

Ruben S. Ayala High School
School Site Council Bylaws

Article I NAME OF COUNCIL:

The name of this committee shall be the Ruben S. Ayala School Site Council.

Article II PURPOSE:

The purpose of this council shall be to:

1. Develop and recommend the school plan.
2. Have on-going responsibility to review with the principal, teachers, other school personnel, parents, and students in the implementation and assessment of the school program.
3. Annually evaluate the school plan and, if necessary, make modifications to reflect changing needs and priorities.
4. Establish a school budget consistent with the Education Code.

Article III MEMBERSHIP:

Section 1: The council shall be composed of the principal, an administrator, and eight teachers elected by teachers at the school; two other school personnel elected by such parents; and six students elected by students attending the school. A minimum of one alternate shall be elected by each group listed above. Council members representing parents shall not be employees of Ayala High School.

Students will need teacher, counselor, or administrator signature and parent signature to be put on ballot.

Section 2: At each council meeting, the representatives entitled to vote shall be all elected representatives in attendance. Alternate representatives will vote in the absence of the elected representatives. Selection of which alternate(s) is to vote will be determined by a random process.

Section 3: Registration will be accepted upon written notice to the chairperson of the council.

Section 4: Membership shall automatically terminate for any representative or alternate who is absent from three consecutive regular meetings except that the council may declare that special circumstances exist and reinstate the member or alternate if it so desires.

Section 5: Members shall serve for two school year terms in their elected position. Council Representatives and Alternate Representatives may seek re-election at the end of their term.

Section 6: Should a vacancy occur on the council, an alternate of the particular group involved shall fill the position.

Section 7: The meetings shall be open to all interested community members, students, and school personnel on an observation basis.

Article IV **OFFICERS** – The officers of the council shall be:

Section 1 – Principal (or designee)

- A. Advises the council
- B. Makes certain that the programs approved by the council are in harmony with other programs and policies of the school.

Section 2 – Chairperson

- A. Chairs and sets meeting dates
- B. Facilitates group decision making
- C. Communicates the purpose and accomplishments of the council to the various constituencies.

Section 3 – Vice Chairperson

- A. Assumes chairperson’s duties in conducting meetings in the absence of the Chairperson

Section 4 – Coordinator

- A. Works directly with school site council.
- B. Appointed by the principal with the consent of the council.
- C. Coordinates the activities of the council and other school entities
- D. Serves as a liaison person with the State Department of Education and the School District Office.
- E. Appoint a secretary to the council.

Article V **STAFF** – The staff will consist of teachers who are currently employed at Ayala High School.

- A. Are elected by their own peer group
- B. Will be responsible for input in the preparation of the school plan

Article VI **MEETING A QUORUM**

Section 1 – The School Site Council shall meet once a month or as deemed necessary to conduct business by the council.

Section 2 – A simple majority reflecting representation from parents, staff, and student categories of the membership shall constitute a quorum.

Article VII **DUTIES** – It shall be the duty of all council members and alternates to attend all meetings of the council.

Article VIII **ELECTION OF THE CHAIRPERSON**

Section 1 – The chairperson shall be elected at a regular meeting of the council. All members must have been notified

Section 2 – The chairperson shall serve a term of one academic year. The chairperson shall assume his/her duties at the meeting following his/her election.

Article IX **TASK FORCE**

Section 1- The chairperson in agreement with the principal shall appoint all task forces

Section 2 – Task forces may consist of parents, teachers, and students who need not necessarily be members of the council.

Section 3 – All task forces shall be Ad HOC

Article X **COMMITTEES**

The chairperson in agreement with the principal shall appoint such committees as he or she considers necessary at any time, or as directed by the council. The Site Council Nominating Committee shall be appointed by the chairperson. Before the October meeting of the year terms are to expire, the committee shall supervise the election of new members in accordance with the Education Code and School Board Policy. If a vacancy occurs on the council for which no alternate is available, the committee shall supervise the election of a new member.

Article XI **ORDER**

The meetings shall be governed by these bylaws and by Robert's Rules of Order

Article XII **AMENDMENTS**

Amendments to these bylaws may be proposed at any regular meeting of the council. If any amendment receives a two-thirds vote of the membership, it shall be approved.