**Victory Elementary School**   
**Advisory Council By-Laws**  
September 2024

I. Purpose

1. The purpose of the Victory Elementary School Advisory Council (VAC) is to provide opportunities for members of the school community to participate in the decision-making process at the local school level. A primary function of the council is to serve as an advisory body to the principal and school staff. Members fulfill both representative and advisory roles.   While the council does not create a school policy, they play a critical role in helping to shape the continuous improvement plan through feedback and recommendations from the community.  The functions of the council include the following:

-assisting with the identification of school needs

-reviewing, evaluating, and shaping the school’s continuous improvement plan

-facilitating communication between school staff and the school community

-providing input for the proposed school budget

II. Mission Statement

1. The mission of the VAC is to establish and maintain a high functioning advisory council as measured by the HFAC Monitoring Indicators.

III. Membership

1. The membership of the VAC will include parent representatives from all student groups and staff representatives from diverse roles in the school.

1. Principal;
2. Superintendent’s Advisory Council on Instructional Representative (SACI);
3. Advisory Council Chair;
4. Family Liaison;
5. Parents of current students;
6. Staff

2. Members of the VAC shall be free from conflicts between their individual job responsibilities and their roles as members of the council.

IV. Selection of the Membership

1. The membership selection process will proceed in the following manner:

1. Staff

1. The principal shall appoint staff members to the VAC from professional roles.

2. Appointments shall be based on staff interest and represent different departments within the school to include instructional and classified staff.

1. Parent Members

1. The principal and parent liaison shall identify potential parent members.

2. Parents may volunteer to be the Advisory Council Chair. If there is more than one volunteer, the Council will vote on who the Chair will be. They will be Chair for no more than two years.

4. Any parents may attend meetings at any time.

1. Superintendent’s Advisory Council for Instruction (SACI) Representative or Alternate

1. The SACI representative, or his or her alternate, shall hold membership in the VAC.

V. Appointment and Length of Membership

1. VAC membership shall be identified by September 30 of that school year.

2. Each VAC member will be encouraged to remain in his/her role for two school years.

3. The advisory council chair shall serve for no more than two consecutive school years.

VI. Removal from Membership

1. Membership in the VAC may be terminated by the principal if the member:

1. Fails to meet the qualifications for membership;
2. Fails to fulfill the responsibilities of the position; or
3. Exhibits behaviors deemed disruptive to the VAC’s mission by the principal.

VII. VAC Training

1. All members of the VAC are subject to training on the continuous improvement process and

the roles and responsibilities of the advisory council as deemed appropriate by the principal.

VIII. Selection and Duties of Officers

1. By September 30 of each school year, the following three officers shall be chosen for the school year:

1. Advisory Council Chair (Required)

1. The chairperson shall be an instructional staff member or parent of a student.

2. The Chairperson will have the following duties:

a. Confirm meeting dates;

b. Notify members of each meeting;

c. Develop and distribute agendas in consultation with the principal;

d. Monitor committee progress in collaboration with the principal;

2. Co-Chairperson

1. The co-chairperson shall be an instructional staff member or parent of a student;

2. The co-chairperson will have the following duties:

a. Act in the place of the chairperson in his or her absence;

b. Assist the Chairperson in developing agendas;

c. Assist the Chairperson in reviewing committee progress;

3. Secretary

1. The secretary shall be a recognized member of the VAC.

2. The secretary will have the following duties:

a. Maintain the VAC membership list and attendance records;

b. Keep minutes of each VAC meeting;

c. Provide copies of the minutes to members prior to each meeting;

d. Maintain files of VAC meetings, agendas, reports, and by-laws;

IX. Meetings

1. VAC meetings shall be held at least six times a year.

2. VAC members and parents/guardians shall be notified of the dates and times for each meeting.

X. Attendance

1. Active attendance and participation by members are strongly encouraged.

XI. Open Chair

1. The last fifteen minutes of each meeting shall be allotted for “Open Chair.”

2. During “Open Chair,” speakers will have sufficient time for public comment or questions related to VAC topics.

3. Both non-VAC and VAC members may speak during “Open Chair”.

4. The principal will note any Open Chair discussion and offer feedback at the next scheduled meeting.

XII. Decision Making

1. The VAC is responsible for advising the principal on matters relevant to the school’s Continuous Improvement Plan as requested by the principal.

2. The council does not determine policy or procedures on substantive school matters.

3. It is understood that the principal, who is accountable for all aspects of the school, will exercise final judgment on the decisions of the council.

6. Further, no VAC members shall utilize the VAC forum to discuss any personal or individual issue.

XIII. SAC Bylaws

1. The VAC shall have a set of written and published bylaws to govern its operation.

2. VAC Bylaws are subject to annual review, revision, and adoption by the VAC.