

**TEVIS JUNIOR HIGH
SCHOOL SITE COUNCIL (SSC)
BYLAWS**

**Article I
*Name of the Council***

The name of this organization shall be the Tevis Junior High School Site Council.

**Article II
*Duties of the Council***

The school site council of Tevis Junior High School, hereinafter referred to as the school site council, shall carry out the following duties:

1. Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
2. Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
3. Recommend the plan and expenditures to the governing board for approval.
4. Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
5. Make modifications to the plan whenever the need arises.
6. 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.
7. Annually evaluate the progress made toward school goals to raise the academic achievement of all students.
8. Carry out all other duties assigned to the school site council by the district governing board and by state law.

**Article III
*Members of the Council***

Section A: Size and Composition

The school site council shall be composed of ten (10) members, selected by their peers, as follows:

1. Three classroom teachers, elected by teachers at the school
2. One representative of the remaining, non-certificated personnel, elected by such other personnel at the school
3. Five parents of pupils attending Tevis Junior High School, elected by Stine parents
4. The school principal shall be an ex officio member of the school site council.

School site 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 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 number elected during even years. 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.

No member will serve more than two consecutive terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section C: Voting Rights

Each member shall be 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.

Section D: 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 meets the membership requirements under which he or she was selected.

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings. The council, by affirmative vote of two-thirds of all the members, can 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.

Section E: Transfer of Membership

Membership in the school site council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled for the remainder of the school year by appointment by the chairperson, subject to approval by the council. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

Article IV
Officers of the Council

Section A: Officers

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

1. Preside at all meetings of the school site council.
2. Sign all letters, reports and other communications of the school site council.

3. Perform all duties incident to the office of the chairperson.
4. Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

1. Represent the chairperson in assigned duties.
2. Substitute for the chairperson in his or her absence.

The secretary shall:

1. Keep minutes of all regular and special meetings of the school site council.
2. Transmit true and correct copies of the minutes of such meetings to members of the school site council.
3. Provide all notices in accordance with these bylaws.
4. 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.
5. Perform other such duties as are assigned by the chairperson or the school site council.

Section B: Election of Officers and Terms 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 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 V Elections of the Council

In the fall of each year, there shall be an election to fill vacancies that arise as a result of completion of term of office.

A notice regarding this election shall be sent to all parents and staff members and shall include the following:

1. Criteria for eligibility to serve on the Council.
2. Time and place of meetings at which nominations and elections will take place.

Article VI Meetings of the School Site Council

Section A: Meetings

The Council shall meet no less than two times each year. Date and time of meetings shall be determined on the basis of need. A simple majority of the membership shall constitute a quorum. 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: Notices 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 required notices shall be delivered to school site council and committee members no less than 72 hours personally or by 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: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code 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 to the Bylaws

An amendment of these bylaws may be made at any 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 five days prior to the meeting at which the amendment is to be considered for adoption.