



**PINE CASTLE ELEMENTARY**  
**SCHOOL ADVISORY COUNCIL**  
**BYLAWS**

**I. Name of the Organization**

The name of the organization will be Pine Castle Elementary School Advisory Council.

- A. Vision Statement: Pine Castle will be a school that will provide a learning environment and the necessary tools to ensure that all students have the opportunity to become productive members of society.
- B. Mission Statement: Pine Castle will be a school where each student will acquire the skills, attitudes and knowledge necessary to reach full potential.

**II. Membership**

A. Definition: The SAC will consist of members from administration, representatives from the staff, parents, and community members. The membership will, as closely as possible, represent the ethnic, racial, and economic composition of the school. A majority of the membership must be persons not employed at Pine Castle. They may be employed by OCPS at other work locations. Representatives of each group may be elected by their respective peer groups. If the council is not representative of the school composition, the council will, as a team, recruit members in order to obtain the appropriate diversity.

B. Purpose

1. To work in cooperation with the staff and community to ensure that the mission of the school is being met.
2. To develop and approve the School Improvement Plan.
3. To determine how School Improvement Funds will be spent.
4. To advise the school administration on curriculum and program changes.
5. To address other needs as identified by the council or administration.

C. Council Membership: Membership will include the following:

Parents/Community: At least 51% of the members will be parents or guardians of students enrolled at Pine Castle and representatives of the community at large.

Staff: Under 50% of the members will be employed at Pine Castle

Administration: The principal will be a member of the council

D. Length of Service

Members may serve as many years as possible.

E. Officers

Chairperson: The chairperson will help prepare agendas, plan with the principal and conduct scheduled SAC meetings.

Recording Secretary: The recording secretary will record the activities at each meeting and provide membership with accurate minutes of each meeting. It will also be the responsibility of the recording secretary to provide a summary article of the SAC activities for the monthly school newsletter.

**III. Meetings**

A. Regular meetings: Between 6-8 meetings, as necessary, will be held, as determined by the SAC.

B. Attendance: Meetings will be scheduled when all stakeholders can attend to the extent possible. Members with two unexcused consecutive absences from a properly noticed meeting may be replaced.

C. Voting: At least a three day written, advance notice must be given to all council members when a matter is coming before the council that requires a vote. Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the council.)

**IV. Parliamentary Procedure**

All meetings will be open to the public and conducted by Robert's Rule of Order.

**V. Amendments**

These bylaws may be amended at any regularly scheduled meeting of the SAC, as long as a quorum of the membership is present. It will take a 2/3 majority of the SAC to amend the bylaws.