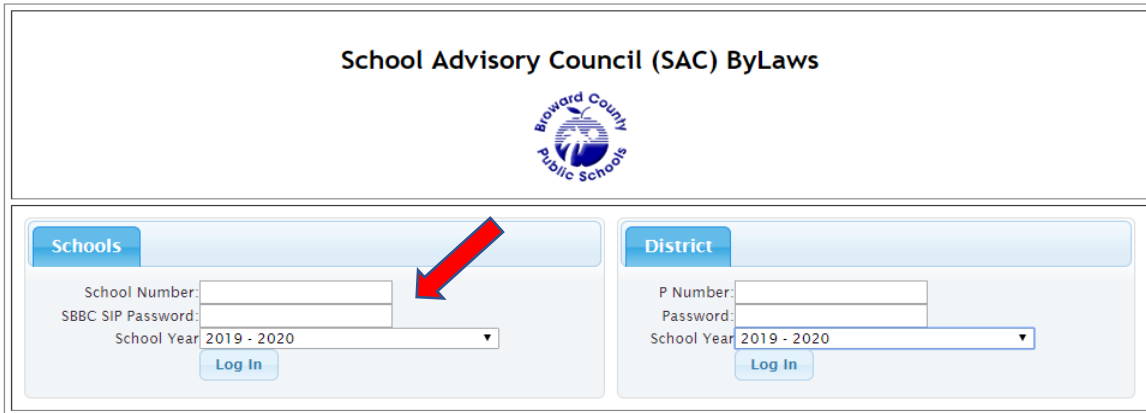


Veda Hudge, Director
Donna Boruch, Coordinator of School Improvement

SAC BYLAWS ONLINE TEMPLATE DIRECTIONS

1. Online Bylaws Template is located at: <https://www.browardschools.com/Page/35320>
2. Enter Username (Schools Number) and Password (SBBC SIP code) after choosing the current school year on the drop-down menu



3. Click on New SAC Bylaws
4. Review/Change the following five components:
 - Number of years for the terms of membership
 - Format for chairperson(s)
 - Meeting Officers will be elected
 - Meeting officers will be installed
 - Annual Ratification Date

Special note: Amended Date is only populated if, at any time during the school year, SAC votes to change any of the five components of the bylaws.

5. Save the ratified SAC Bylaws as a PDF document and place them in the SAC Upload Center on the SBBC SIP located on OSPA Central 2.0: <https://web01.browardschools.com/ospa/ospa-central2/login.asp>