

## **BYLAWS**

### **ARTICLE I     NAME**

The name of this committee shall be the YOUR SCHOOL NAME HERE.

### **ARTICLE II     PURPOSE**

The purpose of this council shall be to:

Section 1 Develop and recommend the school improvement plan.

Section 2 Have ongoing responsibility to review with the principal, teachers, other school personnel and pupils the implementation of the school improvement program and to assess periodically the effectiveness of the program.

Section 3 Annually review the school improvement plan, establish a new school improvement budget consistent with the Education Code, and if necessary make modifications in the plan to reflect changing improvement needs and priorities.

Section 4 Take other actions as required by the Education Code.

### **ARTICLE III     MEMBERSHIP**

Section 1. The council shall be composed of the principal and representatives of: teachers elected by teachers at the school; other school personnel at the school; parents of pupils attending the school elected by such parents; and, in secondary schools, pupils elected by pupils attending the school and community members.

At the elementary level, 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.

At the secondary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents and students.

At both the elementary and secondary levels, classroom teachers shall comprise the majority of those persons representing the school staff.

Council members representing parents, other community members, or pupils shall not be employees of the school district at that school site.

Section 2 The membership of this committee shall not exceed 14.

Section 3 A member shall no longer hold membership should he/she cease to be a resident or no longer meets the membership requirements under which he/she was elected. Membership shall be terminated upon submission to the SSC of a written resignation. Membership also shall be terminated by affirmative vote of 2/3 of members present if member has been absent from three consecutive meetings without acceptable reason.

Section 4 Parent and staff members shall serve a 2 year term with 50% of members elected each year. A term consists of two years and members may serve more than one term.

Section 5 A council member may send an alternate to attend the SSC meetings. An alternate shall meet the same eligibility requirements as the member for whom he/she substitutes and have voting rights.

Section 6 Any vacancy on the committee shall be filled for the un-expired term by first, the person who was an alternate the longest, or next, through election by peer group with the SSC.

#### ARTICLE IV OFFICERS

The officers of this council shall be a chairperson and a secretary. The secretary will be the parent coordinator who may or may not be a voting member.

#### ARTICLE V MEETING AND QUORUM

Section 1 Meetings shall be held as necessary, usually the first Tuesday of the month at 3:00. Members shall be notified in writing by the Secretary of the time and place of the annual meeting seven (7) days in advance of the meeting. Notice of the regular meetings will be mailed to members 72 hours in advance of the meeting. Public notice shall be given of regular meetings at least 72 hours in advance of the meeting in a place regularly viewed by the public. The announcement will include date, time, location, and an agenda that describes each item of business. Any change in the established date, time, or location must be given special notice. The meeting announcement will also indicate the "This meeting is open to the public. The public will be allowed to address the committee. Meeting materials will be available upon request."

Section 2 Place of meetings: The School Site Council shall hold its meeting in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 3 Notice of Special Meetings: From time to time, there may be reason to call a special meeting. Special meetings may be called by any three voting members of the School site Committee for the purpose of conducting business on one item only. Notification of the special meeting shall be mailed to all members at least 3 days (72) hours prior to the meeting.

Section 4 Special Meetings: Posting agenda:

The meeting announcement shall be posted 24 hours in advance of the meeting in a place regularly viewed by the public. The announcement will include date, time, location, and an agenda that describes each item of business. The meeting announcement will also indicate that, "This meeting is open to the public. The public will be allowed to address the committee. Meeting materials will be available upon request."

Section 5 Decisions of the School Site Council: All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 Quorum: The presence of fifty-one percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC. No decision of the SSC shall be valid unless a majority of the members then holding office concur herein by their votes.

Section 7 Conduct of Meetings: All regular and special meetings of the SSC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 Meetings Open to the Public: All regular and special meetings of the SSC and of its standing or special committees shall be open at all times to the public.

## ARTICLE VI AMENDMENT

These bylaws may be amended at any regular meeting by a two-thirds vote of the membership/ (see Article XI, amendment A).

## ARTICLE VII DUTIES OF OFFICERS

Section 1 It shall be the duty of the chairperson to preside at all meetings.

Section 2 In the absence or disability of the chairperson, a council member agreed on by the SSC shall assume the duties of the chairperson.

Section 3 The Parent Coordinator shall keep the minutes of all meetings, send notices of meetings and/or agenda, attend to correspondence, and send out publicity as directed. The parent coordinator may or may not be a voting member.

## ARTICLE VIII DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to:

-attend all meetings or provide an alternate when it is impossible to attend in person. Such alternate shall have full voting privileges.

-accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

## ARTICLE IX ELECTION OF OFFICERS

Section 1 All officers shall be elected at the first fall meeting.

Section 2 New officers shall assume their duties at the first fall meeting.

Section 3 No member shall hold the same office more than two years in succession.

Section 4 Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

## ARTICLE X COMMITTEES

Section 1 The chairperson shall appoint such committees as he/she considers necessary at any time, or as directed by a majority of the members present.

Section 2 Standing committees. List standing committees, if appropriate, and their functions.

## ARTICLE XI AMENDMENTS

A. The bylaws may be amended at any meeting, a quorum being present.

B. The meetings will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order. The parliamentarian shall be elected by the majority at the first meeting of the newly elected council.