

# **Bylaws of Beaches Chapel School Advisory Council**

## **Article I: Name and Purpose**

### **Name:**

The name of this committee shall be the Beaches Chapel School Advisory Council (hereafter referred to as "the SAC").

### **Purpose:**

- To provide prayerful guidance and support to the administration and staff of Beaches Chapel School.
- To assist in promoting the mission and vision of Beaches Chapel School as a Christ-centered educational ministry.
- To serve as a liaison between the school community and the overseeing church leadership.

## **Article II: Authority and Affiliation**

### **Affiliation:**

Beaches Chapel School operates as a ministry of Beaches Chapel Church.

### **Authority:**

SAC shall serve in an advisory capacity under the authority of the church leadership and the school's Principal.

### **Non-Interference Clause:**

SAC shall not engage in the daily operations or decisions of the school unless explicitly requested by both the Principal and church leadership.

## **Article III: Membership**

### **Composition:**

- SAC shall consist of at least 7 members, including parents, church members, and representatives from the school staff.
- At least 1 member must be an active member of Beaches Chapel Church. The

Principal must be a member and actively involved in SAC.

- At least 1 member must be a teacher at the school.
- At least 1 member must be a parent of a student(s) of the school.

**Qualifications:**

- Members must demonstrate a commitment to the mission of Beaches Chapel School and uphold Christian values.
- Members must pass a background check and meet any additional church/school requirements.

**Term of Service:**

- Members shall serve for a term of 2 years, with eligibility for reappointment for one additional consecutive term (4 years total).
- After serving two consecutive terms, members must take a one-year break before being eligible for reappointment.
- Terms shall be staggered to ensure continuity.
- Exceptions to be made regarding Principal and Pastor(s) and/or as needed.

**Appointment Process:**

- Any member of SAC may bring a recommendation for nomination to SAC.
- Church leadership and the Principal must jointly approve all nominations for membership.

**Resignation or Removal:**

- Members may resign by submitting a written notice to the Chair.
- A member may be removed by a majority vote of SAC for failure to fulfill duties, conflict of interest, or behavior contrary to Christian values.

**Article IV: Officers**

**Officer Positions:**

- Chair
- Vice Chair
- Secretary

#### **Election and Term:**

- Officers shall be elected annually.
- Officers may serve in the same role for a maximum of 2 consecutive years.

#### **Duties of Officers:**

- **Chair:** Preside over meetings, set agendas, and serve as the primary liaison with the Principal and church leadership.
- **Vice Chair:** Assist the Chair and act in their absence.
- **Secretary:** Record meeting minutes, maintain records, and handle correspondence.

### **Article V: Meetings**

#### **Schedule:**

- Regular meetings shall be held quarterly.
- Special meetings may be called by the Chair or at the request of the Principal or church leadership and communicated in writing to all SAC members.

#### **Notice:**

- Advance written notice of at least 1 week shall be provided to all members for any scheduled meeting and any matter requiring consensus.
- Exceptions will be made with 24-hour notice for emergencies.

#### **Quorum:**

A quorum shall consist of two-thirds (2/3) of members.

#### **Decision-Making:**

- Decisions shall be made by consensus of the SAC.

- If consensus cannot be reached on a matter, the issue shall be deferred to the Principal and church leadership for final determination.

**Agenda:**

Agendas shall be distributed at least 3 days before each meeting.

**Meeting Minutes:**

Meeting minutes shall be made public to the school stakeholders and distributed within 30 days of the meeting.

A quorum is required for approval and can be conducted electronically.

**Parent and Student Feedback:**

- Parents and students may submit questions, concerns, and feedback via email to a designated generic SAC email.
- Fifteen minutes will be reserved at the end of each meeting to allow parents, staff, or students to present to SAC.

## **Article VI: Duties and Responsibilities**

**Advisory Role:**

Provide counsel and recommendations on matters such as (but not limited to):

- Academic programs and policies
- Budget and financial planning
- Fundraising and community engagement
- Strategic planning
- Staff support

**Support Role:**

- Assist in organizing events, recruiting volunteers, and promoting the school within the community.
- Collaborate with the PTO in support and mobilization efforts. PTO President will begin invited to all SAC Meetings.

**Prayer and Encouragement:**

Pray regularly for the school, its staff, and students in order to foster a spirit of unity.

**Parent and Student Feedback:**

Review annual surveys and submissions collected from families, students, and staff.

**Article VII: Committees**

**Standing Committees:**

SAC may establish standing committees for areas such as (but not limited to):

- Communications
- Fundraising
- Parent-Teacher Engagement

**Subcommittees:**

Smaller groups formed to address ongoing or specialized areas within SAC's responsibilities. Subcommittees operate under the authority of the main committee and report their findings regularly.

**Ad Hoc Committees:**

Temporary committees may be formed to address specific issues or projects. Once the task is completed, the ad hoc committee is disbanded. Examples include:

- Accreditation
- Crisis Plan Recommendations
- Curriculum Review and Recommendations
- Strategic Planning
- Building Projects

**Article VIII: Conflict of Interest**

**Policy:**

Members shall disclose any conflicts of interest and abstain from discussions or decisions where a conflict exists.

**Resolution:**

SAC shall address conflicts of interest in accordance with biblical principles and church policies.

## **Article IX: Amendments**

**Process:**

These bylaws may be amended by a two-thirds majority vote of SAC with final approval by church leadership.

**Notice:**

Proposed amendments must be submitted in writing at least 14 days prior to the meeting at which they will be discussed.

## **Article X: Dissolution**

**Procedure:**

In the event SAC is dissolved, all records and responsibilities shall be transferred to the church leadership and Principal.