

Horace A. Cureton
School Site Council
Bylaws

BYLAWS

SCHOOL SITE COUNCIL

Preamble

In order to encourage school improvements through a collaborative decision-making process within the school community and to effectively meet the educational, personal, and career needs of every students in a timely and effective manner, we adopt these Bylaws.

ARTICLE I Name

Of Council

The name of this council shall be the Horace A. Cureton School Site Council.

ARTICLE II Role

Of Council

The School Improvement Plan titled Single Plan for Student Achievement (SPSA), including the Title I budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a plan by the school district governing board, shall have ongoing responsibility to review the plan with parents, teachers, other school personnel, and the school community. Implementation of the school plan shall include modifications that result from staff review of programs and achievement, data from achievement tests, program improvement status as well as any other finding from review teams. Additionally, the school program shall be assessed periodically based on criteria that show significant improvements for special needs populations over previous years. Specific changes to the plan of budget shall be developed, recommended, and approved or disapproved in the same manner.

This section of the bylaws shall in no way be construed as giving the School Site Council a power of veto over any education program. The council shall be an advising and collaborating council in order to further the purpose of education and the specific purpose of these bylaws.

In the absence of written consent, no council member shall be required to provide any sum of money, property or service, other than services described herein, to the School Site Council. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III

Members

Section 1 – Size and Composition

The School Site Council shall be composed of a minimum of 10 members at the Elementary level and 12 members at the Secondary level.

All consolidated programs require that the membership of the SSC consists of the following members who were nominated and selected by their peers:

In elementary schools, half of the members are the principal, classroom teachers, and other school personnel; half are parents or other community members. Classroom teachers are a majority of the first group. A ratio of 50 percent parents and 50 percent school personnel shall be maintained if additional members are elected.

In secondary schools, half of the members are the principal, classroom teachers, and other school personnel; half are student and parents. Classroom teachers are a majority of the first group; students make up one-half of the second group. A 50 percent, 50 percent ratio shall be maintained if additional members are elected.

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2 – Term of Office

All members of the council shall be selected and serve for a two-year term. (Council may choose to use one-year term, if necessary.)

However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents (and students) or community members and one-half, or the nearest approximation thereof, of the members and students representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted. The Principal does not have the power to veto.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 – Transfer of membership.

Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the principal of the school.

Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV

Officers

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the council may deem desirable.

Section 2 – Election and Term of Office

The officers of the School Site Council shall be selected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interest of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council.

Section 6 – Vice-Chairperson

The duties of the vice-chair person shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as may be assigned by the chairperson or by the School Site Council.

Section 7 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall:

- Promptly transmit to each of the members, to the principal, and to such other persons as the council may deem, true and correct copies of the minutes of such meetings;
- See that all notices of all meetings are duly given to members in accordance with the provisions of these bylaws;
- See that agendas are posted in a location accessible to parents 72 hours in advance of a meeting;
- Assist the site principal in maintaining the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary by such member; and, in general,
- Perform all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the School Site Council.

ARTICLE V – Committees

Section 1 – Standing and Special Committees

The School Site Council may establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.

Section 5 – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 – Vacancy

A vacancy in the membership of any committee will be filled in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site Council shall meet regularly with dates set by the SSC members. The committee shall meet five times throughout the school year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by the majority vote of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice of all meetings shall be given and agendas posted 72 hours in advance in a place accessible to the entire school community and parents. Any change in the established date, time or location must be give special notice. All special meetings shall be publicized. Any required notice shall be in writing, shall state the day, hour, and location of the meeting, and shall be delivered either personally or by mail to each member not less than seventy-two hours or more than two weeks prior to the date of such meeting.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert’s Rules of Order of in accordance with a appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

ARTICLE VII

Amendments

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the council, provided that the amendment is used to further the purpose of the council as herein expressed. Any amendments must conform with the Education Code of the State of California.

In witness thereof, the Horace A. Cureton, School Site Council has caused these bylaws to be duly executed on the 11th of November, 2016.

School Site Council Chairperson: Regina Lopes

Signed: _____