

By-Laws

Article I

Name of Council

The name of the organization shall be the Las Plumas High School (SSC).

Article II

Role of Council

The school improvement plan shall be developed and recommended by SSC. The SSC, following approval of a school improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils, the implementation of the school improvement program and to assess the effectiveness of such a program. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

Article III

Constituents

The constituents of the Las Plumas High School SSC are:

- a. All students attending Las Plumas High School
- b. All certificated and classified personnel employed at Las Plumas High School
- c. All adults who are natural parents (custodial or non-custodial) or legal guardians of any Las Plumas High School students, or who have the primary responsibility for the maintenance and welfare of a Las Plumas High School student.

Article IV

Site Governance Council

Section 1- Composition

The Las Plumas High School SSC shall consist of sixteen (16) members: 15 elected members and the principal of Las Plumas High School. The elected members shall consist of four parents (one community member if necessary), four students, five certificated, and two classified members.

Section 2- Term of Office

All members of the Las Plumas High School SSC shall serve for up to a four-year term beginning October 1 with staggered elections. One-half of the council's membership will be re-selected by constituent groups each year.

Section 3-Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC.

Section 4-Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was elected. Membership shall automatically terminate for any member who is absent from three regularly scheduled consecutive meetings. The SSC, by affirmative vote of two-thirds of all members, can suspend or expel a member.

Section 5- Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6-Resignation

Any member may resign by filing a written resignation with the SSC.

Article V

Selection of Members

Section 1-Timeline for Selection Process

Selection of new members can occur between May 1 and September 30. Newly elected members can attend SSC meetings after their election but will not take office until the October meeting of the SSC.

Section 2- Students

- a. Time of Selection: Selection of student members will take place in September and be completed before October 1.
- b. Selection Supervision: The Associated Student Body (ASB) is responsible for supervising the process of selection.
- c. Eligibility and Process of Nomination: Any student regularly enrolled and attending Las Plumas High School on a full-time basis is eligible to be selected as a member to the council.

- d. Process of Nomination: ASB will announce that nominations are open at their first meeting in September. The bulletin will include the same type of announcement.
- e. Process of Selection: Applications will be made available for interested students in the Activities Office. The students wishing to participate in SSC will fill out an application and submit it to ASB. The remaining student members of the SSC and ASB executive board, which will be considered the Student Selection committee, will review these applications. The Student Selection Committee will select a number of applications to be interviewed. The Student Selection Committee shall seek to select a diverse group of applicants based on the applicant's grade level, gender, ethnicity, and involvement in organizations on campus. The applicants to be interviewed will represent a broad spectrum of students. The Student Selection Committee will then interview the applicants and will select by consensus the student representatives to the SSC.

Section 3- Certificated Personnel

- a. Time of Selection: Election of certificated personnel members will be held in spring.
- b. Selection Supervision: The staff at the spring staff meeting will oversee the selection of the staff.
- c. Eligibility and Process of Nomination: The vacant certificated personnel positions are elected at large. All certificated personnel at Las Plumas High school are eligible to vote and to run for the SSC.
- d. Process of Selection: All certificated will be informed at the end of the year as to what Site Governance is and the role the staff have in it. The staff will nominate interested staff then vote on them. The candidates receiving the most votes are elected to vote and to run for the SSC.

Section 4- Classified Personnel

- a. Time of Selection: Election of classified personnel members will be held the second and third weeks of the month of June.
- b. Selection Supervision: The classified personnel members on the SSC will supervise the election of members to any vacant seats.
- c. Eligibility and Process of Nomination: All permanent classified employees currently working at Las Plumas High School and who completed their 6-month probationary period are eligible to run for and serve on the SSC.
- d. Process of Selection: All classified members on the SSC shall count and record the votes. The top candidate receiving the most votes will be elected to the vacant seat. The classified representative will then notify the elected candidates.

Section 5- Selection of Parents

- a. Time of Selection: The election of parent members will be held in September at the Back to School Night. The election of community members and alternates will be held at a joint meeting of the groups.

- b. Selection supervision: Each group shall supervise its own election when there is a vacancy. The Parent Teacher Student Association, PTSA, will supervise the selection of the community member.
- c. Eligibility and Process of Nomination: all parents, as defined by Article III, section c, are eligible to run for site governance.

Article VI Officers

Section 1- Officers

The offices of the SSC shall be a chairperson, vice chairperson(s), secretary, and other such officers, as the SSC may deem desirable.

Section 2- Election and terms of office

The officers of the SSC shall be elected by a simple majority of all members and shall serve for one year or until each successor has been elected.

Section 3- Removal

Any officer may be removed from his/her position as officer by a two-thirds vote of all members sitting on the SSC whenever, in its judgment, its best interests would be served thereby.

Section 4- Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the SSC by special election for the unexpired portion of the term.

Section 5- Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communication of the SSC. In addition, the chairperson shall perform all duties incidental to the office of chairperson and the SSC may prescribe such other duties as from time to time.

Section 6- Vice Chairperson (s)

The duties of the vice chairperson shall be to represent the chairperson in assigned duties, to substitute for the chairperson during his or her absence, to be custodian of supplies and documents of the SSC, and perform such other duties as from time to time may be assigned by the chairperson or by the SSC.

Section 7- Secretaries

The recording secretary shall keep the minutes of the meetings, both regular and special, of the SSC. The correspondence secretary shall promptly transmit the minutes to each of the members, to the school district, and to such other persons as the SSC may deem necessary, see that all notices are duly given in accordance with the provisions of these by-laws, and conduct necessary correspondence for the SSC. The secretary shall perform all duties incidental to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or the SSC.

Article VII Subcommittees

Section 1- Subcommittees

The SSC may from time to time establish and abolish such standing or special committees as it may desire and send a subcommittee of selected members to meetings of other Las Plumas High School and district committees. None of these subcommittees may exercise the full decision making authority of the SSC.

Section 2- Membership

Members of such subcommittees or special committee may be appointed or volunteers recognized by the chairperson and/or the majority of the SSC. Non-members of the SSC may be selected to serve on any subcommittee, provided, however, at least one member of the council shall be present for the subcommittee to convene.

Section 3- Terms of Office

Each member of a committee shall continue for the term of his or her appointment or until his or her successor is appointed, unless the committee is terminated or abolished sooner, or unless such member shall cease to qualify as a member of the committee.

Section 4- Quorum

Unless otherwise provided in the decision of the SSC designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 5- Vacancy

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 VIII Meetings

Section 1- Meetings

The SSC shall meet regularly at least once per month. Special meetings may be called by the chairperson or the majority vote of the SSC.

Section 2- Place of Meetings

The SSC shall hold its regularly monthly meetings and its special meetings in the library wing.

Section 3- Notice of Meetings

Public notice shall be given of regular meetings at least seventy-two (72) hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hours, and location of the meetings; and shall be delivered either personally or by mail or electronic mail to each member not less than forty-eight (48) hours or more than two (2) weeks prior to the date of such meeting.

Section 4- Decisions of the SSC

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC. A passing vote requires a majority of the vote. Absentee ballots or proxy voting shall not be permitted. All attempts at consensus should be made before calling for a vote.

Section 5- Quorum

A majority of the SSC constitutes a quorum for any meeting.

Section 6- Conduct of Meetings

All regular and special meetings of the SSC shall be conducted in an atmosphere of respect for each member.

Section 7- 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. Closed sessions may be held only when specifically authorized by law.

Article IX Amendments

These by-laws may be amended by a two-thirds majority vote of the Las Plumas High School SSC.