

**J. H. McGaugh Elementary School
School Site Council
Bylaws**

ARTICLE I

NAME

The name of this committee shall be the J.H. McGaugh School Site Council.

ARTICLE II

PURPOSE

The purpose of this council shall be to:

1. Develop and recommend the school improvement plan.
2. Review the implementation of the plan.
3. Assess the effectiveness of the school improvement program.
4. Review and update the school improvement plan.
5. Approve the annual school improvement budget.
6. Advise the principal and school staff regarding local school related real and perceived needs, issues and problems.
7. Facilitate two-way communication between the school and the community that it serves.

ARTICLE III

MEMBERSHIP

A. Composition

Each School Site Council shall consist of ten members:

- 1 Principal
- 3 Classroom Teachers.
- 1 Other School Personnel
- 5 Parent or Community members
(may not be employees at the school site)

B. Selection of Members

1. Prior to the first meeting in the fall, a survey of interest for membership which lists openings on the School Site Council shall be sent home with all students.
2. A list of parents or community nominees shall be prepared from the responses to the interest survey.
3. At a public meeting of the School Site Council open to all residents of the school community,

parents or community members and alternates shall be elected to the J. H. McGaugh School Site Council by McGaugh parents as needed to fill expired terms.

4. Election of School Site Council members shall occur at the first School Site Council meeting of each year.
5. At a staff meeting called by the principal, or by ballot, classroom teachers shall elect classroom teachers and an alternate as needed to fill expired terms.
6. At a meeting called by the principal, or by ballot, other school personnel shall elect their member to the School Site Council and an alternate as needed to fill expired terms.

C. Resignations

Resignations will be accepted only upon written notice to the chairperson. The first vacancy shall be filled by the first alternate, the second vacancy by the second alternate. Subsequent vacancies shall be filled by interim elections for the remaining term.

D. Length of Service

1. Members shall serve two year terms.
2. Members elected to complete an unexpired term shall serve for the remainder of that term.
3. Alternates appointed to a vacancy will serve for the remainder of the school year.
4. During the first School Site Council meeting of the school year, following the initial election, as needed, lots will be drawn to determine the length of the elected terms for each member. The length of terms are to be staggered as follows:
 - a. Community Representatives -
 - 3 members serve 2 year terms
 - 2 members serve 1 year terms
 - b. Classroom Teachers -
 - 2 teachers serve 1 year terms
 - 1 teacher serves 2 year term
 - c. Support Personnel -
 - 2 year terms
 - d. All alternates will serve 1 year terms

ARTICLE IV

MEETING SCHEDULE

1. All Site Council meetings are open to all parents, school staff, and patrons of the J. H. McGaugh School attendance area.
2. There shall be no less than four regularly scheduled meetings per year, with the first meeting no later than October 30th.

ARTICLE V

QUORUM

A simple majority (6 members) shall constitute a quorum.

ARTICLE VI

AMENDMENT

These bylaws may be amended at any regular meeting by a two-thirds vote of the total membership.

ARTICLE VII

DUTIES OF OFFICERS

1. It shall be the duty of the chairperson to preside at all meetings.
2. In the absence or disability of the chairperson, the vice-chairperson shall assume the duties of the chairperson.
3. Should both senior officers be unavailable, the secretary shall preside.
4. The secretary shall keep the minutes of all meetings.

ARTICLE VIII

DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to attend all meetings or notify the elected alternate when it is impossible to attend in person. Such alternates shall have full voting privileges.

ARTICLE IX

ELECTION OF OFFICERS

1. All officers shall be elected at the October meeting.
2. New officers shall assume their duties at the October meeting.
3. No member shall hold the same office more than two years in succession.
4. Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy can be filled by election.

ARTICLE X

COMMITTEES

The chairperson shall appoint such committees as he or she considers necessary at any time, or as directed by a majority of the members present.

ARTICLE XI

MEETINGS

The meetings shall be governed by these bylaws and conducted in accordance with Robert's Rules of Order.

ARTICLE XII

REPRESENTATION ON DISTRICT
REPRESENTATIVE COUNCIL

At the first School Site Council meeting, the School Site Council shall elect one of its community members to serve on the District Representative Council .

ARTICLE XIII

AGENDAS AND MINUTES

1. The agenda for each meeting will be distributed at least one week prior to each meeting to the members. Additional copies will be available in the school office.
2. All minutes of School Site Council meetings will be distributed to members and are available in the school office.
3. Minutes from each meeting will be kept on file at the school office with copies being sent to the Coordinator of Instructional Media.

The School-Based Coordinated Plan will be submitted for approval to the Board of Education following the last meeting of the school year, by the end of June.