

Sundale School Site Council Bylaws

Article I- Duties of the Schoolsite Council

Section A: Roles and Responsibilities:

The schoolsite council of Sundale Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed School Plans (LCAP, Single Plan and Title III) 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 council by the district governing board and by state law.

Article II-Membership

Section A: Composition

The council shall be composed of members, as follows:

- classroom teachers and other school staff members
- parents of children at the school and community members

The council shall be constituted to ensure parity between teachers and other school staff members and parents of children at the school and community members.

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

Council members chosen to represent parents may not be employees of the school district.

The number of members on the committee should be no less than 14.

Section B: Term of Office

Council members shall be elected for 2 year terms, with elections for half the members held in even years and half in odd years.

Section C: Voting Rights and Quorum

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.

No vote or action should be taken by the council without ensuring parity between members of the council.

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.

Section D: Termination of Membership

The 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 council chairperson.

Section E: Transfer of Membership

Membership on the council may not be transferred.

Section F: Vacancy

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

Article III-Officers

Section A: Officers

The officers of the council shall be a president, vice-president, secretary, parliamentarian and other officers the council may deem desirable.

The **president** shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties incident to the office of the president
- Have other such duties as are prescribed by the council

The **vice-president** shall:

- Represent the president in assigned duties
- Substitute for the president in his or her absence

The **secretary** shall:

- Keep minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the school website coordinator to be posted on the school website
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons

- Perform other such duties as are assigned by the president or the council

The **parliamentarian** shall:

- Resolve questions of procedure, often with the help of *Robert's Rules of Order* or similar guide

Section B: Election and Terms of Office

The officers shall be elected bi-annually, no later than the first meeting of the school year, and shall serve for two years, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from their 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 council, for the remaining portion of the term of office.

Article IV-Advisory Groups and/or Subcommittees

Section A: Sub-committees

The council may establish and abolish sub-groups and/or sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and other school staff and one member representing parents and community members shall make up the subcommittee. No sub-committee may exercise the authority of the council.

Section B: Membership

Unless otherwise determined by the council, the council president shall appoint members of sub-groups or subcommittees. A vacancy on a subcommittee shall be filled by appointment made by the president.

Section C: Terms of Office

The council shall determine the terms of office for members of a subcommittee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

Section E: Quorum

A majority of the members of the subcommittee shall constitute a quorum, unless otherwise determined by the 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 Council

Section A: Meetings

The council shall meet up to once a month but no less than four meetings per year, during the school calendar year. Special meetings of the council may be called by the president or by a majority vote of the council.

Section B: Place of Meetings

The 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 president or by majority vote of the 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 in the following venues: school website, e-mail and school district office.

Section D: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code Section 31479c and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

The council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.

Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.

If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public input on the item.

Section E: Meetings Open to the Public

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

Article VI- Amendments

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed change to the bylaws must be submitted to council members at least one meeting in advance of the meeting in which the vote will be taken.