



**South Junior High School  
School Site Council Bylaws**  
Revised August 2021



**Article I  
Duties of the School Site Council**

The school site council of South Junior High School, 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 (SPSA)* from all school advisory committees.
- Develop and approve the plan and related expenditure 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 school site council by district governing board and by state law.

**Article II  
Members**

**Section A: Composition**

The school site council shall be composed of up to 12 members selected by their peers as follows:

- A maximum of 4 classroom teachers.
- 1 other school staff member.
- A maximum of 3 parents, or community members.
- 3 students.
- The principal shall be a voting member of the School Site Council.

School Site Council members chosen to represent parents may be employees of the school district as long as they are not employed at this school.

**Section B: Term of Office**

School site council members that hold positions as teachers shall be elected for two year terms. Half, or the nearest approximation thereof, of each representative group

shall be elected during odd years, and the remaining during even years. Each member's current term of office shall be recorded in the minutes of the first regular meeting of the school site council.

Parents, community members, students, and classified staff members on the school site council shall be elected for one year terms. Each member's current term of office shall be recorded in the minutes of the first regular meeting of the school site council.

#### Section C: Voting Rights

Each member is entitled to one vote per item in question and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

#### Section D: 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 chair person.

#### Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by *appointment of the school site council for the period of time until the next regular election. (Examples: regular elections; appointment of the school site council for the period of time until the next regular election; or seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)*

### **Article III Officers**

#### Section A: Officers

The officers of the school site council shall be a president, secretary, and other officers that the school site council may deem desirable.

The president 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 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 the following persons: all staff.
- 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.

#### Section B: Election of Terms of Office

The officers shall be elected annually, at the first meeting of the school site council and shall serve for two years, or until each successor has been elected.

#### Section C: Removal of Officers

Officers may be removed from 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 school site council, for the remaining portion of the term of office.

### **Article IV 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 or 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 rule 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.

### **Article V Meetings**

#### Section A: Meetings

The school site council shall meet regularly on the fourth Tuesday of each month. Special meetings of the school site council may be called by the chairperson 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 in the following venues: School bulletin, marquee, newsletter, bulletin boards, workroom, and blackboard.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than seven days in advance of the meeting, personally or by e-mail.

#### Section D: Quorum

The act of a majority of the members present shall be 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: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with rules of order established by Education Code Section 3147(c), with *Robert's Rule 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.

#### Section G: Request for Funding

All requests for funding must be received 48 hours before a scheduled meeting to be considered at that meeting. Requests not meeting the deadline will be considered at the next meeting.

### **Article VI Amendments**

An amendment of these bylaws may be made at a regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least three days prior to the meeting at which the amendment is to be considered for adoption.

### **Article VII Voting for SSC Positions**

#### Section A: Acceptance of Nomination

Faculty and staff members will be given one week to volunteer to be a candidate or nominate a candidate for an available SSC position. Members who are nominated must indicate their agreement to run on the nomination form. Current members may run again.

#### Section B: Voting

Faculty and staff members will receive voting ballots for SSC members and have 24 hours to return them. Ballots must be turned in by 3:00 p.m. on the day that they are due. No ballots will be accepted late.

#### Section C: Collecting Votes

If the coordinator is not on the ballot, all votes will be returned to the coordinator. If the coordinator is up for election, an administrator will be charged with collecting and holding the ballots.

#### Section D: Counting Votes

Any 2 persons, faculty members or administrators, not on the ballot, may count the ballots. Any person(s) may witness the counting. Majority vote will determine who wins. In the event that only the required number of candidates is on the ballot to fill the vacancies, the vote shall be decided by a majority approval or disapproval of candidates.

#### Section E: Notification

The faculty and staff will be notified of newly elected members within 24 hours of the ballot return deadline. Newly elected members will begin office in August of the new school year unless it is a special election.

#### Section F: Holding Votes

The election ballots will be kept for at least 3 months, at which time they will be discarded.

### **Article VIII Adoption**

The above bylaws have been reviewed by the school site council and adopted as official at a school site council meeting. Record of this will be reflected in meeting minutes.