

Example SAC Bylaws

Boulder Valley School District RE-2 School Accountability Committee (SAC) Bylaws

ARTICLE I - NAME

The official name of the organization shall be the "(Insert school name) School Accountability Committee" and shall be referred to as the "School Accountability Committee" or "SAC."

ARTICLE II - PURPOSE, SCOPE AND AUTHORITY

SAC shall fulfill the function of the School Accountability Committee as defined by Colorado statute and Colorado State Board of Education rules, and BVSD policy. With this aim, the SAC will advise the principal on the adequacy and efficiency of educational programs offered by the school. Based on state statute and BVSD policy, SAC responsibilities include, but are not limited to:

- Serve in an advisory role to the principal.
- Make recommendations to the principal regarding the prioritization and expenditure of school monies.
- Review the school safety plan consistent with district policies.
- Meet at least quarterly to discuss and provide input on the schools Unified Improvement Plan.
- Increase the level of parent engagement at the school.
- Help support the BVSD Strategic Plan
- Any additional requirements outlined by district policy or requested by the DAC.

The SAC will not knowingly make decisions which are not in compliance with district policies or state or federal law. The SAC will keep the community informed of its work via the school website.

ARTICLE III - MEMBERSHIP

SECTION 1

SAC is a legally constituted committee composed of members of the school and the school community. SAC will make a good faith effort to ensure the following minimum membership (7 members):

- One principal, or principal's designee
- One teacher who provides instruction at the school
- Three parents or legal guardians of students enrolled at the school
- One adult member of an organization of parents, teachers and students recognized by the school (i.e. PTO/PTA/PTSA, etc.)
- One Community Representative - a person who is involved in business or industry in the community

SAC members may not fulfill more than one role (mentioned above) in a single term.

SECTION 2

The term of a member's service will be one school year, August through May, which is renewable. Returning members who wish to serve another term may verbally commit to another term at the end of the school year.

SECTION 3

The SAC will be responsible for membership recruitment. Vacancies will be communicated to the community (i.e. posted on school website and/or newsletter) for at least two weeks prior to being filled. The SAC chair and principal will review applications and the principal will appoint members to the SAC. To the extent practicable, the SAC membership shall reflect the student populations represented within the school.

SECTION 4

In the event a SAC member finds it necessary to resign, or if the SAC member is no longer in good standing, the committee officers will initiate a request for new membership. An active member must attend at least half of the meetings that occur during each semester to remain in good standing. If a vacancy arises on a school accountability committee because of a member's resignation or disqualification or for any other reason, the remaining members of the school accountability committee shall fill the vacancy by majority action.

ARTICLE IV - OFFICERS

SECTION 1

Officers will consist of the Chairperson, Vice Chairperson, Secretary/Recorder and DAC Representative. At the regularly scheduled meeting in May of each year, the SAC Executive Team will present a list of candidates and accept any additional nominations from the floor. The Chairperson, Vice Chairperson and Secretary/Recorder will be elected for 1-year terms. If approved by the membership, these officers may serve two terms.

SECTION 2

DAC Representatives will be elected for a 2-year term, which is renewable if approved by the membership. The school may only designate one DAC representative. The DAC Representative or principal must provide the name and contact information to the District Accountability Executive Team no later than May 31 of each year.

SECTION 3

Each officer shall perform the duties assigned to the office. The specific duties for each officer are as follows:

1. The Chairperson Shall:
 - a. Facilitate all meetings - keep members on task, focus discussions, and limit discussions appropriately
 - b. Set meeting agendas in collaboration with the principal
 - c. Guide the team in reviewing goals and other elements of the UIP
 - d. Guide the team in making budgetary recommendations
2. The Vice Chairperson Shall:
 - a. Fulfill all of the above in the absence of the chairperson
 - b. Lead a subcommittee as necessary
3. The Secretary/Recorder Shall:
 - a. Record and distribute minutes of SAC meetings in collaboration with the principal
 - b. Type and distribute meeting agendas
 - c. Place public notice of upcoming meetings
 - d. Keep the "SAC Manual" and a copy of the SAC bylaws (if adopted) current, and place these documents on the school website, or in a location that can easily be referenced by any member of the school community
 - e. Keep attendance record for meeting minutes

4. The DAC Representative Shall:
 - a. Represent the school at District Accountability Committee meetings
 - b. Report and/or distribute district-level information to SAC members
 - c. Communicate SAC members' queries and concerns to DAC
 - d. See the [DAC Bylaws](#) for additional details on DAC membership
5. The Principal or their Designee Shall:
 - a. Provide various reports, raw data, and specific information requested by SAC members to assist SAC in reviewing the Unified Improvement Plan
 - b. Provide budgetary information to the SAC for review
 - c. Oversee elections for SAC membership (if needed), and to recruit likely candidates for SAC
 - d. Act as a liaison between SAC and the school community, between SAC and BVSD, and between SAC and the SLT, if necessary

SECTION 4

In the event of the resignation of the Chairperson, the Vice Chairperson will assume the office. After notification of the whole committee, at the next regular or special meeting of SAC, a Vice Chairperson will be nominated and elected. In the event of a resignation of the Vice Chairperson, Secretary, or DAC Representative, SAC will, after notification of the whole committee, at the next regular or special meeting, elect a new officer to the vacant office for the duration of the term.

ARTICLE V - MEETINGS

SAC will meet at least quarterly. The Executive Team will develop an annual calendar and share it with the entire school community in school newsletters and on the school website. All meetings will be open to the public.

SECTION 1

The agenda and relevant background information will be distributed to SAC members at least one week prior to the meeting date.

SECTION 2

All minutes from SAC meetings will be made available to the public and school community by posting to the school website.

SECTION 3

SAC will strive to reach consensus when making decisions. When a consensus cannot be achieved, a two-thirds majority of present members will make decisions.

SECTION 4

The SAC shall use Parliamentary Procedures. The rules contained in the current edition of "Robert's Rules of Order" shall govern committee procedure in all cases not provided for in these bylaws.

ARTICLE VI - BYLAW CHANGES

Proposed bylaw changes will be submitted to the Chairperson of SAC at least two weeks before a regularly scheduled meeting for circulation to SAC members. Changes or additions to the bylaws will then be discussed at the next regular meeting. There must be a two-thirds vote of those members in attendance to approve changes in bylaws.