

# ***SCHOOL SITE COUNCIL (SSC) BY- LAWS***

## **ARTICLE I**

The name of this council shall be the  
ALBA Community Day School Site Council (S.S.C.)

### **Role of the Council**

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement 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 SDUSD governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications 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 toward school goals to raise academic achievement of all students.
- Annually, (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties as assigned to the council by the SDUSD Board of Education and by state law.

## **ARTICLE II**

### **Membership**

#### ***Section A-Composition***

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

- Principal
- Representatives of teachers selected by teachers at the school. Classroom teachers shall constitute the majority of the council.
- Other school personnel selected by other school personnel
- Parents/community members and pupils attending the school selected by such parents and students.
- Students- the ASB President, Vice-President, and other ASB Council Member approved by the ASB. In their absence the SSC Chairperson may appoint members

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

***Section B-Term of Office***

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

***Section C- 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. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

***Section D - Termination of Membership***

A member shall no longer hold membership should he/she cease to be a resident of the area or no longer meets the membership requirements under which he/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 affirmative vote of two-thirds of all of the members, can suspend or expel a member.

***Section E - Transfer of Membership***

Membership in the School Site Council is not transferable or assignable.

***Section F - Resignation***

Any member may resign by filing a written resignation with the chairperson of the School Site Council.

***Section G - Vacancy***

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

**ARTICLE III****Officers*****Section A - Officers***

The officers of the School Site Council shall be a Chairperson, and Secretary.

***Section B - 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 C - Removal***

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

***Section D – 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 E – 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.

### ***Section F – Secretary***

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to each of the members, to the school district, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these by-laws; be custodian of the School Site Council records; keep a register of the addresses and telephone numbers of each member of the School Site Council which shall be furnished to the secretary by such member, and in general, perform all duties incident to the office secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

### ***Section G -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 H - 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 H - Vacancy***

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

## **ARTICLE IV**

### **Meetings of the School Site Council**

#### ***Section A - Regular meetings***

The School Site Council will schedule at least 5 meetings during school year, having first meeting by September 30.

#### ***Section B - Special Meetings***

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

#### ***Section C - Place of Meetings***

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

***Section D - Notice of Meetings***

Public notice shall be given on regular meetings at least 72 hours in advance of the meetings. 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 day, hour, and location of the meeting; and shall be delivered either personally or by mail to each member not less than forty-eight hours or more than two weeks prior to the date such meeting.

***Section E - 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, provided a quorum is in attendance.

***Section F - Quorum***

The presence of **50 %** of the total parent members, and also **50 %** of the total Staff / Teacher members shall be required in order to constitute a quorum.

A quorum is 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 by their vote.

***Section G - Meetings Open to the Public***

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