

**MARIPOSA ELEMENTARY SCHOOL BYLAWS**  
**for the**  
**SCHOOL SITE COUNCIL**

**Article I**  
**Duties of the School Site Council**

The school site council of Mariposa School, also referred to as the SSC shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement from all school advisory committees
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
- Recommend the plan and expenditures to the Redlands Unified School Board for approval
- Provide ongoing review of the implementation of the categorical programs with the principal, teachers and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan to the RUSD School Board for approval whenever a change is made in planned activities or related expenditures (as defined by board policy)
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC

**Article II**  
**Members**

Section A: Composition

The SSC shall be composed of 10 members, selected by their peers, as follows:

- 3   classroom teachers
- 1   other school staff members
- 5   parents or community members
- 1   school principal  
PTA President or designee (non voting)

The SSC shall be constituted to ensure parity between

- a) the principal, classroom teachers, and other school personnel
- b) parents and other community members selected by parents

SSC members chosen to represent parents may be employees of the school district as long as they are not employed at this school.

#### Section B: Term of Office

SSC members shall be elected for 2 years terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years.

#### Section C: 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 or proxy votes shall not be permitted.

#### Section D: Termination of Membership

Any elected or appointed member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

#### Section E: Vacancy

Any vacancy on the SSC occurring during a term of duty by an elected member shall be filled by appointment of the SSC for the period of time until the next regular election.

**Article III**  
**Officers**

Section A: Officers

The officers of the SSC shall be a chairperson/president; vice-chairperson/vice president; parliamentarian and recorder/secretary elected by the SSC.

- 1: The chairperson/president shall:
  - Prepare the agenda
  - Preside at meetings of the SSC
  - Sign all letters, reports and other communications of the SSC
  
- 2: The vice-chairperson/vice president shall:
  - Represent the chairperson/president in assigned duties
  - Substitute for the chairperson/president in his or her absence
  - Perform other duties s are assigned by the chairperson /president or the -SSC
  
- 3: The parliamentarian shall:
  - Advise the SSC in accordance with the rules of order established by the Education Code and with the Robert’s Rules of Order
  
- 4: The recorder/secretary shall:
  - Keep minutes of all regular and special meetings of the SSC
  - Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the school secretary.
  - Provide all notices in accordance to these bylaws
  - Be custodian of the records of the SSC
  - Keep a register of names, addresses, email addresses and telephone numbers of each member of the SSC.
  
- 5: Should both the chairperson/president and the vice-president/vice-chairperson be absent, the principal shall preside.

Section B: Election and Terms of Office

The officers shall be elected annually, at the January meeting of the SSC, and shall serve for one year or until each successor for the officers have been elected. New officers shall assume their duties immediately following their election.

Section C: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC, for the remaining portion of the term of office.

**Article IV**  
**School Site Council Sub Committees**

Section A: Sub Committees

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

**Article V**  
**Quorum**

Section A: Quorum

A simple majority of the members of the SSC 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.

**Article VI**  
**Meetings of the School Site Council**

Section A: Meetings

The council shall meet regularly following its voted upon calendar. Special meetings of the SSC may be called by the principal, president/chairperson or by a majority vote of the SSC. A minimum of 5 meetings shall be called during a school year.

Section B: Place of Meetings

The council shall hold its regular meetings at the school site. Alternate meeting places may be determined by the president/chairperson or by majority vote of the SSC.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 3 days in advance of the meeting. All meetings shall be publicized in the school newsletter and posted in the school office visible to the public.

#### Section D: conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by Education Code and with Robert's Rules of Order

#### Section E: Meetings Open to the Public

All meetings of the SSC, and of sub committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

#### Section F: Meeting Agenda

All members may present items to be added to the SSC meeting agenda. Agenda items are to be submitted in writing to the SSC President/Chairman and Principal no later than 10 working days prior to the meeting date.

### **Article VII Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 10 days prior to the meeting at which the amendment is to be considered for adoption.