

ANTIOCH UNIFIED SCHOOL DISTRICT

**John Muir Elementary School
Antioch, CA**

School Site Council

Bylaws



ANTIOCH UNIFIED SCHOOL DISTRICT

Article I. Name

The name of this organization shall be the John Muir Elementary School Site Council.

Article II. Purpose

The purpose of the council shall be to jointly develop a school plan that addresses the educational goals for any grant, state and/or federal categorical funds allocated to the school, specifically by:

1. Conducting an annual evaluation of the content and effectiveness of the academic qualities of all school programs.
2. Support the development of a school plan that is based upon a thorough analysis of student academic performance and takes action that is sound, comprehensive and coordinated to the stated goals in improving student academic achievement.
3. Review, approve and submit a single, school plan to the Board of Education that meets content requirements, including district governing board policies.
4. Monitor the on-going implementation of the school plan and make recommendations for modifications as needed.

Article III. Membership

Section 1. Composition of School Site Council and mode of selection:

The council must be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel and (b) parents of pupils attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At the secondary level, a student representative can comprise a portion of (b) parent representatives. Teachers, parents, and student representatives are elected to the council by their peers. All other representatives are appointed by the site administration. Individuals running for membership, who are not elected, may, upon request, be placed on an alternate list. Alternates may be called upon to act in place of a regular member or fill a vacancy.

Section 2. Term of Membership:

All council members shall serve for a three-year term.

ANTIOCH UNIFIED SCHOOL DISTRICT

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. Proxy voting and absentee ballots are not permitted unless the bylaws are amended to permit them.

Section 4. Termination of Membership:

A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization to which he/she was selected to represent. Membership shall automatically terminate for a member who is absent from three consecutive regular meetings.

Section 5. Transfer of Membership:

Membership in the council is not transferable or assignable.

Section 6. Alternates

A council member may send an approved alternate. An alternate shall have voting power for that meeting, when acting in place of the regular member, and the presence of an alternate shall not relieve a member from the effect of Section 4 of this Article.

Section 7. Resignation

Any member may resign by submitting a written resignation.

Section 8. Vacancy

Any vacancy on the council shall be filled for the remainder of the un-expired term by majority vote of the council from the alternate list, if available, or from the general parent population.

Section 9. Election to Membership:

Election of teachers, parents, or students for the ensuing school year shall take place prior to October 15th. Notice of the meeting shall be sent to all parents and shall be publicized in the community.

ANTIOCH UNIFIED SCHOOL DISTRICT

Article IV. Officers

The officers of the council shall consist of a president, vice-president, and secretary. The president shall be a parent representative. Officers shall be elected by the council on an annual basis and shall be members of the council.

Article V. Duties of Officers

The **president** shall preside at all meetings of the council, shall be an ex-officio member of all subcommittees, and shall appoint special committees.

The **vice-president** shall assist the president and shall perform the duties of the president in the absence of the president.

The **secretary** shall be responsible for taking and recording minutes of meetings and shall handle any correspondence.

Article VI. Subcommittees

Subcommittees shall be appointed as required to promote the objectives of the School Site Council.

Article VII. Meetings

- Section 1. A minimum of three regular meetings shall be held during the school year. The date, time, and place of the meetings shall be decided by the council.
- Section 2. Special meetings may be called by the council chairperson or by a majority of the council members.
- Section 3. Notification of all regular and special meetings shall be duly publicized not less than five days prior to the meeting.
- Section 4. All meetings shall be open to the public.
- Section 5. A quorum shall consist of 51 percent of the elected council members.

ANTIOCH UNIFIED SCHOOL DISTRICT

Article VIII. Parliamentary Authority

Robert's Rules of Order (Revised) shall govern the council in all matters of parliamentary procedure.

Article IX. Amendments

These bylaws may be amended at any regular meeting of the council by a two-thirds vote, provided such amendments are submitted by mail to the membership one week prior to the meeting.

Article X. Ratification

The bylaws shall be in effect when adopted by a two-thirds vote of the School Site Council.