



# San Diego Unified School District

JAMES MADISON HIGH SCHOOL  
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## JAMES MADISON HIGH SCHOOL (Adapted by California Department of Education guidelines) School Site Council (SSC) Bylaws

### **Article I:**

#### **Duties of the School Site Council**

The school site council of JAMES MADISON HIGH SCHOOL, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student achievement from all school advisory committees
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
- Recommend the plan and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually, (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the council by the district governing board and by state law

### **Article II**

#### **Members**

##### Section A: Composition

Beginning the 2008-09 school year, the council shall be composed of 20 members, selected by their peers, as follows:

- 1 principal or designee
- 7 classroom teachers
- 2 other school staff members
- 5 parents or community staff members
- 5 students

The school principal or designee shall be a standing member of the council. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. In addition, there shall be elected an alternate representing each membership category. Such alternate shall be permitted to vote in place of the elected member during that specific call to order.

##### Section B: Term of Office

Council members shall be elected for 2-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

##### Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. All votes by this body will be conducted by hand. Absentee ballots shall not be permitted and voting by proxy is not allowed.

#### Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. Membership shall automatically terminate for any member who is absent from three regularly scheduled meetings.

#### Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by the seating of a previously elected alternate member to fill the remainder of the term of the vacancy.

#### Section G: Election of Council Members

The school principal will be a standing member of the council.

Certificated staff and other staff elections will be held in September. The certificated and other staff membership will be elected into rotational positions of two years (refer to Article II, Section B). Nominations and elections will be led by certificated and other membership. If there are fewer nominations received than positions vacant, the nominees will automatically be accepted as representatives.

Nominations for parent representatives will be taken between June and mid-September. Elections will be held in September or October (prior to the October council meeting). Announcement of the nominations will be included in the registration packet mailed to all families in July or August and through the auto dialer in September. Elections will be held during Fall Open House or the Title I parent meeting. If there are fewer nominations received than positions vacant, the nominees will automatically be accepted as representatives.

Student elections will be held in September or October (prior to the October SSC meeting). Announcements of the nominations will be made during Advisory class and/or through the school bulletin. Elections will be led by the ASB. If there are fewer nominations received than positions vacant, the nominees will automatically be accepted as representatives.

## **Article III**

### **Officers**

#### Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

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 council
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

#### Section B: Election and Terms of Office

The officers shall be elected annually, at the 1st meeting of the new council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

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

Section 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**

Section 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. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

Section B: Other Standing and 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.

Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

## **Article V**

### **Meetings of the Council**

Section A: Meetings

The council shall meet once a month. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings may be publicized in the following venues: e-mail, bulletin boards, school website, and marquee. All required notices shall be delivered to the council no less than 72 hours, and no more than 7 days in advance of the meeting, either personally, by mail, or e-mail.

Section D: Quorum

The act of the 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 (51% or greater) shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with ***Robert's Rules of Order*** or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**Article VI**  
**Documents**

Section A:

The following financial documents will be made available to each member:

- Current school site budget workbook
- Quarterly expenditure report

**Article VII**  
**Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.

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Respectfully submitted  
SSC Secretary

October 16, 2007  
Bylaws adopted