

Elk Grove Unified School District
William Daylor High School
School Site Council Bylaws

ARTICLE I - Name of Council

The name of this council shall be the William Daylor High School Site Council. (SSC)

ARTICLE II - Role of Council

The Academic Improvement Plan, also known as the School Plan, shall be developed and approved by the SSC. Following approval of the plan and budgets by the Elk Grove Unified School District governing board, the SSC shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, and approved in the same manner. The SSC shall carry out all duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III – Members

Section 1 – Size and Composition

The SSC shall be composed of a minimum of 6 members.

The needs and resources of the school improvement program require that membership include representation of parents, students, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be: the principal, teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and in secondary schools, pupils selected by pupils attending the school. The SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel: and equal number of parents and students to school staff.

Classroom teachers shall constitute the majority of those persons representing school staff. Council members representing parents and/or community members shall not be employees of this school, but may be employees of the school district.

Section 2 – Term of Office

All members of the council shall serve for a one-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a two-year term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast the vote on each matter submitted to a vote of the council. Absentee voting shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was selected: e.g., a parent who becomes employed by this school. Membership shall automatically terminate for any member who is absent from regular meetings for a period of two consecutive meetings. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the principal of the school.

Section 7 – Vacancy

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

ARTICLE IV - Officers

Section 1 – Officers

The officers of the SSC shall be a chairperson, vice-chairperson (when applicable), and secretary.

Section 2 – Election and Term of Office

The officers of the SSC shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

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

Section 4 – Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the SSC from time to time.

Section 5 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the SSC.

Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the SSC and shall promptly transmit to each of the members, to the school district, and to such other persons as the SSC may deem, true and correct copies of the minutes of such meetings; see that all notices are due given in accordance with the provisions of these bylaws; be custodian of the SSC records; keep a register of the address and telephone number of each member of the SSC which shall be furnished to the secretary by such member, and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by SSC.

ARTICLE V Committees

Section 1 – Standing and Special Committees

The SSC may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the SSC.

Section 2 – Membership

Unless otherwise determined by the SSC in its decision to establish a committee, the chairperson of the SSC shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

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

Section 5 – Quorum

Unless otherwise provided in the decision of the SSC designation, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VI - Meetings of the SSC

Section 1 – Regular Meetings

The SSC shall meet regularly at least four times per year, once per quarter.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the SSC.

Section 3 – Place of Meeting

The SSC shall hold its regular meetings and its special meetings, if safety permits, in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour and location of the meeting; and shall be delivered either personally, by mail or by email to each member no less than 48 hours or more than two weeks prior to the date of such meeting and shall be publicized on the following venues: Daylor's Website, Parent Vue and posted on campus.

Section 5 – Decisions of the SSC

All decisions of the SSC shall be made only after an affirmative vote of a majority of all its members in attendance, provided a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC. No decision of the SSC shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 – Conduct of Meetings

All regular and special meetings of the SSC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 – Records of Meetings

Records of SSC proceedings must be kept for a 5-year period for the purpose of audit and compliance. This includes the selection process of members, agendas and minutes.

Section 9 – Meetings Open to the Public

All regular and special meetings of the SSC and of its standing or special committees shall be open at all times to the public. Notice of this meeting shall be provided in accordance with section 4 of this article.

ARTICLE VII – Amendments

An amendment of these bylaws may be made at any regular meeting or special meeting, as deemed necessary, of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.