

**FARNHAM CHARTER
SCHOOL SITE COUNCIL
BYLAWS**

ARTICLE I

NAME OF COUNCIL

The name of this committee shall be the Farnham Charter School Site Council (SSC).

ARTICLE II

PURPOSE

The purpose of the School Site Council is to foster the belief that the education of our children is a joint responsibility which must be shared by parent and educator if a child is to reach the maximum of his/her potential.

- A)** This council is specifically organized to assist and advise the school in all phases of the School Improvement Program. In this role the SSC will work with the School staff to develop, plan, implement, and evaluate the School Improvement Program.
- B)** The SSC's general objective is to strengthen the school-home relationship by providing a means through which a parent may become a more active partner in education. This Council is organized as an advising, coordinating, and evaluating agency to further the total purpose of education and the specific purpose contained in these by-laws.
- C)** Each Council member will be furnished with a School Plan for Student Achievement (SPSA), state regulations, and evaluation reports.

ARTICLE III

MEMBERSHIP

A) Membership Requirements

- 1. Membership will include the principal, teachers, other school staff, parents, and community members.
- 2. Members shall be selected or elected by their respective peer groups at the school such as teachers, other school personnel, and parents of students attending the school. Community members (if selected) shall be elected by parents of students attending the school, using the election or ballot process.
- 3. A 50% ratio shall be maintained between staff and parent/community members. Fifty percent of the members will be composed of parent/community members and fifty percent staff members.
- 4. A majority of the staff members will be teachers.

B) Terms of SSC Membership

- 1. Council members may serve on the SSC for two years. Each year of membership shall coincide with the school year. There may be no limit to the number of terms which any member may serve.
- 2. Membership shall automatically terminate should any member be absent from three consecutive regular or special meetings if no communication is written or verbally received.
- 3. Any member may resign by filing a written or oral resignation with the chairperson.
- 4. All Council members shall enjoy full rights and obligations of membership.
- 5. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC.
- 6. The required composition of the School Site Council must be maintained at all times. Replacements are to be made by peer selection or election.

C) Responsibility

The school Site council, utilizing the leadership and assistance of the school principal, will assist in the decision making process concerning the following activities.

1. Determine how effective the current school program is in meeting the desired student achievement levels.
2. Organize and implement a comprehensive needs assessment.
3. Develop, write, and implement a SPSA that meets the needs of the school within the framework of district and state guidelines and laws.
4. Periodically review the SPSA, establishing a new budget, and making modifications in the plan to reflect improvements, needs, and priorities.
5. Develop and implement a communication system with parents.

ARTICLE IV

OFFICERS

The officers of the SSC shall be a chairperson, vice-chairperson, and secretary.

A) Election and Terms of Officers

1. The election of SSC officers shall be held annually.
2. The chairperson shall conduct election of the officers at the October SSC meeting.
3. Upon election, each new officer will be trained by the outgoing counterpart prior to the November meeting.
4. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the committee for the unexpired portion of the term.

ARTICLE V

DUTIES OF OFFICERS

A) Duties of Chairperson

1. The chairperson shall be a parent of a Farnham student at the time of the election.
2. The chairperson shall conduct all regular and special meetings of the SSC.
3. The chairperson shall coordinate the work of the officers and committees and will appoint any necessary standing or sub-committee chairpersons.
4. The chairperson shall officially represent the committee and may sign all letters, reports, and any other pertinent communications of the council.
5. In addition, the chairperson shall perform all duties relating to the office of the chairperson and other such duties as may be prescribed by the SSC.

B) The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during any absence. He/she shall perform such other duties as may be assigned him/her by the chairperson or the SSC.

C) Duties of the Secretary.

1. The secretary shall perform all duties relating to the office of secretary and such other duties as may be assigned to the office by the chairperson or the SSC.
2. The secretary is responsible for keeping an accurate record of each regular and special meeting of the SSC and shall distribute copies of the minutes to all members of the SSC, district office, and to any other persons as the Council requests.

3. The secretary shall keep an up-to-date register of addresses and telephone numbers of the Council members, keep attendance records, notify of termination of membership, and in general, perform as custodian of the SSC records.

ARTICLE VI

MEETINGS

A) Regular School Site council

1. A minimum of five regular meetings of the Council shall be held during the school year. Meetings shall be established as needed.
2. Notices of time and location of regular meetings shall be sent home in advance.
3. A quorum shall be necessary to conduct a vote on any motion before the Council. A quorum shall consist of a majority (one more than half).
4. All regular and special meetings of the SSC and its standing and special committee shall be open at all times to parents, representatives of the school district or members of the community. Individuals attending are welcome to participate in the discussions but may not vote.
5. In making decisions, members will observe the consensus process. Parliamentary procedures will be used as needed.

B) Special and Standing Committees

1. The SSC may establish and abolish such standing or special committees as it may desire.
2. Each committee may adopt procedure rules consistent with these by-laws.
3. 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 VII

AMENDMENTS

These by-laws may be amended at anytime by a 2/3 affirmative vote of the members of the SSC, provided that the proposed amendment is to further carryout the objectives of the SSC as herein expressed, and which are consistent with the state and federal guidelines.