

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Woodcrest Junior High School**

**School Site Council**

**BYLAWS**

**ARTICLE I-NAME**

The name of this committee shall be School Site Council of Woodcrest Junior High School, hereinafter referred to as SSC.

**ARTICLE II-PURPOSE**

The purpose of the SSC shall be to advise the Administration on issues affecting the education of the students at Woodcrest Junior High School, including, but not limited to, all matters pertaining to parental involvement in the review, planning and improvement of State Compensatory Education (SCE), and English Learner programs and other services in order to increase student academic achievement.

**ARTICLE III-MEMBERS**

**A. COMPOSITION**

The needs and resources of the school require that SSC representatives be recruited from a broad range of interested persons and that there be a maximum effort to involve parents of children who will participate in the school's SCE and Title I programs. In order to satisfy this requirement, no less than 51% of the voting representatives shall be parents of children who participate in SCE and Title I programs. The minimum standards for representation on the SSC shall be as follows:

1. Parent Representative Member: Shall be nominated and elected by Woodcrest Junior High School parents. The number of parent representatives elected to serve on the SSC shall be five.
2. Teacher Representative Member: Shall be nominated and elected by the Woodcrest Junior High School teachers. The number of teacher representatives elected to serve on the SSC shall be three.
3. Other Staff Representative Member: Shall be nominated and elected by Woodcrest Junior High School Classified Staff. The number of other staff representatives elected to serve on the SSC shall be one.
4. The Principal shall be a non-voting participant of the SSC
5. Member: Any person who is committed to the SSC's purpose as stated in Article II – PURPOSE.

**B. RIGHTS AND LIMITS**

1. Parent Representatives may vote on all business that comes before the SSC, serve as officers and on all committees as member or chair.
2. Members may serve as a committee member and may vote on all business that comes before the committee. They shall not have a vote on business that comes before the SSC, they shall not serve as SSC officer and shall not serve as a committee chair.

**C. TERM**

All representatives to the SSC shall be nominated and elected to serve for a **two-year period**. If a representative so desires, and if nominated and elected, the representative may serve additional terms.

#### **D. TRANSFER OF REPRESENTATION**

Representation is not transferable.

#### **E. ALTERNATE**

One alternate representative may be elected by each participating group (Teacher, Parent, Other Staff). An Alternate shall have a vote in the absence of a Representative but this does not relieve the Representative of the commitment of regular attendance.

#### **F. VACANCIES**

Persons shall be selected to fill unexpired terms of representatives through nomination to SSC and vote by SSC.

#### **G. RESIGNATION**

A Representative may vote only if membership with the represented group is maintained. A Representative may resign by submitting a written resignation to the secretary prior to a regular executive board meeting. Representation shall be automatically considered resigned by any person who is absent from three consecutive regular meetings.

### **ARTICLE IV-OFFICERS**

#### **A. OFFICERS**

The officers of the SSC are Chair, Vice Chair and Secretary.

#### **B. ELECTIONS**

Elections shall be held at the regular meeting in September. A majority shall elect. In the event there is but one nominee for any officer, the vote for that office may be taken by voice vote.

#### **C. TERM OF OFFICE**

All officers shall serve for a term of two years or until their successors are elected. Terms shall begin on October 1<sup>st</sup>. Officers may serve consecutive terms.

#### **D. VACANCIES**

A vacancy in the office of chair shall be filled by the vice-chair of membership for the unexpired term of the president. A vacancy in any other office shall be filled by recommendation by the officers with the approval of the SSC at the next available opportunity.

#### **E. REMOVALS**

Officers may be removed from office at any regular or special meeting of the SSC by a two-thirds vote of Representatives present, provided that written notice has been provided during the prior regular meeting and the action item is on the agenda.

#### **F. DUTIES OF OFFICERS**

Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the SSC.  
Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

1. 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
- Have other such duties as are prescribed by the SSC

2. The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

3. 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 members of the SSC.
- Provide the school secretary with a copy (school secretary/Admin will upload minutes, agenda and attendance roster to Title 1 Crate)
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

## **ARTICLE V-MEETINGS**

### **A. QUORUM**

A quorum shall be a minimum of two Representatives in attendance.

### **B. MEETINGS**

1. The SSC shall meet a minimum of four (4) times during an academic school year (September through May).
2. Special meetings may be called by the chair, a majority of the Board, provided that seven (7) days previous written notice is given.

### **C. MEETING AGENDA**

It shall be the responsibility of the Principal together with the SSC Chair to prepare an agenda prior to each SSC meeting.

### **D. NOTICE OF MEETINGS**

Notice of meetings shall be sent to appropriate district staff and representatives and each school site administrator for posting 48 hours prior to said meetings.

### **E. MEETING LOCATION**

The SSC shall hold its regularly scheduled meetings and its special meetings at a CVUSD facility or via online forum.

## **ARTICLE VI-PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, Chino Valley Unified School Board Policy and Administrative Regulations, California Code of Regulations, California Education Code, and United States Federal Education Law and Regulations.

**ARTICLE IX – AMENDMENTS OF AUTHORITY**

These bylaws may be amended by the voting membership at any regular meeting of the SSC by a two-thirds vote, provided that the written amendment has been provided at the prior meeting.

**ARTICLE X – OPEN MEETINGS**

SSC, Board and Committee meetings shall be open to the public. Meetings shall provide for public comment. All meetings shall be held at regular intervals except for special meetings. Agendas, times, places and quorums as determined by members shall be properly noticed.

In witness thereof, the Principal of Woodcrest Junior High School CVUSD, and the Chair of the Woodcrest School Site Council have caused these bylaws to be duly executed on the 22<sup>nd</sup> day of September, 2021.

Signed \_\_\_\_\_

Principal

Signed \_\_\_\_\_

SSC President

## SCHOOL SITE COUNCIL COMMITTEE OFFICER RESPONSIBILITIES

### Chair

1. Calls the meeting to order.
2. Keeps meeting to its order of business and has planned agenda.
3. Handles discussion in an orderly way:
  - a) Gives every member who wishes it a chance to speak
  - b) Tactfully keep all speakers to rules of order and to the questions
  - c) Should give pro and con speakers alternating opportunities to speak
4. Does not enter into discussion except to clarify or summarize
5. States each motion before it is discussed and before it is voted upon
6. Puts motion to vote and announce outcome
7. May vote when his/her vote would change outcome or in any case when voting is by ballot
8. Should be familiar enough with parliamentary law to inform assembly on proper procedure
9. May appoint committees when authorized to do so
10. May suggest motions, (e.g. for adjournment), but not make them

### Vice Chair

1. Shall represent the President in assigned duties
2. Shall substitute for the President in his or her absence

### Secretary

1. Keeps an accurate record of each meeting, including the minutes:
  - Kind of meeting (regular, special, etc.)
  - Date, hour, and place of meeting
  - Approval of previous minutes
  - Record of reports
  - Record of each main motion with name of person who made it. Record of all other motions
  - Record of counted votes
  - Time of adjournment
  - Signature and title of secretary
2. Keeps an up-to-date roll of members
3. Keeps copy of by-laws with amendments properly entered
4. Keeps a record of all committees
5. Provides list of pending and potential business for President before meeting
6. Handles correspondence of organization.
7. Notifies member of meetings (e.g. if a special meeting is called)