



**Florida SouthWestern Collegiate High School Advisory Council (SAC) Bylaws (rev 11/2020)**

1. All meetings shall be scheduled when parents, students, teachers, and members of the community can attend. Every effort will be made to ensure parents of all grade levels, college personnel, and community members are members of SAC. All FSWC parents are welcome to attend any and all scheduled SAC meetings. Attendance constitutes membership in SAC. Meeting dates and times will be posted on the school website.
2. A volunteer to take minutes during each scheduled meeting will be requested. If no parent volunteers, the Principal will take and share minutes from each meeting.
3. There shall be at least 3 days advance notice in writing to all members of the advisory council of the meeting agenda and any matters that are scheduled to come before the council for a vote.
4. Each member present at a scheduled SAC meeting have equal voting rights to any motions that come before the council.
5. All minutes of SAC meetings shall be recorded and distributed to the members within one week following each meeting. All minutes will be approved by SAC members present at that meeting prior to posting.
6. All SAC meeting minutes shall be posted on the school website.