

**The Arts Academy at Benjamin Rush  
School Advisory Council Bylaws**

**PREAMBLE**

The Arts Academy at Benjamin Rush School Advisory Council was created to support school improvement and the academic achievement of students through a collaborative effort with parent, school and community representatives involvement in the school based decision making.

**ARTICLE I: NAME OF COUNCIL**

The name of this Council is The Arts Academy at Benjamin Rush School Advisory Council, hereinafter referred to as the “SAC”.

**ARTICLE II: OBJECTIVES**

The objectives of the SAC shall be consistent with policies of the School District of Philadelphia, and be aligned with The Arts Academy at Benjamin Rush’s (“School”) mission and vision.

- Objective 1:** To review and provide input on the school budget and school Action Plan. The SAC is responsible for assisting in the development of the Action Plan and Budget and, if requested, the presentation of the plan to the school community. The SAC shall have ongoing responsibility to review the implementation of the plan with the principal, assess periodically the effectiveness of the Plan and recommend modifications to the Plan.
- Objective 2:** To provide input on discretionary spending.
- Objective 3:** To review and provide input on school based policies, including policies governing school safety and discipline, truancy, extracurricular activities and other items which may arise.
- Objective 4:** To review and assist in the hiring and creation of new positions.
- Objective 5:** To act as a catalyst to developing a culture of community support and involvement in decision making for school based policy;
- Objective 6:** To play an active role in supporting and promoting school programs and initiatives.
- Objective 7:** To examine data on the effectiveness of school based programs and services and periodically review and revise action plan strategies and provide recommendations to ensure continued progress towards

reaching school's goals.

**Objective 8:** To complete reports, when necessary, reflecting the above findings and recommendations.

**Objective 9:** To take other actions as required by The School District of Philadelphia. The SAC shall carry out all of the duties and responsibilities assigned to it by The School District of Philadelphia.

### **ARTICLE III: MEMBERSHIP AND ELECTION**

#### Section 1: Composition of the School Advisory Council

The Arts Academy at Benjamin Rush School Advisory Council shall be comprised of a total of 7-21 members, including the Principal, the President of the Home and School Council, a minimum of at least 2 members of school staff, at least 3 students, community members and parents. Parents should encompass 51% of the Council. In the event that more than 21 people are nominated, elections will be held pursuant to bylaws Article III, Section 2.

All members, with the exception of the principal, President of Home and School Council, and school staff, shall be duly elected from their constituent group, or, in the case of community representatives, by the parents.

Teacher representatives will be selected by the PFT Building Committee from the staff members of the School, who expressed their interest in serving on the SAC.

Student members must not be the subject of any disciplinary actions or academic probation at the time of election.

Parent representatives must be primary caregivers (legal, custodial, grandparent, or foster parent) of The Arts Academy at Benjamin Rush students for their entire term on the SAC.

Community representatives must live and/or work in the Arts Academy at Benjamin Rush community or have an interest in the success of the students and school (such as alumni).

#### Section 2: Election of Members and Term of Office

There shall be elections at which the SAC members are elected every two years and the SAC member shall serve for two years, as elected, or until their successor has been elected and qualified, with the exception of those elected for one year as referenced below.

The term of office for SAC members shall be staggered so that approximately an equal number of such Officers and Council Members have terms that expire each year. The first year of the formation of the SAC, half of the members will be elected to two-year terms and half will be elected to one-year terms. Thereafter, all SAC positions will be for two-year terms.

During the first year of the SAC, the Principal of the school shall coordinate the nomination process for all SAC seats and shall appoint a temporary Chairperson to aid in the startup of the SAC and to assist in the nomination process. In all future years, the Chairperson, Vice-Chairperson, and Secretary of the SAC shall coordinate the nomination process for the parent and community seats on the SAC, or delegate this task to a "nomination and election committee. The nomination and election process shall continue to be coordinated by the Principal for the student seats on the SAC. The nomination process should include that elections shall be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the first regular meeting in September.

In the event that less than the required number of Council Members have been nominated and nominations have been closed, the election of Council Members may be by voice vote. In the event of a number of nominations greater than those allowed by Article III, Section 1, elections will proceed by the same process as that used for the election of Officers (See Article IV, Section 2).

### Section 3: Termination of Council Membership

The SAC, by affirmative vote of a simple majority (51%) of the members of the SAC, may expel a member who is absent from two consecutive meetings or for any violation of the Bylaws or procedures of the SAC.

### Section 4: Resignation

Any Council Member may resign by submitting a notice of resignation to the Chair and/or Secretary of the SAC. The notice will be effective upon receipt by the Chair and/or Secretary unless the Council Member states a different date in the notice.

### Section 5: Vacancy

Any vacancy on the SAC shall be filled for the remainder of the unexpired term through the appointment of a duly elected replacement. If the composition of the SAC falls below legal requirements and no replacements are available, vacancies for the unexpired term may be filled by a special election or by recommendations from the principal with selection and appointment by the SAC.

## **ARTICLE IV: OFFICERS**

### Section 1: Designation

The Officers of the SAC shall be a Chairperson, Vice-Chairperson, Secretary and such other officers as the SAC may deem necessary. At least one of the offices on the SAC (Chairperson or Vice-Chairperson) has to be a parent of student attending The Arts Academy at Benjamin Rush.

## Section 2: Election and Term of Office

The Officers of the SAC shall be elected every year by majority vote of the SAC members. In the event there is only one nomination for an Officer position after nominations have closed, the election may be by voice vote. If there are more than one nomination for an Officer position, a ballot will be distributed which shall list all positions and the nominees. Write-in candidates shall not be allowed and ballots containing the names of peoples other than those nominated through the nominating process shall be considered illegal votes. In the event there are 3 or more nominees for an Officer position and no candidate receives a majority vote, subsequent ballots shall be taken for that position(s) only and the candidate receiving the lowest number of votes on the previous ballot will be removed in subsequent ballots until a majority has been attained.

## Section 3: Limitation of Office Holding

No Officer of the SAC shall hold more than one position simultaneously.

## Section 4. Resignation

Any Officer may resign by submitting a notice of resignation to the Chair and/or Secretary of the SAC. The notice will be effective upon receipt by the Chair and/or Secretary unless the Officer states a different date in the notice.

## Section 5: Duties

The duties of the Officers shall be:

### **Chairperson:**

1. The Chair shall be the chief executive officers of the SAC.
2. The Chair shall preside at all meetings and sign letters, plans, reports, and other communications as directed by the SAC.
3. The Chair shall serve as an ex-officio member of all committees.
4. The Chair shall prepare an agenda for each meeting, provide the agenda to the Secretary, and ensure that the agenda is posted at least 6 days in advance of each SAC meeting.
5. The Chair shall attend all School District meeting as required.

### **Vice-Chairperson:**

1. The Vice-Chairperson shall assume the duties of the Chairperson during his/her absence.

2. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson or by the SAC.
3. The Vice-Chairperson shall assist in the growth of the SAC.
4. The Vice-Chairperson shall provide oversight and support to SAC committees.

**Secretary:**

1. The Secretary shall receive and handle all mail addressed to the SAC.
2. The Secretary shall keep a current roster of SAC members including contact information.
3. The Secretary shall keep the minutes of all meetings including attendance and summary reports.
4. The Secretary shall coordinate the posting of the notices and agendas of public meetings on the school's web site and in the school's administrative building, as well as their sending to all Council members.

**ARTICLE V: COMMITTEES**

Committees shall be created by the SAC, as necessary, to carry out the work of the Council.

Section 1: Quorum

The quorum for a committee meeting shall be a majority of its members.

Section 2: Selection of Committee Members

The chairperson and members of committees shall be appointed by the SAC Chair subject to the ratification by the Council.

Section 3: Reporting Responsibilities

Committee chairs shall present plans of work and progress reports to the SAC for review and approval.

Section 4: Standing Committees

Standing committees may be created, as needed, to support the ongoing functioning of the Council.

## **ARTICLE VI: Duties of Members**

The duties of members shall be to:

1. Attend all Council meetings on time or inform the Secretary of any expected absence.
2. Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings.
3. Actively participate in workshops and training sessions to increase knowledge of the SAC's purpose and functions.
4. Be responsive to school community members on matters for which the SAC has responsibility.

## **ARTICLE VII: MEETINGS**

### Section 1: Regular Meetings

Regular meetings of the SAC will be held at least once every other month, but may be held monthly, with the date and time determined by the members of the SAC at its first meeting of the year.

### Section 2: Special Meetings

Special meetings may be called by the Chairperson or by a majority of the SAC members. A meeting notice and agenda must be posted in a public location at the school and on the school website at least 1 day prior to a special meeting.

### Section 3: Order of Meetings

All regular and special meetings of the SAC shall be conducted using parliamentary procedures or an appropriate model of facilitation. The SAC decision-making process shall be conducted with the intention of reaching consensus. In the event the SAC reaches an impasse which prohibits business from being conducted, the SAC will take a vote, with at least 51% of those present required for the decision to be approved. In the event of a tie vote, the Chairperson casts a second vote to break the tie.

### Section 4: Quorum

No voting can take place without a quorum present. A quorum shall consist of at least 51% of the membership present.

### Section 5: Confidentiality

The Council will adhere to rules of confidentiality when applicable.

## **ARTICLE VIII: AMENDMENTS**

These bylaws may be amended by the SAC. Council should present and discuss the proposed amendments at the previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the bylaws requires an affirmative vote of at least 2/3 of the members.

SIGNED BY:

\_\_\_\_\_  
Chair (Date)

\_\_\_\_\_  
Principal (Date)

Signatures of other SAC members:

\_\_\_\_\_,DATE: \_\_\_\_\_

\_\_\_\_\_,DATE: \_\_\_\_\_

\_\_\_\_\_,DATE: \_\_\_\_\_

\_\_\_\_\_,DATE: \_\_\_\_\_

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\_\_\_\_\_,DATE: \_\_\_\_\_

These bylaws have been reviewed and are consistent with the requirements of Act 51.

APPROVED on this DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_