

BYLAWS OF THE ANTELOPE HIGH SCHOOL SITE COUNCIL



ARTICLE I: Name of Organization

This organization shall be known as the Antelope High School Site Council.

ARTICLE II: Purpose

The purpose of this organization will be to:

- A. Provide council with the opportunity for development in relation to the transitions required in meeting any necessary changes at Antelope High School.
- B. Assist in the development of a positive school climate.
- C. Promote positive relations between the school, stakeholders, and the community.
- D. Assist in the development of a curriculum which implements State Requirements and is reviewed based on performance data.
- E. Administer grant money awarded to the school as appropriate.

ARTICLE III: Powers

This organization will have the power (subject to Federal, State, and local laws and policies):

- A. To make/advise decisions in the areas of:
 - 1. Staff Development
 - 2. Curriculum
 - 3. Scheduling
 - 4. Budgeting
 - 5. New Textbooks
 - 6. New Courses
 - 7. Supplemental Resources
- B. To administer grant money to meet the purposes of the organization and school vision.

ARTICLE IV: Membership

The school council shall consist of the following members:

- A. The minimum number of SSC members at a secondary school is a total of ten (10) (e.g. 1 principal or his or her designee, 1 other school personnel, 3 classroom teachers, and 5 parent/community and pupils members). (<https://www.cde.ca.gov/fg/aa/co/ssc.asp>)
- B. At all times, the balance of membership should remain 50% school staff and 50% parent/community/student.

ARTICLE V: Membership Elections and Terms

- A. The voting members will be elected at the beginning of the fall term, prior to the first SSC meeting of the school year. Parents shall serve for two consecutive years, or until the parent of a student has graduated. Students will serve a one-year term. Teachers will serve a two-year term. The additional staff member will serve a two-year term.
- B. Election Process:
 - a. Students, Parents, and Teachers will submit interest to be on the ballot.
 - i. Students interest will come from the ASB/Leadership class.
 - b. Elections will be held through Google Form, Parent Square, or other district-approved methods, and all votes will be kept as confidential as allowable by law.
 - c. Students elect students, parents elect parents, teachers elect teachers, and non-teaching staff elect the additional staff member.
 - d. When a group doesn't have an rjuhsd email, such as parents, measures will be taken to identify them to their student, with a maximum of 2 votes attributed to a pupil.
- C. Council vacancies that occur during a given school year will be filled by the alternate from the previous election. Council vacancies that occur between school years will be held during the regular election process by the appropriate membership group prior to the first SSC meeting of that school year. In case of no alternate, the council may appoint a representative.

ARTICLE VI: Officers

A. The officers of the Council shall be: Chairperson, Vice Chairperson, and Secretary. They will serve a 1 year term.

1. Election process for officers:

- a. Nominations shall be open to all members.
- b. Elections shall be held at the first formal meeting of the Council.
- c. All positions will be elected by a simple majority vote.

B. The duties of the Chairperson shall be:

1. To schedule meetings.
2. To assist in preparation the agenda.
3. To preside at the meetings.
4. To be a spokesperson for the group.
5. Sign all letters reports, and other communications of the council.

C. The duties of the Vice Chairperson shall be:

1. To serve in the absence of the Chairperson.
2. To assist the Chairperson in Council matters.

D. The duties of the Secretary shall be:

1. To accurately record Council minutes.
2. To facilitate the production and distribution of the Council minutes.
3. To handle correspondence.
4. Keep a register of the names, email addresses, and phone numbers of each council member.

E. The Principal will work in collaboration with the Chairperson and the Secretary

a. The duties of the principal shall be:

- i. To run the yearly elections
- ii. To schedule Meetings
- iii. To prepare monthly agendas
 1. The Principal will actively collaborate with council members on agenda items
- iv. To handle correspondence
- v. Keep a register of the names, email addresses, and phone numbers of each council member

ARTICLE VII: Meetings

A. Site Council shall meet no less than eight (8) times in one school year. The dates and times will be determined by the Council. Meetings will be held in person at Antelope High School or via zoom. In the instance of a need for timely feedback or approval, an email "meeting" to gather feedback or call a vote for approval will suffice.

B. Any member can request an emergency meeting through the Chairperson as necessary. Written public notice will be given of all meetings at least three days in advance.

Council members will be asked to give at least 72 hours notice.

C. All regular and special meetings shall be open at all times to the public.

D. At least 51% of members must be in attendance to conduct business of the Site Council.

E. All members will be expected to attend all meetings.

F. Public comment will appear on the agenda prior to any non-administrative action items. Request to speak slips are available before the beginning of public comment. Public comment is limited to 3 minutes. If ten (10) or more speakers wish to comment, time is limited to 1½ minutes. Emails sent to the chairperson or principal 24 hours prior to the meeting will be read aloud to the group as public comment.

ARTICLE VIII: Meeting Format

A. Meetings of the council shall be conducted in accordance with *Robert's Rules of Order* or an adaptation thereof approved by the council. All decisions will be voted on by the Site Council for the following:

1. Major budget issues.
2. Anything that could result in a written policy.

3. Formal adoptions, such as new courses.
 4. Issues where there is a clear division of opinion.
 5. Any motion for which any member requests a vote.
- B. A secret ballot vote may be requested by any member.
- C. A simple majority (greater than 50%) must be received in order to make a decision.
- D. Members shall abstain from voting in any matter when a conflict of interest arises.

ARTICLE IX: Adoption of the Bylaws and Amendments to the Bylaws

- A. Copies of the Bylaws and future amendments shall be distributed to all parties concerned and an opportunity for input shall be provided.
- B. Final adoption shall be by a two-thirds vote of the Site Council.

ARTICLE X: Site Council Accountability The Site Council will produce an annual report (Single Action Plan for Student Achievement) in which the year's actions will be assessed and evaluated.