

Pasadena High School

School Site Council

Bylaws

Article I—Name

1. The name of the council shall be the Pasadena High School Site Council, hereinafter referred to as the School Site Council (SSC).

Article II—Purpose and Responsibilities

1. Obtain recommendations for, and review of, the proposed *Single Plan for Student Achievement* from all school advisory committees.
2. Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
3. Recommend the plan and expenditures to the Pasadena Unified School District (PUSD) Board of Education for approval.
4. Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
5. Make modifications to the plan whenever the need arises.
6. Submit the modified plan for PUSD Board of Education approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
7. Annually, (and at each semester, trimester, etc), evaluate the progress made toward school goals to raise the academic achievement of all students.
8. Carry out all other duties assigned to the school site council by the PUSD Board of Education and by state law.

Article III—Members

1. Section A: Size and Composition
 - a. The School Site Council shall be composed of **twelve (12)** members, selected by their peers, as follows:
 - *four (4)* classroom teachers
 - *one (1)* other school staff members
 - three (3) parents or community members
 - three (3) students
 - The school principal

- b. School site council members chosen to represent parents may be employees of the school district so long as they are not employed at Pasadena High School.

2. Section B: Term of Office & Elections

- a. School site council members shall be elected for two (2) year 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. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting. Student members of the Council shall serve for a one-year term.
- b. Parent members will be elected by the parents in a manner determined by the council that allows for the most participation. The election should occur in May.
- c. Teachers and staff will be elected by their respective groups in May.
- d. Student members will be elected officers of ASB and Student Achievement and appointed to the task by the first SSC meeting of the school year.

3. Section C: Voting Rights

- a. Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots and proxy votes shall not be permitted. A member may send an alternate to SSC meeting but the alternate is not entitled to vote. Non-members are welcome to attend SSC meetings but are not entitled to vote.

4. Section D: Resignation of Membership

- a. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson. The SSC chairperson will make the constituent group aware of the resignation and call for an election. The constituent group may elect a new member.

5. Section E: Transfer of Membership

- a. Membership on the school site council may not be assigned or transferred.

6. Section F: Vacancy

- a. Members are expected to attend all meetings of the SSC. If a member fails to attend three consecutive regularly held meetings during the year, that member has vacated their position. Any vacancy on the school site

council occurring during the term of a duly elected member shall be filled by a regular election or a previously elected alternate.

Article IV—Officers

1. Section A: Officers

- a. The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

2. Section B: Election and Terms of Office

- a. The officers shall be elected annually, at the first meeting of the SSC and shall serve for one year, or until each successor has been elected. The consent of the each nominee must be obtained before his/her name is placed in nomination.

b. The Chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- *Develop the agenda for each meeting*
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

c. The Vice-Chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.
- Perform such other duties as may be assign by the SSC.

d. The Secretary shall:

- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC, *district office and to the website administrator for public posting.*
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school

advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.

- Perform other such duties as are assigned by the chairperson or the SSC.
- Preside, and appoint an acting secretary for that meeting, in the absence of both the Chairperson and the Vice-Chairperson.

3. Section C: Removal of Officers

- a. Officers may be removed from office by a two-thirds vote of all the SSC members whenever in the judgment of the SSC, the best interests of the Council would be served thereby.

4. Section D: Vacancy

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

Article V—Committees

1. Section A: Subcommittees

- a. The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. Committee membership is not restricted to SSC members. No subcommittee may exercise the authority of the SSC.

2. Section B: Other Standing and Special Committees

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

3. Section C: Membership

- a. Unless otherwise determined by the SSC, the SSC Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

4. Section D: Terms of Office

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

5. Section E: Rules

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

6. Section F: Quorum

- a. A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site 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

1. Section A: Meetings

- a. The school site council shall meet regularly. The SSC will determine the calendar for scheduled meetings at the first meeting of the school year and shall place those dates, times and locations in the school calendar, bulletin boards or other venues accessible to the school community. Notice shall be given of regular meetings at least 72 hours in advance of the meeting, personally, by phone, by mail or email. Any change in the established date, time or location must be given special notice. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council. All meetings of the Council and of its committees will at all times be open to and readily accessible by the public.

2. Section B: Place of Meetings

- a. The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be

determined by the Chairperson or by majority vote of the school site council.

3. Section C: Quorum

- a. A simple majority of the members of the SSC shall constitute a quorum

4. Section D: Conduct of Meetings

- a. Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c) and with *Robert's Rules of Order (newly revised)*.

Article VII—Adoption and Amendments of the Bylaws

To be adopted, these bylaws must receive a vote of approval of two-thirds of the SSC members. These bylaws may be amended by a two-thirds affirmative vote at any meeting provided that notice has been given at either the previous regular meeting or in writing to each SSC member at least one week prior to the next regular meeting, and provided that the amendment is to further the objectives of the SSC.