

SPMS School Site Council Bylaws

Article I

Name of Council

The name of this council shall be the South Pasadena Middle School Site Council.

Article II

Purpose of Council

The School Site Council (SSC) shall make recommendations related to the development, implementation, evaluation, modification and appropriate funding of the school improvement program to the principal for presentation to the Superintendent of Schools. The SSC, following approval of the school improvement plan by the South Pasadena Board of Education, shall have ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the school improvement program and to assess, periodically, the effectiveness of the program.

Article III

Membership

Section 1 - Composition

Representation of the South Pasadena Middle School (SPMS) Site Council shall be:

- The principal
- Four (4) certificated personnel
- One (1) classified personnel
- Three (3) parents of students attending SPMS or other community members
- Three (3) students: one representing each grade level

Section 2 - Election of Members

The election of members of the SSC, other than the principal, shall be as follows:

- Certificated members are to be elected by SPMS certificated personnel
- Classified member is to be elected by classified SPMS personnel
- The president of the SPMS Faculty Association will supervise the election of the four certificated personnel, one classified member, and alternates. Election will be held by the end of May for the following school year.
- Parents or other community members are elected by parents attending the SPMS Back to School Night in the fall. Disclosure of the child's grade level and school/district/community affiliation shall be stated on the ballot.

Officers

Section 1 - Officers

The officers of the SSC shall consist of a chairperson, vice chairperson, secretary, and others, as the Council may deem desirable.

Section 2 - Election and Term of Office

The officers of the SSC shall be elected annually by a majority vote of the members for a term of one year.

Section 3 - Removal

Any officer may be removed by a majority vote.

Section 4 - Vacancy

A vacancy in any office shall be filled by a majority vote of the SSC.

Section 5 - Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the SSC.

Section 6 - Vice Chairperson

The vice-chairperson shall preside in the absence of the chairperson and shall do all other duties assigned by the chairperson.

Section 7 - Secretary

The secretary shall keep the minutes of the SSC and provide an electronic copy to each member and to the Assistant Superintendent of Instruction. A copy of all minutes shall be kept on file in the SPMS principal's office and available electronically in the staff folder.

Article V

Committees

Section 1 - Standing and Special Committees

The SSC may establish and abolish standing or special committees. No standing or special committee may exercise the authority of the SSC.

Section 2 - Membership

Amendment of Bylaws

These bylaws may be amended at the discretion of the SSC, using normal parliamentary procedure, a simple majority of the Council being necessary to affirm proposed changes.