



BYLAWS OF THE SACRAMENTO CHARTER HIGH SCHOOL SITE COUNCIL

(Proposed February 6, 2012; Approved February 6, 2012)

Bylaws

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Article I – Duties of School Site Council

The School Site Council (SSC or Council) of Sac High (SCHS) shall carry out the following duties:

- Develop and approve the Local Education Agency (LEA) Plan and School-Wide Plan (referred to collectively as the “Plans”) in accordance with all state and federal laws and regulations.
- Recommend the Plans and related expenditures to the SHPS Board of Directors for approval.
- Provide ongoing review of the implementation of the Plans with SCHS principals, teachers and staff members.
- Modify the Plans whenever the need arises.
- Develop, modify and approve (yearly) the SHPS Parent Involvement Policy (PIP)
- Recommend the PIP to the SHPS Board of Directors for Approval
- Act as the English Learner Advisory Committee (ELAC) and fulfill all duties of this committee as required by law
- Carry out all other duties as necessary under state and federal law

Article II – Members of School Site Council

A. Composition of School Site Council

The Council shall be composed of at least fifteen (15 + ELL parent as necessary) members as follows:

1. SCHS Principal(s);
2. Four (4) certificated teachers;
3. Two (2) non-certificated school-staff members;
4. Four (4) parents/community members;
5. Four (4) students; and
6. At least one (1) English Language Learner parent (as necessary to form ELAC)

B. Selection of Members and Terms of Office

1. SCHS Principal(s)

All Principals of SCHS are automatically selected to the SSC

2. Teachers (4)

The teacher members shall be selected by a vote of all teachers at SCHS. The terms of office for the teacher members shall be one year with the option to continue for a 2nd term. The selection of new teacher members shall take place at the beginning of each school year.

3. Non-certificated Staff Members (2)

The non-certificated staff members shall be selected by a vote among the non-certificated staff. The term of office for the non-certificated staff member is one year. The selection of the non-certificated staff members shall take place at the beginning of each school year.

4. Parents/community members (4)

The parent-members shall be selected by a vote of all SCHS parents. The terms of office for the parent-members shall be one year with the option to continue for a 2nd terms. The selection of new parent members shall take place at the beginning of each school year.

5. Students (4)

Nominations for student members (one from each grade) shall be taken from teachers at the beginning of each school year. All nominated students will be placed on a ballot (by grade) and voted upon by all students in that grade level. The term of office for student members shall be one year. The selection of new student members shall take place at the beginning of each school year.

6. Parent of an English Language Learner (at least one as necessary to form ELAC)

The ELL parent members shall be selected by a vote of all ELL parents. The terms of office for the parent-members shall be one year with the option to continue for a 2nd term. The selection of new ELL parent members shall take place at the beginning of each school year.

C. Voting Rights

Each Council member is entitled to one (1) vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots or proxies shall not be permitted.

A deadlock occurs when a vote on any issue results in an identical number of votes in support of an issue as the number of votes against an issue. In the event of a documented deadlock, the Chairperson of the Council may elect to re-open discussion on the matter followed by another vote. In the alternative, the Chairperson may elect to end a deadlock by counting only the votes of the Council's officers (Chairperson, Vice-Chairperson and Secretary) on a particular matter.

D. Termination of Council Membership

The Council may, by an affirmative vote of two-thirds of all of its members, suspend or expel a member from the Council. Any Council member may terminate his or her membership by submitting a signed letter of resignation to the Council Chairperson.

E. Transfer of Membership

Council membership may not be assigned or transferred.

F. Vacancy

Any vacancy shall be filled by placing the teacher, staff, student, parent/community member who received the next highest number of votes from their peers in the initial school year election.

Article III – Officers of School Site Council

A. Officers

The officers of the Council shall be a chairperson, vice-chairperson, and secretary:

The Chairperson shall:

- Preside at all of the Council meetings and ensure compliance with parliamentary rules.
- Sign all letters, reports and other communications on behalf of the Council.
- Perform all duties incident to the office of the Chairperson.
- Perform other such duties as assigned by the Council.

The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his or her absence.
- Perform other such duties as assigned by the Council.

The Secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Transmit true and correct copies of the minutes of such meetings to Council members and to the SHPS Superintendent's office.
- Provide all notices in accordance with these bylaws.
- Prepare and post copies of meeting agendas at least 24 hours before the meeting.
- Be custodian of all records of the Council.
- Keep a register of names, addresses and telephone numbers of each Council member.
- Perform such other duties as assigned by the chairperson.

B. Election and Terms of Office

The term of each officer shall be for one (1) year expiring at the last meeting or until a successor has been elected. The officers shall be elected annually at the first regular meeting of the school year.

C. Removal of Officers

Any officer may be removed from their office by a two-thirds vote of the Council members.

D. Vacancy

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

Article IV – Committees

A. Sub-committees

The Council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the Council. No sub-committee may exceed the authority of the Council.

B. Other Standing or Special Committees

The Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the Council. No such committee may exercise the authority of the Council.

C. Membership

Unless otherwise determined by the Council, the Council chairperson shall appoint members of the standing, special or sub-committees. A vacancy shall be filled by appointment made by the Chairperson. Membership of standing or special committees may include non-members of the Council who are members of the SCHS community.

D. Terms of Office

The Council shall determine the terms of office for members of any committee.

E. Rules

Each committee may adopt rules for its own government provided said rules are not inconsistent with these bylaws or rules adopted by the Council, or policies of the SHPS Board of Directors.

F. Quorum

A majority of the members of a committee shall constitute a quorum, unless otherwise determined by the Council. The act of the majority of the members shall be the act of the committee, provided a quorum is in attendance.

Article V – Meetings of the School Site Council

A. Meetings

The Council shall meet monthly at a time and day to be determined by the Council at the first regular meeting of the school year. Special meetings may be called by the Chairperson or by a majority vote of the Council.

B. Place of Meetings

The Council shall hold its regular meetings at a facility provided by SCHS. Alternative meeting sites may be selected by the Chairperson or by a majority vote of the Council.

C. Notice of Meetings

Written public notice shall be given of all Council meetings at least seventy-two (72) hours in advance of the meeting. The Notice and Agenda for any meeting shall be posted in a conspicuous place of public viewing as in accordance with state law. All required notices shall be delivered to Council members no less than seventy-two (72) hours in advance of any meeting, either personally or by mail/e-mail.

D. Quorum

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

E. Conduct of Meetings

Meetings of the Council shall be conducted in accordance with Robert’s Rules of Order or an adaptation thereof approved by the Council.

F. Meetings Open to the Public

All Council meetings shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this Article.

Article VI – Amendments

An amendment of these bylaws may be made at any regular or special meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the council members at least seven (7) days prior to the meeting at which the amendment is to be considered for adoption.