

Graham Middle School

Bylaws for School Site Council

As amended and restated November 8, 2018

ARTICLE I

Name of Council

The name of this council shall be Graham Middle School Site Council, herein, "SSC."

ARTICLE II

Role of Council

The SSC will develop and recommend the school Plan for Student Achievement, herein, "the Site Plan," for Graham Middle School, herein, "the School," including a budget. The SSC, following approval of the Plan by the Mountain View Whisman School District's Board of Trustees, herein, "the Board," shall have ongoing responsibility to review with the principal, teachers, school personnel, and parents, the implementation of the Plan and to assess periodically the effectiveness of the Plan. Modifications or any improvement to the Plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The SSC 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 SSC shall be composed of **11 Regular members and 3 Alternate members.**

The needs and resources of the school improvement program will strive to have a membership that includes a broad and balanced representation of parents, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the SSC shall be these Regular members: the principal, assistant-principal, 3 representatives of classroom teachers selected by teachers at the school (teachers), 1 school staff member selected by other school personnel at the school (staff), and a minimum of 5 parents of pupils attending the school selected by such parents (parents). The Student Leadership team, or another student appointed by the Student Leadership team, may represent the student body on the occasion of an SSC agenda topic that directly concerns the students, as defined by the Chair. The SSC shall be constituted to have a balanced number of (a) classroom teachers, and other school personnel; and (b) parents as Regular members.

Each representative group, teachers, staff, and parents shall select one Alternate member in addition to the Regular members. Alternate members will be treated like a Regular member for purposes of notification, receiving documentation, etc.

While the principal will generally be at all meetings, s/he may appoint an assistant principal to

represent the principal at a meeting, including exercising the principal's vote.

Elections for parent representatives will be held at the beginning of the school year.

Section 2 - Terms of Office

All members of the SSC shall serve for a two-year term.

A Regular member who serves more than one year shall not be eligible to serve in another term until one year after the completion of that service. (Note: Regular members who have completed one year or less of a term are eligible for immediate reelection.)

Section 3 - Voting Rights

Each Regular member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC. Voting should be representative of the balance between school staff, teachers, administration and parents. The student representative shall be entitled to one advisory vote and may cast that vote on the matter that directly concerns the students, on the occasion of his/her attendance at a meeting.

The Alternate member of a group shall vote in the absence of a Regular member representing that group.

Absentee ballots shall not be permitted.

Section 4 - 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 meet the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. Members may resign by written notice to the SSC.

Section 5 - Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6 - Vacancy

Any vacancy on the SSC shall be filled for the remainder of the school year by the Alternate member of the group. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year. If vacancies occur after the annual Site Council election and the number of Regular members falls below the quota set in Article III Section 1, the SSC may appoint members to fill the allotted positions for the remainder of the school year.

ARTICLE IV

Officers

Section 1 - Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and such other officers, as the SSC may deem desirable.

Section 2 - Election and Term of Office

The officers of the SSC shall be elected annually at the first regular SSC meeting of the school year by the continuing and in-coming members, and shall serve for 3 years. Regular members are eligible to be officers, except that the principal shall not serve as Chairperson or Vice-Chairperson.

Section 3 - Removal

Any officer may be removed by a majority vote of all members of the SSC whenever, in the judgment of the SSC, the best interests of the SSC would be served thereby.

Section 4- Vacancy

A vacancy in any office shall be filled by special election from within the SSC.

Section 5 - Chairperson

The chairperson will work with the Principal to create the agenda each month, post the agenda in accordance with Section 4 – Notice of Meetings and shall preside at all meetings of the SSC. The Chairperson may sign all letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the SSC from time to time.

Section 6 - Vice-Chairperson (optional)

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice- chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the SSC.

Section 7 - Secretary

The secretary shall keep the minutes of all SSC meetings, and shall email copies of those minutes to each of the members (regular and ,alternate), and to other persons that the SSC deems. The minutes will also be posted to the SSC YahooGroup and, once approved, to the SSC page of the Graham Middle School website. The secretary shall see that all notices are duly given in accordance with the provisions of these bylaws. The secretary shall be custodian of the SSC records including keeping a register of the address and telephone number of each

member of the SSC.

While the secretary shall have oversight responsibility for these duties, the duties themselves may be performed by volunteers or with assistance from school staff in some cases.

ARTICLE V

Committees

Section 1 - Standing and Special Committees

The SSC 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 SSC.

Section 2 - Special Committees

Special committees shall be established by the Chairperson or directed by the SSC. The committee shall be chaired by a SSC regular member or alternate, and membership shall be made up of interested parents, staff, and/or students.

Section 3 - Rules

Each committee may adopt rules for its own government so long as they are consistent with these bylaws or with rules adopted by the SSC or with policies of the Board of Trustees.

Section 4 - Quorum

Unless otherwise provided in the decision of the SSC 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 5 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as the original appointment.

ARTICLE VI

Meetings of the SSC

Section 1 - Regular Meetings

The SSC shall meet regularly **at least six times while school is in session.**

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the SSC.

Section 3 - Places of Meetings

The SSC shall be entitled to hold its regular monthly meetings, its special meetings, and committee meetings in a facility provided by the school. All SSC meetings shall be readily accessible by all members of the public, including handicapped persons.

Section 4 - Notice of Meetings

Public notice shall be given of regular meetings **at least 72 hours in advance of the meeting**. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered, by e-mail to each member (regular and,alternate) not less than seventy-two hours prior to the date of such meeting.

Section 5 - Decisions of the SSC

All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 - Quorum

The presence (in person or via electronic conference) of the majority of the SSC members, (balance between parents and teachers and staff) shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC.

Section 7 - Meetings Open to the Public

All regular and special meetings of the SSC and of its standing or special committees shall be open at all times to the public.

ARTICLE VII

Amendments

These bylaws may be amended at any regular meeting by majority vote of the SSC.