

**WELLS MIDDLE SCHOOL**  
**SCHOOL SITE COUNCIL**  
**BY-LAWS**

*Article I Name*

The name of this committee shall be the Wells Middle School - School Site Council (SSC)

*Article II Purpose*

The purpose of this council shall be to:

1. Develop and recommend the school improvement plan.
2. Have ongoing responsibility to review with the principal, teachers, other school personnel, and students the implementation of the school improvement program and to assess periodically the effectiveness of the program.
3. Annually review the school improvement plan, establish a new school improvement budget consistent with the Education Code, and if necessary make modifications in the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the Education Code.
5. The SSC will monitor the spending of budgetary funds on a monthly basis in order to assess risks and opportunities.

*Article III Membership*

1. The council shall be composed of the principal and representatives of teachers **elected** by teachers at the school; other school personnel **elected** by other school personnel at the school; parents of students attending the school **elected** by such parents.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents or other community members selected by parents.

Classroom teachers shall comprise the majority of those persons representing school staff.

Council members representing parents, other community members, or students shall not be employees of the school district.

2. The membership of this committee shall not exceed 14.
3. Resignations will be accepted only upon written notice to the chairperson.
4. Members shall be nominated in the spring and elections will take place at Open House. Members shall serve for two years or until a successor has been elected.

#### *Article IV Officers*

The offices of this council shall be a chairperson, a vice chairperson, a secretary and a parliamentarian. The parliamentarian shall be elected by the majority at the first meeting of the newly elected council.

#### *Article V Meetings and Quorum*

1. Meetings shall be scheduled for the first Tuesday of each month as agreed upon by the members. Additional meetings will be held as needed.
2. A simple majority of the membership shall constitute a quorum.

#### *Article VI Amendment*

These by-laws may be amended at any regular meetings by a two-thirds vote of the membership.

#### *Article VII Duties of the Officers*

1. It shall be the duty of the chairperson to preside at all meetings.
2. In the absence or disability of the chairperson, the vice-person shall assume the duties of the chairperson.
3. Should both senior officers be unavailable, the secretary shall preside.
4. The secretary shall keep the minutes of all meetings, send notices of meetings and/or agenda, attend to correspondence, and send out publicity as directed.
5. The parliamentarian shall keep order and help adhere to the by-laws.

## *Article VIII Duties of Council Members*

It shall be the duty of all council members to:

1. Attend all meetings.
2. Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

## *Article IX Election of Officers*

1. Should there be two or more candidates for an opening election of officers will be held during the month of May. Written notice shall be included in parent newsletters, school newsletters and e-mail notifications.
2. New officers shall assume their duties at the June meeting.
3. No member shall hold the same office more than two years in succession.
4. Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

## *Article X Committees*

1. The chairperson shall appoint such committees as he or she considers necessary at any time, or as directed by a majority of the members present.
2. The nominating committee shall consist of three council members. At the June meeting, a preliminary ballot of new SSC members will be set for the election at "Back to School Night".
3. Standing committees. Standing committees, if appropriate and their functions will be listed as needed.

## *Article XI Amendments*

1. These by-laws may be amended at any meeting, a quorum being present.
2. The meetings will be governed by these by-laws, and any dispute will be settled by Robert's Rules of Order.