

# **BYLAWS FOR THOMAS HART MIDDLE SCHOOL SITE COUNCIL**

## **ARTICLE 1 Name of Council**

The name of this council shall be Thomas Hart Middle School Site Council.

## **ARTICLE 2 Role of Council**

The role of the School Site Council should be:

- To develop and recommend the School Improvement Plan in conjunction with the site faculty and staff.
- To have ongoing responsibility to review the implementation of the School Improvement Plan with the principal, teachers, other school personnel and pupils, and to yearly assess the effectiveness of the plan.
- To modify and to improve the plan or budget as developed, recommended, approved or disapproved in conjunction with the School Site Council.
- To carry out all other duties and responsibilities assigned to it in the California Education Code 52034, 52855, and 54722.

## **ARTICLE 3 Members**

### **Section 1-Size and Composition**

The needs and resources of the School Improvement Plan require that membership include a broad representation of parents, students, and staff in the school attendance area. Representation on the council shall include the principal, representatives of teachers and classified personnel or any combination of the two, parents of pupils attending the school, and pupils attending the school. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and pupils. This could include three parents, three students from different grade levels, three teachers, from different departments, one classified staff member and the principal. Any of these members may be selected and appointed by administrators or elected by peers.

Classroom teachers shall constitute the majority or all of those persons representing school staff, with a broad representation of departments.

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment. The SIP clerk cannot represent the other school personnel.

#### Section 2-Term of Office

All members of the council shall serve for a two-year term. However, at the discretion of the administrator, members may be given permission to serve for three years.

#### Section 3-Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to vote of the council. The elected alternate shall vote in the absence of a like representative. Absentee ballots shall not be permitted.

#### Section 4-Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which he or she was selected; e.g., a parent becomes employed at the school site. Membership shall automatically terminate for any member who is absent from three consecutive meetings. The council, by an affirmative vote of two-thirds of all of the members, can suspend or expel a member.

#### Section 5-Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

#### Section 6-Resignation

Any member may resign by filing a written resignation with the local district governing board.

#### Section 7-Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment of the chairperson. If the unexpired term is for another year thereafter, the regular selection process shall fill the term for that year.

## **ARTICLE 4 Officers**

### Section 1-Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the council may deem desirable. It is recommended that the chairperson be a parent.

### Section 2-Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor to that office has been elected.

### Section 3-Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgement of the council, the best interests would be served thereby.

### Section 4-Vacancy

Any vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by a member of the School Site Council for the unexpired portion of the term.

### Section 5-Chairperson

The chairperson shall preside at all meetings of the School Site Council and shall sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as prescribed by the School Site Council from time to time.

### Section 6-Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence. The vice-chairperson shall perform such duties as from time to time may be assigned by the chairperson or by the School Site Council.

### Section 7-Secretary

The secretary or appointed school personnel shall keep the minutes of meetings, both regular and special, of the school site council and shall promptly transmit to each of the members and to the school district, true and correct copies of the

minutes of such meetings. The secretary shall also see that all notices are duly given in accordance with the provisions of these bylaws, be custodian of the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council and other such duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

## **ARTICLE 5 Committees**

### Section 1-Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

### Section 2-Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

### Section 3-Term of Office

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

### Section 4-Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.

### Section 5-Quorum

Unless otherwise provided in the decision of the School Site Council 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 6-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 6** **Meetings of the School Site Council**

### Section 1-Regular Meetings

The School Site Council shall meet regularly at least once per month or a minimum of five times per school year as required by the California State Education Code.

### Section 2-Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

### Section 3-Place of Meetings

The School Site Council shall hold its regularly scheduled meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including disabled persons.

### Section 4-Notice of Meetings

Public Notice shall be given of regular meetings at least 48 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 and state the day, hour, and location of the meeting; and be delivered either personally or by mail to each member not less than 48 hours or more than two weeks prior to the date of such meeting.

### Section 5-Decisions of the School Site Council

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

### Section 6-Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School

Site Council. No decision of the School Site Council shall be valid unless a majority of the members currently holding office concur therein by their votes.

#### Section 7-Conduct of Meetings

All regular and special meetings of the School Site Council 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 School Site Council and of its standing or special committees shall be open at all times to the public.