



# **School Site Council Bylaws**

## **Adopted February 26, 2014**

### **Travis Education Center / Community Day**

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## Article I: Duties of the School Site Council

The School Site Council of **Travis Education Center/Community Day**, hereinafter referred to as the School Site Council or SSC, 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 as needed and ends of grading periods) 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.

## Article II: Membership

### Section A: Composition

The School Site Council shall be composed of 12 members, selected by their peers, as follows:

- 3 Classroom teachers, selected by classroom teachers
- 3 Parents or community members, selected by parents of pupils attending the school or other community members selected by parents
- 3 Pupils, selected by pupils attending the school
- 1 School Secretary
- 1 School Counselor
- 1 Principal

The school principal, school secretary, and school counselor shall be *ex officio* members of the School Site Council.

“Classroom teachers” (including Special Day Class teachers, Resource teachers, ELD teachers delivering core curriculum or electives) shall comprise the majority of school staff.

“Parent” means a person who is the mother, father, or legal guardian, or one acting in *loco parentis* of a pupil attending this school. 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 site.

## **Article III: Nominations and Elections**

### **Section A: Term of Office**

Adult School Site Council members shall be elected for one year terms by the constituents of their representative groups. Student members shall be elected annually for one year terms. 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 B: 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. E-mail ballots and voting are permitted.

### **Section C: 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.

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected. Membership may terminate for any member who is absent from all regular meetings for a period of three consecutive months by an affirmative vote of a quorum of SSC members. (Exceptions may be granted if the absentee member submits a written statement to the SSC requesting continuance of their membership and the SSC votes to grant the continuance.)

### **Section D: Vacancy**

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by one of the following: the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat; appointment by the SSC for the period of time until the next regular election; or special elections (following regular election procedures). The method used to fill the seat shall be determined by a majority vote of the remaining SSC members.

### **Section E: Transfer of Membership**

Membership on the School Site Council may not be assigned or transferred.

### **Section F: Alternates**

The SSC may choose to elect non-voting alternate members through a simple majority vote.

## **Article IV: 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 district staff as requested.
- 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 School Site Council.

### **Section B: Term of Office**

The officers shall be elected annually at the first 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 quorum 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 V: 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.

**Section G: 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 VI: Meetings of the School Site Council**

### **Section A: Meetings**

The School Site Council shall meet to approve the Single Plan for Student Achievement. Special meetings of the School Site Council may be called by the chairperson, the principal, 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.

### **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 by posting in or near the office and on the school website. Posting of the meeting agenda constitutes public notice. If technical difficulties prevent posting of the agenda on the school's website, posting in or near the office shall suffice as public notice.

All required notices shall be delivered to council and committee members no less than 72 hours in advance of meetings. Delivery to members may be via any of the following: personal delivery, e-mail, or 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: Decisions of the Council and Voting Rights**

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. E-mail ballots and voting are permitted during periods when school is not in session.

### **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 council by a vote of the majority of the members present, provided a quorum is in attendance. Written notice of the proposed amendment must be submitted to council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.