed by the Council.
c. Replacement members shall be elected by appropriate constituencies.
d. The principal is automatically a voting member by legal mandate.
e. SAC will welcome members of other school SACs as guests, not as voting members.
f. There will be wide notice of SAC vacancies through various methods. Such methods can include, but are not limited to, the school newsletter, email to parents, posting on the school website, in-school announcements and PTO meetings.

Section 2 - The first meeting of the SAC will be held not later than the second month of the school year.

Section 3 - Elections shall be held prior to the second meeting of the school year and when needed to replace members whose terms are expiring or to replace those who are no longer able to fulfill their duties as member.

Section 4 - All parents/guardians will be notified of SAC elections in accordance with Florida Statutes 286.011 "Public meetings and records; public inspection."

**Article V – Tenure of Council**

Section 1 - The term of office shall be staggered to provide continuity from year to year.

Section 2 - SAC members, other than those designated to complete unexpired terms, shall be elected to a two-year term.

Section 3 - Council members shall serve no more than two terms in an elected position.

Section 4 – Members who are designated to complete unexpired terms will serve until: The end of the school year if the resigning member is in the first year of her / his term; The end of the term if the resigning member is in the second year of her / his term.

Section 5 - No member may miss more than two (2) unexcused SAC meetings per school year. As required by Florida Statutes 1001.452(1)(d)4, in the event of two unexcused absences from a properly noticed SAC meeting, the person's membership will cease, and the SAC chairperson shall arrange for the replacement of the member by election as specified in Membership Selection and such individuals will fill the remainder of the terms to which they were elected. An absence may be excused by notifying the SAC chair by phone or email prior to the meeting that will be missed.

**Article VI - Meetings**

All SAC meetings shall be held in accordance with Florida Statutes 286.011-: Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of three (3) days; openness of SAC meetings to the general public in a location accessible to the public and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance

written notice required by FL Statute 1001.452(1) (d) 2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1 - The second meeting of the SAC will be held following elections for installation of new members.

Section 2 - There shall be a council meeting at least four (4) times per year. The actual day and time shall be determined by the SAC members during the first regular meeting of the year to accommodate their schedules.

Section 3 - The schedule of the SAC meetings for the year shall be decided upon at the beginning of the school year. As required by FL Stat 1001.452(12) (d) 3, SAC meetings must be scheduled when parents, teachers, businesspersons and members of the community can attend.

Section 4 - All SAC members will receive an agenda as well as the supporting necessary documentation for items placed on the agenda that are to be discussed and / or voted on at the meeting three (3) days prior to the meeting via email, hard copy and / or website posting. Such documentation will also be made available to the SAC members three (3) days prior to the meeting for their review on campus during regular school hours.

Section 5 – SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. If a SAC member wishes to discuss an item at the next meeting, they must give seven (7) days of notice to have the item included on the agenda.

Section 6 - The public will be given the opportunity to comment on items on the agenda. If an item is to be voted upon by the SAC, public comments will be heard prior to any vote taking place. All other public comments on agenda items not requiring a vote will be during "comments from the floor" which will take place prior to meeting adjournment.

Section 7 - Special meetings may be called by the chairperson or by notice of any three (3) members in writing to the chairperson.

Section 8 - Subcommittees will meet as needed. (See Article X)

**Article VII – Officers Duties**

Section 1 - The officers of this Council shall be a chairperson, a vice chairperson, a secretary and a treasurer. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. All current members of the SAC shall be eligible to hold an executive office position.

Section 2 - The Council shall elect its own officers for the upcoming school year at the final meeting of the current school year.

**Duties of Officers**

Section 1 - The chairperson shall preside at all meetings of the Council and shall be a de facto

member of all committee**s.** In the case of a vacancy in the office of chairperson, the cochairperson shall become the chairperson for the remainder of the unexpired term.

Section 2 - The secretary shall keep minutes of the meetings (available to the public per Florida Statutes 286.011) and shall be responsible for such correspondence as is delegated to her / him by the chairperson. The secretary shall also document activities, decisions and attendance of the council and its Committees for accountability. Minutes may be approved as corrected. Procedures in correcting the minutes will follow Roberts Rules of Order. The School Board will maintain a record of minutes of all SAC meetings, as required by Florida Statute 1001.452 (1) (d) 5. The treasurer shall report on budgeting and finance issues at each meeting.

**Duties of Members**

Section 1 - The SAC members must operate within the guidelines of the St. Johns County School Board Policy "School Improvement Teams" (section 2.04). Members must maintain a school-wide perspective on issues while acting as resource people for the SAC. Programs must relate to the School Improvement Plan (SIP) in place at the time of program implementation.

**Article VIII – Funding Requests**

Section 1 – Teachers may apply for funding of initiatives. Requests for funds must be submitted on the "School Advisory Council Request for the Use of Funds" form at least two weeks prior to the next SAC meeting date. Funding is contingent upon the available budget. Funding requests must relate to the School Improvement Plan (SIP) in place at the time of initiative implementation. Teachers who receive funding shall provide feedback to the SAC body upon completion. An administrator will report back to the SAC body on the impact of the funding.

**Article IX - Voting Body**

Section 1 - The SAC is a formal council. The SAC will be comprised of an elected membership and will require a quorum (a majority 50% +1 of the SAC membership) in any formal action to be taken as required by FL Statutes 1001.452 (1) (d).

Section 2 - All SAC members will receive an agenda and any necessary documentation relevant to any item that is scheduled to come before the SAC (see Article VI Meetings, section 4).

Section 3 - Any action required or permitted to be taken at any meeting of the Council may be taken without a meeting, if (i) the number of Council members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting give consent, which may be by electronic mail and (ii) such consents are filed in the minutes of the proceedings.

**Article X - Committees**

Section 1 - Standing Committees -
Standing committees may be created for long- term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make

recommendations to the voting body. All standing committees reserve the right to appoint non SAC members to assist in the functions of the committee as set forth above.

Section 2 - Ad Hoc Committee (Task Force) -
These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee.

**Article XI - Rules of Order**

Section 1 - SAC decisions shall be reached by consensus or vote of the members. The SAC will operate under Parliamentary Procedures such as Robert's Rules of Order. Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it and are willing to implement the decision.

Section 2 – Voting Procedures. SAC members will vote on a measure once the requesting party or parties step out of the room. Then, SAC members will discuss the measure and motion to vote at this time.

Section 3 - Deadlock. If the SAC is in a deadlock, decisions will be made according to the deadlock process at the same meeting where the issue arose. The deadlock resolution procedure will be used when the membership has voted, and the decision is not unanimous. Either upon motion to postpone, if approved by majority vote, a) all SAC members shall be given notice that a vote will be held at the next meeting on the issue, or upon motion, b) a majority of the total SAC membership votes to adopt a position on that issue at that meeting and specify the official position.

**Article XII - Amendments**

Section 1 – The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

Section 2 - The SAC and / or its committee shall review annually and, when appropriate, recommend revisions to the SAC bylaws. The adoption of revised bylaws shall follow the procedure for amendments.

Created 9/18/2025

**Sources:**

Trout Creek Academy SAC bylaws; Freedom Crossing SAC bylaws
Robert’s Rules of Law; Florida Statutes sections 286 and 1001
St Johns County School Board "School Improvement Teams" guidelines.