



## SITE COUNCIL BY-LAWS

### ARTICLE I

#### Duties of the School Site Council

The school site council of Evergreen Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *School Plan for Student Achievement (SPSA)* from all school advisory committees;
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations;
- Recommend the plan and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members;
- Make modification to the plan whenever the need arises;
- 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;
- Annually, (and at each semester), evaluate the progress made toward school goals to raise the academic achievement of all students; and,
- Carry out all other duties assigned to the council by the district governing board and by state law.

### ARTICLE II

#### Members

##### **Section A: Composition**

The council shall consist of ten (10) members, selected by their peers, as follows:

- 3 classroom teachers
- 1 other staff member
- 5 parents/community members
- The school principal shall be an ex officio member of the council

Council members chosen to represent parents may be employees of the school district, so long as they are not employed at this school.

##### **Section B: Term of Office**

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 last regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

**Section C: Voting Rights**

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted.

**Section D: Termination of Membership**

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. Any member that misses three consecutive meetings may be dismissed from the council. The current members of the school site council shall review the attendance of such a member, and may by a majority vote of current members, terminate said member.

**Section E: Transfer of Membership**

Membership on the council may not be assigned or transferred.

**Section F: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by appointment. The appointment must be made by a two-thirds vote of current members on the school site council.

## ARTICLE III Officers

**Section A: Officers**

The officers of the council shall be a chairperson, vice-chairperson, secretary, and timekeeper, or other duties the council may deem desirable.

The **Chairperson** shall:

- Preside at all meetings of the council;
- Sign all letters, reports and other communications of the council;
- Perform all duties incident to the office of the chairperson; and,
- Have other such duties as are prescribed by the council.

The **Vice-Chairperson** shall:

- Represent the chairperson in assigned duties; and,
- Substitute for the chairperson in his or her absence.

The **Secretary** shall:

- Keep minutes of all regular and special meetings of the council;
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons: members of the Evergreen Union Elementary School District Board of Trustees and all teaching staff;
- Provide all notices in accordance with these by-laws;
- Be custodian of the records of the council;

- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons; and,
- Perform other such duties as are assigned by the chairperson or the council.

The *Timekeeper* shall:

- Keep the council focused and on schedule at all meetings; and,
- Have other such duties as are prescribed by the council.

### ***Section B: Election and Terms of Office***

The officers shall be elected annually, at the September meeting of the council, and shall serve for one year, or until each successor has been elected.

### ***Section C: Removal of Officers***

Any officer may be removed from their office by a two-thirds vote of all the members. Any officer that misses three consecutive meetings may be removed by a two-thirds vote of all current members.

### ***Section D: Vacancy***

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

## **ARTICLE IV Committees**

### ***Section A: Sub-committees***

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the council.

### ***Section B: Other Standing and Special Committees***

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

### ***Section C: Membership***

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

**Section D: Terms of Office**

The council shall determine the terms of office for members of a committee.

**Section E: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

**Section F: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **ARTICLE V**

### **Meetings of the Council**

**Section A: Meetings**

The council shall meet regularly on the second Monday of each month. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

**Section B: Place of Meetings**

The 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 council. During the COVID-19 pandemic, meetings will be held virtually and in-person accommodations will be made for those with limited/no digital access from home and illness prevention and physical distancing measures will be followed.

**Section C: Notice of Meetings**

Written public notice shall be given of all meetings/agendas at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: school website.

All required notices shall be sent to council and committee members no less than 72 hours, and no more than 14 days in advance of the meeting, by e-mail.

**Section D: Quorum**

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council shall constitute a quorum.

**Section E: Conduct of Meetings**

Meetings of the 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 council.

**Section F: Meetings Open to the Public:**

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## **ARTICLE VI**

### **Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members a minimum of three days prior to the meeting at which the amendment is to be considered for adoption.