

# JOHN GREEN ELEMENTARY SCHOOL SCHOOL SITE COUNCIL BY-LAWS

## Article I NAME

The name of the council shall be the John Green School Site Council (“the SSC”).

## Article II PURPOSE

The purpose of the council shall be to:

1. Develop and recommend the School and Library Improvement Plan.
2. Review with the principal, staff and students the implementation of the School and Library Improvement Program and to assess the effectiveness of the program.
3. Annually review the plan, establish a budget consistent with the Ed. Code and, if necessary, make modifications to the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the Ed. Code or School Board

## Article III MEMBERSHIP

1. The SSC shall consist of 10 members.
2. Half the members include the principal, certificated and classified personnel. Classroom teachers must be a majority of the school employee group.
3. Half the members are parents of Green school students or other community members (“Parent Members”).
4. All members are elected to serve a two year term.
5. A member shall no longer hold membership should he/she cease to be a resident of the area and no longer meet the membership requirements under which they were elected. Resignations will be accepted upon notice to the chairperson.
6. Any vacancy on the council shall be filled by a member of their respective peer group for the remainder of the school year.
7. At each April meeting of the SSC, the existing members shall state whether their intention is to serve on the SSC during the next school year or to vacate their seat on the council. If SSC vacancies are expected, the Site Council shall solicit new members during the month of April.
8. At each May meeting of the SSC, the council shall determine the number of expected open Parent Member seats on the council and the number of Parent Member candidates for those seats for the next school year. If the number of candidates exceeds the number of open seats, the Parent Member candidates shall be elected by parents of John Green Elementary School students in an election to be held during the month of May.
9. Certificated and classified candidates shall be elected by a special election in May for all school employees.
10. At each June meeting of the SSC, the council shall formalize the results of the member elections held in May, and approve any new SSC members for the next school year.

#### Article IV OFFICERS

1. The officers of the council shall be the chairperson/co-chairperson, secretary and parliamentarian.
2. The officers of the council shall be elected in June by the council and serve for the next school year.

Any elected SSC member can serve on the District Superintendent's Council.

#### Article V MEETING and QUORUM

1. A simple majority, one more than half of the active members, shall constitute a quorum to conduct business.
2. Meetings shall be held monthly. Special meetings may be called by the chairperson.
3. All meetings of the council shall be at Green School and be open to the public.

#### Article VI AMENDMENTS

1. The by-laws may be amended at any meeting by a quorum present, providing the amendment has been submitted in writing to all members at least 7 days prior to the date of the meeting.

#### Article VII ELECTION PROCEDURE

1. All officers shall be elected by ballot in June, and announced in the school newsletter.
2. New officers shall assume their duties at the first meeting in September.
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 VIII DUTIES OF THE OFFICERS

1. It shall be the duty of the chairperson to preside at all meetings.
2. In the absence and/or disability of the chairperson, the vice chairperson 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 the meetings, send notices of meeting 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 IX COMMITTEES

1. The chairperson shall appoint such committees as he or she considers necessary at any time, or as directed by a quorum of the members present.
2. The nominating committee for SSC officers shall consist of at least three council members. At the May meeting, a preliminary ballot of SSC officer candidates will be set for the election.
3. Standing committees, if appropriate and their functions will be listed as needed.

#### Article X MEETING ATTENDANCE

1. Three consecutive, unexcused absences from meetings will be a cause for membership termination on the SSC.
2. Membership termination will be reviewed by a special committee appointed by the Chairperson and approved by the SSC membership.
3. After two consecutive, unexcused absences, the Chairperson will send a letter to the SSC member and advise that membership termination may occur after three consecutive unexcused absences.
4. A terminated member will receive a Letter of Termination from the Chairperson.
5. A terminated member shall be replaced. (See under By-Laws Article 3 #6.)

Revised, and Approved October 3, 2010