

# **Ruben S. Ayala High School**

## **School Site Council Bylaws**

### **October 2023**

#### **Article I: DUTIES OF SSC (School Site Council)**

- The SSC (School Site Council) of Ayala HS, referred to as SSC, shall carry out the following duties:
  - Obtain recommendations for, and review of, the proposed SPSA (School Plan for Student Achievement) from all school advisory committees
  - Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
  - Recommend the SPSA and expenditures to the governing board for approval
  - Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
  - Make modifications to the SPSA whenever the need arises
  - Submit the modified SPSA for governing board approval whenever a material change is made in planned activities or related expenditures
  - Annually (and at least each semester) evaluate the progress made toward school goals to rise the academic achievement of all students
  - Carry out all other duties assigned to the SSC by the district governing board and by state law

#### **Article II: MEMBERS**

- Section A – Composition
  - The SSC shall be composed of 12 members, selected by their peers, as follows:
    - 1 school administrator (principal/vice principal)
    - 3 or 4 classroom teachers
    - 1 or 2 other school staff members
    - 5 parents/guardians or community members
    - 1 student
  - SSC members chosen to represent parent/guardians may be employees of the school district if they are not employed at Ayala
- Section B – Term of Office
  - SSC members shall be elected for 2-year terms
  - 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 given to a vote of the SSC. Absentee ballots shall not be allowed.
- Section D – Termination of Membership
  - The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may end his/her membership by giving a written letter of resignation to the SSC chairperson.
- 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 a new member selected in an appointment of the SSC for the period of time until the next regular election.

#### **Article III: OFFICERS**

- Section A: Officers
  - The officers of the SSC shall be a chairperson, vice-chairperson, and secretary

- The chairperson shall:
  - Preside at all meetings of the SSC
  - Sign all letters, reports, and other communications of the SSC
  - Perform all duties incident to the office of the chairperson
- The vice-chairperson shall:
  - Represent the chairperson in assigned duties
  - Substitute for the chairperson in his/her absence
- The secretary shall:
  - Keep minutes of all regular and special meetings of the SSC
  - Transmit true and correct copies of the minutes of such meetings to the members of the SSC
  - Upload minutes, agenda, and attendance roster to Title 1 Crate
  - Be custodian of the records of the SSC
  - Keep a register of the names, addresses, and phone numbers of each member of the SSC
  - Perform all duties as are assigned by the chairperson or the SSC
- Section B: Election and Terms of Office
  - The officers shall be elected annually at the first meeting of the SSC and shall serve for one year
- Section C: Removal of Officers
  - Officers may be removed from office by a two-thirds vote of all 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 IV: MEETINGS OF THE SSC**

- Section A: Meetings
  - The SSC shall meet regularly on the selected school day of each month. Special meetings of the SSC may be called by the chairperson 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 handicapped persons, is unavailable. Alternate meeting places may be decided by the chairperson 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 beforehand. Changes to the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: school website and school communication.
  - All required notices shall be delivered to the SSC and committee members no less than 72 hours and 5 days before the meeting.
- 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.

#### **ARTICLE V: AMENDMENTS**

- An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 1 day before the meeting at which it is to be considered for adoption.