

Marshall Elementary School Student Site Council Bylaws

ARTICLE I DUTIES OF THE SCHOOL SITE COUNCIL

The School Site Council shall carry out the following:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees
- Review and approve Comprehensive School Safety Plan
- Develop and approve the plans and related expenditures in accordance with all state and federal laws and regulations
- Recommend the plans and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the plans with the principal, teachers and other school staff members
- Make modifications to the plans whenever the need arises
- Submit the modified plans for governing board approval whenever a material change, as defined in district governing board policy, is made in planned activities or related expenditures
- Annually 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 state law

ARTICLE II MEMBERS

Section A: COMPOSITION

The School Site Council shall be composed of 10 members, selected by their peers as follows:

- 3 Classroom Teachers
- 1 other school staff member
- 5 Parents* or Community Members (*parent can be a district employee not employed at this school site)
- The School Principal(s) shall be an ex officio member
- Membership may not be assigned or transferred

Section B: ELECTION and TERM OF OFFICE

Officers shall be elected bi-annually at a special meeting of the School Site Council, with every attempt made to hold this in the spring for the following school year.

- The election for President and Vice President shall be held on alternating years
- Officers shall serve a two-year term, or until a successor has been elected

- 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.

Section C: TERMINATION of MEMBERSHIP

- The School Site Council may, by an affirmative vote of two-thirds of all members, suspend or expel a member.
- Any elected member may terminate his/her membership by submitting a written letter of resignation to the School Site Council President.
- Any member who is not in attendance at two (2) regularly scheduled meetings, without prior notification, will deem to have vacated his/her membership

ARTICLE III OFFICERS

The officers of the School Site Council shall be a President, Vice-President, and Secretary. Other officers may be added as the council deems desirable and/or necessary.

The President shall:

- Be a parent. If a parent is not available or unwilling to serve, then a teacher and/or staff member can hold the position.
- 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 President
- Have other such duties as prescribed by the School Site Council

The Vice-President shall:

- Represent the President in assigned duties
- Substitute for the President in his/her absence

The Secretary shall:

- Keep minutes of all regular and special meetings
- Transmit true and correct copies of the minutes of such meetings to School Site Council members
- 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
 1. each member

2. chairpersons of school advisory committees
 3. others with whom the School Site Council has regular dealings as furnished by those persons
- Perform other such duties as assigned by the President or the School Site Council

ARTICLE IV COMMITTEES

The School Site Council may establish and abolish 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

ARTICLE V MEETINGS

Section A: Meetings

The School Site Council shall meet on a monthly basis unless council deems it necessary to call an emergency meeting

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 President 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.

Section D: Quorum

A quorum will be a minimum of more than 50% of voting members in attendance. The act of the majority of the members present (quorum) shall be the act of the School Site Council, and no decision may otherwise be attributed to the School Site Council.

Items requiring votes will be determined by a 2/3 vote of members present unless otherwise specified in the bylaws.

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 its committees shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. If translation services are needed, a 24-hour notice shall be given in accordance with MPUSD policy to have a translator available at SSC meetings.

ARTICLE VI AMENDMENTS

Any amendments of these bylaws may be made at any regular meeting of the School Site Council by a vote of 2/3 of present members.