Zane Middle School

School Site Council Bylaws

Approved October 2012

Revised October 2020

Article I

Duties of the School Site Council

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

Obtain recommendations for, and review of 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, trimester, etc), evaluate the progress made toward school goals to raise the academic achievement of all students.

Carry out all other duties assigned to the school site council by the district governing board and by state law.

Provide input and recommendations to a school/and or district staff in areas SSC feels require additional information to ensure successful student achievement.

Article II

Members

Section A: Composition

The school site council shall be composed of a minimum of 10 members, selected by their peers, as follows:

3 Classroom teachers

2 Other school staff members

4 Parents or community members and 2 students

The school principal shall be an ex officio member of the school site council.

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

Section B: Term of Office

School site council members shall be elected for 2 year or 1 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.

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 school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership

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

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by appointment of the school site council for the period of time until the next regular election.

Article III

Officers

Section A: Officers

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

The chairperson shall:

Preside at all meetings of the school site council.

Sign all letters, reports and other communications of the school site council.

Perform all duties incident to the office of the chairperson.

Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

Represent the chairperson in assigned duties.

Substitute for the chairperson in his or her absence.

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 school site council and to the following other persons: Principal and school secretary.

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, email 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 school site council.

Section B: Election and Terms of Office

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

Section C: Removal of Officers

Officers may be removed from office by a two-thirds 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 the school site council, for the remaining portion of the term of office.

Article IV

Committees

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

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 school site council. No such committee may exercise the authority of the school site council.

Section C: Membership

Unless otherwise determined by the school site **council**, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The school site 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 school site 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 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 V

Meetings of the School Site Council

Section A: Meetings

The school site council shall meet a minimum of four times per year with meetings occurring on the second Thursday of every month at 4:00 p.m. The members will set the annual calendar at the first Site Council meeting of the school year. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

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. Council meetings can be conducted via virtual meets during emergency situations.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: school website, school calendar, and the Zane Middle School Office.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 30 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

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

Section E: Conduct of Meetings

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* or an adaptation thereof approved by the school site council.

Section F: Meetings Open to the Public

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

Article VII

Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 30 days prior to the meeting at which the amendment is to be considered for adoption.

**In absence* of *amendments to these bylaws, it is the intent* for *these to remain the practiced and implemented bylaws until such time as the SSC believes new Bylaws are required.*