**Bylaws**

*Note: The Tanque Verde School District Governing Board has the legal authority to govern the operations of the schools in the District. It is the philosophy of the District that the District's schools belong to, and are the responsibilities of their respective communities*. As *such, the Governing Board has created school councils to provide parents and community members of each school site the opportunity to provide input into the decision-making pro*cess.

*It is also the philosophy of the District that school employees are valued, informed participants in the operation of the District's school*s. *A*s *such, they are given representation on the school council.*

**ARTICLE I**

**Role of Council**

The School Site Council serves in an advisory capacity to the principal. The principal will seek formal or informal advice, within district policy and procedure guidelines, from the council on a variety of issues. Formal action will require an official, recorded vote. Typically, each action or vote will be preceded by discussion and a formal recommendation from the principal. Issues requiring formal action of the Council are as follows:

* annual goals for the school
* student discipline rules and procedures
* student and parent handbooks
* local education enrichment plans
* student field trips council meeting times and formats
* annual school budget

The principal may also seek informal, or formal, advice from the Council on other issues. These issues may include, but not be limited to, the following:

* selection and scheduling of school activities
* curriculum
* selection of employees
* recognition of students and employees
* communication with parents and the community
* school calendar
* master schedules local in-service for staff
* special programs and activities
* dress code parent satisfaction sur*v*ey

The principal is not bound by any action of the Council.

If an administrative vacancy occurs at the school, the superintendent will seek input from Council members on the filling of that vacan*c*y.

Council members may be called upon to serve as members of district-level advisory committees

 **ARTICLE II**

 **Members**

**Section 1 - Size and Composition**

The School Site Council shall be composed of up to ten members consisting of three full time teachers selected by teachers at the school, one classified school staff member selected by classified employees at the school, three parents and two community members selected by parents and community members served by the school. The principal shall serve as an ex-official member of the council.

Council members filling a parent or community member seat must be at least 18 years of age. Parent members must have a student enrolled at the school they are representing. Parent or guardian may be eligible to represent if they are employed with the district in any capacity. No more than one member of an immediate family may serve on the Site Council.

**Section 2 - Term of Office**

All members of the council shall serve for no less than one year and up to two, consecutive two-year terms.

**Section 3 - Elections**

In the instance that there are more candidates than open seats, Site Council members will be elected on an annual basis and the public will have input. Notice will be posted and provided to parents of all students served by the school through school and PTSG publications.

**Section 4 - Voting Rights**

Each member shall be entitled to cast a vote on each matter submitted to the council. The principal shall not have voting rights.

**Section 5 - Termination of Membership**

A member shall no longer hold membership should he or she no longer meet the requirements under which he or she was selected; e.g. a parent ceases to have a student in attendance, a teacher no longer being employed by the school. Membership shall automatically terminate for any member who is absent for two consecutive meetings without advance notice. The council, with an affirmative vote of two-thirds of all of the members, can suspend or expel a member.

**Section 6 - Transfer of Membership**

Membership in the Site Council is not transferable or assignable.

**Section 7 - Resignation**

Any member may resign by filing a written notice to the Site Council.

**Section 8 - Vacancy**

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the Site Council. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

**Section 9 - Responsibilities**

Council members will abide by the spirit of the "TVUSD Governing Board Code of Ethics," Council members participate in a Council self-evaluation process.

 **ARTICLE III**

**Officers**

**Section 1 - Officers**

The officers of the School Site Council shall be a chairperson and clerk.

**Section 2 - Election and Term of Office**

The School Site Council shall elect its officers on an annual basis at the first meeting of the school year. The chairperson and clerk shall be selected from all the members of the council.

**Section 3 - Removal from Office**

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in judgment of the Council, the best interest of the council would be served thereby.

**Section 4 - Vacancy**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

**Section 5 - Chairperson**

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time. The chairperson shall, with the principal develop the agenda for council meetings.

**Section 6 - Clerk**

The duties of the clerk shall be to compile minutes for meetings and to represent the chairperson in assigned duties including substituting for the chairperson during his or her absence. The clerk shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

**ARTICLE IV**

**Meetings of the School Site Council**

**Section 1 - Regular Meetings**

The School Site Council shall meet regularly every month during the school year.

**Section 2 - Special Meetings**

Special meetings may be called by the chairperson or the principal.

**Section 3 - Place of Meetings**

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility readily accessible by all members.

**Section 4 - Notice of Meetings**

Public notice shall be given of regular meetings at least 24 hours in advance of the meetings. Any change in the established date, time, or location must be given a special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meetings, and shall be delivered personally or by mail to each member not less than 24 hours or more than two weeks prior to the date of such meetings.

**Section 5 - Decisions of the School Site Council**

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, providing a quorum is in attendance.

**Section 6 - Quorum**

The presence of no less than 51 percent of the total membership of the School Site Council shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

**Section 7 - Conduct of Meetings**

All regular meetings of the School Site Council shall be conducted in accordance of Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

**Section 8 - Meetings Open to the Public**

All regular and special meetings of the School Site Council shall be open at all times to the public.