

**FOOTHILL MIDDLE SCHOOL**  
**SCHOOL SITE COUNCIL BY-LAWS**

**ARTICLE 1**  
***Duties of the School Site Council***

The school site council of Foothill Middle School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, 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 governing board for approval
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually, and at each semester, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the district governing board and by state law.
- The English Language Advisory Council (ELAC) at Foothill Middle School may delegate its responsibilities to the School Site Council for a period of two years. At the end of two years, the principal must again form the school's ELAC, which may again consider delegating its responsibilities to the School Site Council. State of California mandated purposes of the ELAC:
  - To assist the school in writing a plan that explains in detail how the school will be helping students learn English.
  - To assist the school in identifying the needs of students, parents, and teachers.
  - To review data on ELL students' academic performance.
  - To assist the school in identifying students who are learning English.
  - To assist the school in communicating with parents (e.g. attendance)

## **ARTICLE II**

### **Members**

#### Section A: Composition

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

- 5 classroom teachers
- 1 classified school staff member
- 4 parents or community members: one parent from each grade and one parent as member- at-large
- 4 students: one student from each grade and the ASB President as a member at large (students in middle school are optional members but highly encouraged)
- The principal

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

#### Section B: Term of Office

- Teachers will serve a three-year term, with 2 teachers being elected each year.
- School staff member will serve a three-year term.
- Students will serve a three-year term, beginning in the 6th grade. The ASB President will serve a one-year term.
- Parents representing grade levels will serve a three-year term. The parent member-at-large will serve a one-year term.
- The principal is a permanent member.

#### 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. Students who share a position will share one vote for that position. Absentee ballots shall not be permitted.

#### Section D: Termination of Membership

- A member shall no longer hold membership should he or she cease to be a student, parent, or staff member of the school or no longer meet other 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, unless such absence is approved by vote of the council.
- The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

#### Section E: Transfer of Membership

Membership on the council may not be transferred.

#### Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member a special election will be held in that stakeholders group. If the position is not filled by special election the principal may make a recommendation to be voted on by the council.

**ARTICLE III**  
**Officers**

Section A: Officers

- The officers of the council shall be chairperson, vice-chairperson, secretary, treasurer and other officers the council may deem desirable.
- The chairperson shall:
  - Preside at all meetings of the council
  - Develop agenda for meetings
  - Sign all letters, reports and other communications of the council
  - Perform all duties incident to the office of the chairperson
  - Provide all notices in accordance with these bylaws
  - Be custodian of the records of the council
  - Have other such duties as are prescribed by the council
- The vice-chairperson shall:
  - Substitute for the chairperson in his or her absence
- The secretary shall:
  - Keep minutes of all regular and special meetings of the council
  - Transmit true and correct copies of the minutes for distribution to members of the council and to the appropriate district persons.
  - Provide all notices in accordance with the bylaws.
  - Be custodian of the records of council, including council contact information.
  - Perform other such duties as are assigned by the chairperson or the council.
- The treasurer shall
  - Provide a monthly report that includes year to date and monthly income and expenses with general descriptions

Section B: Election and Terms of Office

The officers shall be elected annually, at the September meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from their office by a quorum vote of all the members.

Section D: Vacancy

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

## **ARTICLE IV** **Committees**

### Section A: 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, one member representing parents, and one member representing students shall make-up the sub-committee. No subcommittee may exercise the authority of the council.

### Section B: Other Standing and Special Committees

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

### Section C: Membership

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees.

### Section D: Terms of Office

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

### Section E: Rules

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

### Section F: 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.

### Section G: Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

## **ARTICLE V** **Meetings of the Council**

### Section A: Meetings

The council shall meet regularly at least once per quarter during the school year except for August, which will be used for organizational purposes, December and June. unless needed. Additional meetings may be called by the chairperson or by majority vote of the council.

### Section B: Place of Meetings

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

### Section C: Notice of Meetings

- Written public notice shall be given of all meetings at least 72 hours in advance of the meetings. Changes in the established date, time or location shall be given a special notice. All meetings shall be posted on the bulletin board near the school entrance.
- All required notices shall be delivered to council and committee member no less than 72 hours in advance of the meeting, either personally, by mail, or by e-mail.

#### Section D: Quorum

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council shall constitute a quorum.

#### Section E: Decisions of the Council

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council.

#### Section F: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code Section 35147(c), and with *Robert's Rule of Order* or an adaptation thereof approved by the council.

#### Section G. Meetings Open to the Public

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

### ***ARTICLE VI Amendments***

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present.

The bylaws will be reviewed annually and updated as needed.

Bylaws adopted by Foothill Middle School Site Council on October 25, 2018