

Paradise Ridge Elementary School Site Council
By-Laws
Adopted September 30, 2019

ARTICLE 1
Name

The name of this organization shall be the Paradise Ridge Elementary Site Council.

For the purpose of these by-laws, membership refers to the governing board of Site Council as outlined in Articles 3 and 9.

ARTICLE 2
Purpose

Site Council will develop and recommend the ***Single Plan for Student Achievement*** and its budget.

Site Council will have an ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the ***Single Plan for Student Achievement***. In the same manner, it will conduct an annual review of the Plan and develop, recommend and approve or disapprove any modifications or improvements necessary to reflect changing improvement needs and priorities.

Site Council will carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

In addition, Site Council will support the school in all phases of academic and physical needs.

ARTICLE 3
Membership

Section 1 – Composition

Representation on Site Council ***may*** be the following: The principal/administrator, a teacher K-1, 2-3, 4-5, Special Ed/ *Title I*, one CSEA member, and community members or parents/guardians of students attending the school elected by parents/guardians.

Members representing parents/guardians or other community members shall not be employees of Paradise Ridge Elementary School.

Membership shall be constituted to ensure parity between the a) principal, classroom teachers, and other school personnel and b) parent/guardian or community members. If a teacher cannot attend a meeting, a grade-level teacher may select a grade level alternate in their place.

Section 2 – Term of Membership

Classroom teachers shall comprise the majority of those persons representing school staff. The term of membership shall be a two-year appointment with the option of re-election at the end of the period.

The term of membership for parent/guardian or community members shall be two years, with the option of re-election at the end of the period.

Membership for the principal shall be ongoing.

Each year of membership will commence on July 1.

Section 3 – Duties of Members

Members shall attend all regularly scheduled meetings of the Site Council.

Members shall accept positions as officers or subcommittee members when appointed or elected unless unable to carry out the duties entailed.

Section 4 – Voting Rights

Each member shall be entitled to one vote on any matter submitted to a vote of the council. The selected grade-level alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 5 – Termination of Membership

Membership **may** automatically terminate for any member absent from all regular meetings for three consecutive months without notice to the chairperson.

A member can be suspended or expelled by an affirmative vote of two-thirds of all of the members.

A member may resign by filing a written resignation with the chairperson.

Members resigning or terminated before the end of their terms of office will be replaced, for the remainder of one year, by an alternate member approved by a for the rest of the peer group.

Section 6 – Termination

Should a member 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 4 Committees

The chairperson shall appoint such committees as they consider necessary or as directed by a majority of the members present.

The nominating committee shall consist of three members. This committee shall supervise the annual election of officers and new parents/guardians or community members.

ARTICLE 5 Meetings

Meetings shall be held monthly, except for winter and summer breaks. The chairperson and the principal will decide the meeting dates and times.

Special meetings may be called by the chairperson, principal, or by a majority vote of the membership.

ARTICLE 6 Quorum

A simple majority of the membership shall constitute a quorum. ***A quorum is one member over 50% of the membership.***

ARTICLE 7 Rules

The by-laws will govern the meetings. Robert's Rules of Order will settle any dispute.

ARTICLE 8

Amendment of By-Laws

These by-laws may be amended at any regular monthly meeting by a majority of the membership.

ARTICLE 9 Officers

The officers shall consist of a chairperson, vice-chairperson, and secretary.

Section 1 – Duties

The Chairperson shall:

1. Preside at all meetings.
2. Develop agendas for meetings with the Principal.
3. Review minutes of the previous meeting and bring relevant information to the next regularly scheduled meeting.
4. Call special meetings and appoint special committees as needed.
5. Coordinate parent/guardian information.
6. Provide information about Site Council to new members.

The Vice-chairperson shall:

1. Preside at meetings when the chairperson is unavailable.
2. Record minutes of meetings in the absence of the secretary.
3. Arrange for child care at regular monthly meetings.
4. Assume or delegate the duties of hosting regular meetings, including welcoming guests and providing refreshments.

The Secretary shall:

1. Notify members of monthly meetings.
2. Record minutes of regular monthly meetings.
3. Provide minutes for copying and distribution to the membership, with agenda, at least a week before the next meeting.
4. Record meeting attendance. Notify the chairperson of any member who has missed three consecutive monthly meetings.

Section 2- Election of Officers

All officers shall be elected annually by the membership. Written notice of the election shall be sent to all members in advance. ***Elections shall be held in May or at the beginning of the school year.***