

Saratoga High School  
**School Site Council**  
**BYLAWS**  
(Amended August 2008)

**Article I (Name of the Council)**

The name of this council shall be The Saratoga High School School Site Council, hereinafter referred to as the Council.

**Article II (Purpose of the Council)**

The purpose of this Council shall be to:

1. Develop and recommend the Single Plan for Student Achievement
2. Have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the Single Plan for Student Achievement and to assess periodically the effectiveness of the program.
3. Annually review the Single Plan for Student Achievement, establish a School Site Council budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the Education Code.

**Article III (Members of the Council)**

*Section 1 - composition*

The needs and resources of the school improvement program require that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the Council shall be: the principal and representatives of teachers selected by teachers at the school, other school personnel selected by the other school personnel at the school, parents of pupils attending the school selected by such parents, and, in secondary school, pupils selected by pupils attending the school.

The Council shall be constituted to ensure parity between (a) the principal (1), classroom teachers (5), and other school personnel (2) and (b) equal numbers of parents and pupils (4 each).

Council members representing parents or pupils shall not be employees of the Los Gatos-Saratoga Joint Union High School District.

*Section 2 - Term of Office*

All members of the Council, except students, shall serve for a two-year term beginning July 1. Students shall serve a one-year term but may run for reelection a second year. In order to achieve staggering membership, one-half, or the nearest approximation thereof, of the members representing parents and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first full school 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 change method shall be used to determine which members shall serve the balance of the organizational year and for their full one or two-year terms beginning with July 1 of the following year.

Elections for members of the School Site Council shall be held in May for teachers, other school personnel, and parents. Elected candidates will assume their respective positions at the first meeting of the School Site Council in August.

### *Section 3 - Voting rights*

Each member shall be entitled to one vote and may cast that vote on each matter vote of the Council. Proxy votes are permitted except for the purpose of establishing a quorum, to adopt budgets, to award contracts, to approve variations in previously approved expenditures in excess of \$250.00 or to adopt the Single Plan for Student Achievement.

### *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 meet the membership requirements under which they were selected, e.g. a parent becomes employed by the Los Gatos Joint Union High School District. Membership shall automatically terminate for any member who is absent from Council, by affirmative vote of two-thirds of all the members, can suspend, expel, or reinstate 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 Council

### *Section 7 - Vacancy*

Any vacancy on the Council shall be filled for the remainder of the school year by appointment by the Council. 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, and such other officers as the Council may deem desirable.

### *Section 2 - election and terms of office*

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

### *Section 3 – removal of officers*

Any officer may be removed by two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the Council, the best interests 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 the chairperson and such other duties as may be prescribed by the School Site council from time to time.

*Section 6 - Vice Chairperson*

The duties of the vice-chairperson 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 from time to time may be assigned by the chairperson or by the School Site Council.

**Article V - Committees**

*Section 1 - Standing and Special Committees*

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

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

*Section 1 -Regular Meetings*

The School Site Council shall meet regularly at least once per month. The meeting times shall be determined at the first regularly scheduled meeting of each school year.

*Section 2 - Special Meetings*

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

*Section 3 - Place of Meetings*

The School Site Council shall hold its regular monthly 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 shall be given of regular meetings at least 48 hours in advance of the meeting. Any change in the established date, time, or location must be given 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, shall be delivered either personally or by mail to each member not less than 48 hours or more than two weeks prior to the date of such a meetings.

*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. Proxy votes may not be used. Eleven affirmative votes are necessary to adopt budgets, award contracts, approve variations in approved expenditures in excess of \$250.00, and to adopt Single Plan for Student Achievement

*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.

*Section 7 - conduct of meetings*

All regular and special meetings of the School Site Council will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order.

*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 by an affirmative vote of eleven members at any meeting provided a quorum is present and provided the proposed amendment has been submitted in writing to members of the Council at least one week prior to the meeting.