

Crittenden Middle School Site Council Bylaws

Article I Duties of the School Site Council

The school site council of Crittenden Middle School, here in after referred to as the School Site Council (SSC), shall carry out the following duties:

- Review the annual proposed Plan for Student Achievement.
- 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 modifications to the 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 trimester, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

Article II Members

Section A: Composition

The SSC shall be composed of an equal number of Employees and Constituents:

Principal

Teachers

Other School Personnel

Parents or Community Members

Students (at the Secondary Level)

Section B: Term of Office

SSC members shall be elected for no less than a two-year term. At the first regular meeting of the SSC, 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 SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members remove a member for the following reasons:

1. Has moved from the area.

2. Can no longer perform the requirements of membership.

Any member may terminate his/her/their membership by submitting a written letter of resignation to the SSC President.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by appointment by the President or a new election.

Article III Officers

Section A: Officers

The officers of the SSC shall be President, Vice-President, and Secretary. In addition, the SSC may add other officers as deemed desirable (i.e. District Advisory Committee representative).

The President shall:

- Preside at all meetings of the SSC.
- Sign all letters, reports and other communications of the SSC.
- Perform all duties incidental to the office of the President.
- Prepare the agenda for the meetings.

The Vice-President shall:

- Represent the President in assigned duties.
- Substitute for the President in his/her/their absence.

The Secretary shall:

- Take and keep minutes of all regular and special meetings of the SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the SSC.
- Keep a register of the names, addresses, email and telephone numbers of each member of the SSC, and others with whom the SSC has regular dealings, as furnished by those persons.

The duly-appointed District Advisory Committee representative shall:

- Attend all monthly meetings held by the District Advisory Committee.
- Report to the SSC the news from the meetings.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SSC, and shall serve for at least two years, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by two-thirds vote of all the members.

Section D: Vacancy

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

**Article V
Meetings of the School Site Council**

Section A: Meetings

The school site council shall meet regularly on the second Tuesday of September, November, January, March, and May. Special meetings of the SSC may be called by the President, principal, or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including disabled persons, is unavailable. Alternate meeting places may be determined by the President, principal, or by majority vote of the SSC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings 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 newsletter and school website.

All required notices shall be delivered to SSC and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally, or by mail (or by email).

Section D: Quorum

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

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by *Education Code* Section 3147c, and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council. The SSC will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

All meetings of the SSC and of committees established by the school site 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**

Any amendment of these bylaws may be made at any regular meeting of the SSC council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the SSC members at least 5 days prior to the meeting at which the amendment is to be considered for adoption.