

Manor School Site Council By-Laws
September 2011

ARTICLE I
Name of Council

The name of this council shall be Manor School Site Council.

ARTICLE II
Role of the Council

The Single Plan for Student Achievement shall be developed and recommended by the School Site Council. The School Site Council, following approval of the Single Plan for Student Achievement by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, the implementation of the school improvement program and assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III
Members

Section 1- Size and composition

The School Site council shall be composed of 10 members.

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including significant socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be: the principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, and parents of pupils attending the school selected by such parents.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; (b) equal numbers of parents.

Classroom teachers shall constitute the majority of those persons representing school staff.

Council members representing parents may be employees of the school district, but may not serve as a parent representative at their site of employment.

Section 2- Term of Office

Parent members of the council shall serve a two-year term, at least two of which will come up for re-election each year. The parent members shall be able to re-apply for a second one year term. Other school personnel (except the principal) shall serve a one or two year term. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term, unless no new members apply.

Section 3- Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall be permitted.

Section -4 Termination of Membership

A member shall no longer hold membership should he or she no longer meet 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 months. The council, by an affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5- Transfer of Membership

Membership in the School site council may not be transferred or re-assigned.

Section 6- Resignation

Any member may resign by filing written resignation with the Manor Site Council.

Section 7- Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the Site Council. If the unexpired term is for another year thereafter, the term for that year shall be filled by the regular selection process.

Section 8- Selection Process

Each year, persons interested in serving on the Site Council shall file an application with the principal. If more applications are received than positions available, an election will be held to fill open parent member positions. The elections will be conducted within the last month of the school year. The parent members will be elected by a general vote of the Manor parents. Each Manor family is entitled to one vote. If applications received are not greater than the positions available, the Site Council by vote may appoint applicants as new members.

ARTICLE IV

Officers

The officers of the School Site Council shall be a chairperson or co-chairpersons, secretary, treasurer and other officers as the council may deem desirable. The chairperson will assume any officer position not filled.

Section 2- Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3- Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgement of the council, the best interests of the council would be served thereby.

Section 4- Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

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 School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time, such as:

Formulate agenda with principal/teacher leaders
Publish agenda and explanations in the newsletter

Section 6- Secretary

The secretary shall keep and distribute minutes to members and the school newsletter, be custodian of the School Site Council records: and keep and distribute to members a register of members, their phone numbers and email addresses.

Section 7- Treasurer

The treasurer shall track the allocation of all funds over which the School Site Council has jurisdiction. Budgetary priorities shall be discussed and recorded by the treasurer and such priorities shall be used to determine the allocation of funds. Budget reports shall be updated and distributed as needed and made available on the same basis to the public.

ARTICLE V Committees

Section 1 – Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own government, provided they are consistent with these bylaws, with rules adopted by the School Site Council or with policies of the governing board.

Section 5 – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 – Vacancy

A vacancy in the membership of any committee maybe filled by an appointment made in the same manner as provided in the case of the original appointment.

Article VI Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site council shall meet regularly at least once per month or more often as needed.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School site council. Notice of special meetings will be in accordance with Article VI, Section 4. All Site Council members will be notified a minimum of 72 hours prior to meeting.

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given for all meetings at least 72 hours in advance of the meeting. The notices must contain the date, time and location of the meeting and an agenda specifying each item of business to be discussed or acted upon.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance or who have cast absentee ballots with the exception of fund allocations which shall require a 2/3 majority of the full council.

Section 6 – Quorum

The presence of at least 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School site Council. No decision of the School Site council shall be valid unless a majority of the members then holding office concur therein their votes.

Section 7 – Meetings Open to the Public

All meetings of the School Site Council and of standing or special committees shall be open at all times to the public. Members of the public may address the council or committee during its meeting on any matter within its subject matter jurisdiction. All materials made available to the Site Council are public record. All meetings shall be conducted in accordance with the Brown Act (California Government Code § 54950-54960.).

REVISED:

ADOPTED: