

AMERICAN HIGH SCHOOL SITE COUNCIL BYLAWS

ARTICLE I - NAME

The name of this legally constituted group shall be American High School Site Council (SSC).

ARTICLE II - PURPOSE

The purpose of this council shall be to:

- A. Annually review SPPA Plan and the Safety Plan and suggest any necessary modifications. These are to reflect changing needs and priorities, and to be consistent with the State of California Education Code and directives from the FUSD.
 1. Such a review should include all the latest data and statistical comparison of the program with other schools in the FUSD, the state norms, and the national statistical level of education whenever possible.
 2. The principal or his designee shall present a budget accounting at every SSC meeting, contingent upon FUSD budget finality at the beginning of each school year.
- B. Serve as an advisory body to influence and improve the policies and procedures of the school beyond the Single Plan for Student Achievement (SPSA).
 1. Site Council will review ASB Clubs on an annual basis.

(See Education Code Section 52851 and 62002.5).

ARTICLE III - MEMBERSHIP

Section A – Composition

1. Council membership shall ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parent/community members and students.
2. Classroom teachers shall comprise the majority of those persons representing school staff.
3. Council members representing parents shall not be employees of the school.
4. The School Site Council shall be composed of twelve members:
 - (1) American High Principal,
 - (4) four certificated staff, with (2) two certificated alternates,
 - (1) one other school personnel , with (1) one other school personnel alternate,
 - (3) three parents/community members, with (2) two parent/community alternates, and
 - (2) two student members consisting of (1) junior and (1) senior, with (1) senior student alternate.

Section B – Elections

1. Representatives shall be elected by their peer constituency group in September of each school year, if necessary, due to signups exceeding the amount of positions available.

2. Public notice of parent/community openings and the nomination process shall be given in the May PTSA meeting of each year for the subsequent year.
3. Staff membership shall be decided through voluntary sign ups, which will be completed per days chosen from the ballot prepared annually during the last week of April.
4. Student representation shall be first selected by the ASB director or secondarily opened up to the entire student body if there is a lack of interest within the ASB council population.

Section C – Term of Service

Parent/community representatives and staff shall serve an annual term. Members may serve more than one term. The eleventh grade representative shall be selected annually by the ASB director to hold a two year term.

Section D – Voting Rights

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

Section E – Communication

Each member shall be responsible for reporting to his constituency (parents/community members to parents/community members, students to students, teachers to teachers, other school personnel to other school personnel) regarding the responsibilities and pertinent activities of SSC. Each member shall also be responsible for reporting constituency feedback to the SSC.

Section F – Termination of Membership

1. A member shall no longer hold membership should he/she no longer meet the membership requirements under which he/she was elected (e.g., a parent/community member becomes employed at the site).
2. Membership shall be reviewed for termination of any member who is absent from three consecutive regular meetings.
3. The SSC, by affirmative vote of two-thirds of all the members of the SSC, may suspend or expel a member.
4. A member to be terminated, suspended or expelled shall have the right to a hearing before the SSC.

Section G – Transfer of Membership

Membership in the School Site Council is non-transferable.

Section H – Resignation

Any member may resign by filing a written resignation with the School Site Council. The members of the School Site Council shall be informed of resignations at the following regular meeting.

Section I – Membership Vacancy

Insufficient representation shall be rectified by the principal. The Principal will select representatives through a public request for nominees/volunteers. Multiple volunteers for one position will be through election through their relevant peer constituency group. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular election process.

ARTICLE IV - OFFICERS

Section A – Officers

The officers of the School Site Council shall be a Chairperson, Vice Chairperson, Secretary and such other officers as the Council may deem advisable.

Section B – Election and Term of Office

The Officers of the School Site Council shall be elected annually at the first meeting by current SSC members and shall serve for at least one year or until each successor has been elected.

Section C – Removal

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

Section D – Officer Vacancy

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

Section E – Duties of Officers

1. 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.
2. The Vice-Chair shall assume the Chair duties in the temporary absence of the Chair.
3. The designated Secretary shall keep the minutes of the meetings of the School Site Council and shall promptly transmit to each of the members and to such other persons as the School Site Council may deem necessary, true and correct copies of the minutes of such meetings, and see that all notices are duly given in accordance with provisions of these by-laws.

ARTICLE V - MEETINGS

Section A – Regular Meetings

School Site Council shall meet regularly at least once each academic quarter, unless canceled by two-thirds vote of the quorum. A calendar of these meetings shall be adopted at the first meeting of the school year.

Section B – Special Meetings

Special meetings may be called by the Chairperson or by a two-thirds vote of the quorum.

Section C – Place and Time of Meetings

The School Site Council shall hold its meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons. Meetings shall be scheduled at a time that is conducive to maximum participation of members.

Section D – Notice of Meetings

Requires that meetings of School Site Councils and advisory committees be open and noticed at least 72 hours in advance of the meeting. The notice must specify the date, time and location of the meeting. The notice must be posted at the school site or other appropriate place accessible to the public.

Section E – Minutes and Agendas

Requires that an agenda to be posted along with the 72 hours notice. Agendas must contain a description of each item of business to be discussed or acted upon.

Section F – Decisions of the School Site Council

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

Section G – Quorum

A quorum shall consist of seven (7) SSC members (or their designated alternates) in attendance, with a minimum representation of two (2) parents/community members and three (3) American High School Staff.

Section H – Meetings Open to the Public

1. All regular and special meetings of the School Site Council, with the exception of disciplinary hearings of members, and of its standing or special committees shall be open at all times to the public.
2. All non-School Site Council members may have the floor only by invitation or permission of the Chairperson.

ARTICLE VI – AMENDMENTS TO BYLAWS

- A. The by-laws may be amended at any time deemed necessary by a two-thirds vote of the SSC membership.
- B. The meetings shall be governed by these by-laws, and disputes will be settled by *Robert's Rules of Order*.