

# **KIMBERLY ELEMENTARY SCHOOL**

## **School Site Council By-Laws**

### **ARTICLE I**

#### **Name**

The name of this committee shall be the Kimberly Elementary School Site Council.

### **ARTICLE II**

#### **Purpose of the School Site Council**

The Kimberly School Site Council, hereinafter referred to as the council, shall carry out the following duties:

- Develop the School Improvement Plan
- Continuously review implementation of the School Improvement Plan
- Assess periodically the effectiveness of the School Improvement Plan program
- Annually review and update the School Improvement Plan
- Establish a School Improvement budget annually
- Carry out all other duties assigned to the council by the district governing board and by state law.

### **ARTICLE III**

#### **Membership of the School Site Council**

##### **SECTION 1: COMPOSITION**

The council shall be composed of the principal and representatives of: teachers selected by teachers at the school, other personnel selected by other school personnel at the school, parents of students attending the school or community members selected by parents.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and, (b) parents or other community members selected by parents. Classroom teachers shall comprise the majority of those persons representing the school staff. Council members representing parents or other community members shall not be employees of the school district assigned to Kimberly School.

The membership of this committee shall not be less than ten (10), five (5) of whom will be parents or community members.

##### **SECTION 2: ELECTION TO COUNCIL**

Anyone desiring to be a parent or community member may be placed on the ballot by written request to the chairperson or principal no later than the date noted on the request for nomination form. One ballot will be sent home with each student for parent vote. Ballots must be returned to the school by the date noted on the ballot. In case of a tie vote for any representative, a toss of a coin will determine membership.

##### **SECTION 3: TERM OF OFFICE**

Council members shall be elected for two-year terms, commencing at the call to order of the first SSC Meeting of the school year and concluding with the adjournment of the last SSC Meeting of the second year within the elected term. Half, or the nearest approximation thereof, of each

representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

**SECTION 4: VOTING RIGHTS**

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted.

**SECTION 5: TERMINATION OF MEMBERSHIP**

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership which will only be accepted by submitting a written letter of resignation to the council chairperson, secretary, or school principal.

A member shall no longer hold membership should he or she no longer meets the membership requirements under which he/she was elected. (For example, a parent becomes employed by the school district.) Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive months, without prior notification to the council member. In the case of emergency, a reasonable explanation conveyed to a council member prior to the next scheduled regular council meeting shall constitute an excused absence.

**SECTION 6: VACANCY**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by appointment of the individual(s) with the next highest votes in the immediate past election, appointment at the discretion of the council, or by special election.

**SECTION 7: TRANSFER OF MEMBERSHIP**

Membership on the council may not be assigned or transferred.

**ARTICLE IV  
Officers**

The officers of this council shall be a chairperson, a vice-chairperson, and secretary.

**ARTICLE V  
Duties of the Officers**

**SECTION 1: DUTIES**

The Chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform all duties incident to the office of the Chairperson
- Have other such duties as are prescribed by the council

The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties
- Substitute for the Chairperson in his/her absence

The Secretary shall:

- Keep the minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes of such meetings to members of the council

- Provide all notices in accordance with these by-laws
- Be custodian of the records of the council
- Perform other such duties as are assigned by the Chairperson or the council

**SECTION 2: ABSENCE OF OFFICERS**

In the absence of the chairperson and vice-chairperson, the school principal shall serve as the chairperson for the purposes of conducting the business of the council.

**SECTION 3: ELECTION OF OFFICERS**

The officers shall be elected annually at the first meeting of the council and shall serve a term of one school year. New officers shall assume their duties at the close of the first meeting. A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

**SECTION 4: REMOVAL OF OFFICERS**

Any officer may be removed from their office by a two-thirds vote of the members.

**ARTICLE VI  
Meetings**

**SECTION 1: MEETING DATES & TIMES**

Meetings shall be held each month on campus as posted on the agenda, or more often as needed, at 2:15 p.m. when school is in session. The June meeting time will be arranged as needed.

**SECTION 2: QUORUM**

A simple majority of council members shall constitute a quorum.

**SECTION 3: PUBLIC COMMENT**

Every School Site Council agenda shall include "Public Comment." The time limit for speakers during Public Comment shall not exceed five (5) minutes. The SSC Chairperson will direct the speaker to state his/her name for the record and the purpose of his/her comments. The Chairperson will also notify the speaker of the five minute time limit and that the council does not respond to Public Comment. The SSC Chairperson can limit the comments to 3 minutes if there are numerous speakers addressing the same topic.

**ARTICLE VII  
Amendment**

These by-laws may be amended at any regular meeting of the council by a two-thirds vote of the members present. The proposed changes must be submitted to the School Site Council one regular meeting before the proposed changes.

**ARTICLE VIII  
Duties of the School Site Council Members**

It shall be the duty of all council members to:

- Attend all meetings.
- Accept positions as officers or subcommittee members when appointed or elected, unless unable to carry out the duties entailed.

**ARTICLE IX**

## **Committees**

### **SECTION 1: SUB-COMMITTEES**

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

### **SECTION 2: OTHER STANDING AND SPECIAL COMMITTEES**

The council may establish and abolish standing and special committees to perform such duties as prescribed by the council. No such committee may exercise the authority of the council.

### **SECTION 3: MEMBERSHIP**

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

### **SECTION 4: TERMS OF OFFICE**

The council shall determine the terms of office for members of a committee.

### **SECTION 5: RULES**

Each committee may adopt rules for its own government not inconsistent with these by-laws or rules adopted by the council, or policies of the district governing board.

### **SECTION 6: QUORUM**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

DATE ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
School Site Council Chairperson

\_\_\_\_\_  
Principal