

Rancho Las Positas Elementary School

School Site Council
BYLAWS

ARTICLE I
NAME

The name of this group shall be the Rancho School Site Council.

ARTICLE II
PURPOSE

The primary purposes and responsibilities of the Rancho School Site Council are the development of the *Single Plan for Student Achievement* and the monitoring of its implementation.

In order to accomplish the above, the School Site Council (also referred to as the SSC) shall:

1. Participate in the development of a procedure by which the *Single Plan for Student Achievement* (also referred to as the Plan) is written. The procedure shall be approved by the SSC, amended from time to time as needed, and shall be in accordance with the California Education Code.
2. The Plan shall be developed, updated and monitored using input from the school community, the principal and the school staff. The Plan will be updated at least annually.
3. The SSC shall monitor the effectiveness and appropriateness of the Plan on an ongoing basis using input from the principal, the teachers, the students and the school community. The Plan shall be amended and updated, as needed, and such amendments shall be approved by the SSC.
4. The budget that supports the Plan shall be allocated according to the goals, objectives and activities in the Plan and shall be approved by the SSC. The budget will be changed to reflect amendments and updates of the Plan.
5. The SSC shall act as one of the primary means of communication between the school and the school community.
6. The SSC shall monitor the allocation of budget according to the Plan.
7. The SSC shall take other actions as required by the Education Code.

ARTICLE III
MEMBERSHIP, NOMINATIONS, ELECTIONS

1. The SSC shall be composed of the school principal, teacher representatives elected by teachers at the school, other school personnel elected by such personnel at the school, parents of pupils attending the school elected by such parents, and community members if nominated and elected by parents of pupils attending the school.

Since Rancho Las Positas is an elementary school, the SSC shall be composed so that the total number of representatives including the principal, teachers and other school personnel equals the total number of representatives who are parents or community members.

The majority of the members representing the school staff shall be classroom teachers.

2. The membership of the SSC shall not exceed a total of twelve (12).
3. A member desiring to resign from the SSC shall submit a written resignation to the chairperson. Upon acceptance of the resignation, the opportunity to fill the vacancy will be given to the person who received the next highest number of votes in the previous election. If there is no such person, the chairperson will take names of interested persons and appoint a new member with the unanimous approval of the SSC. The new member will serve the remainder of that term.
4. With the exception of the school principal, members will serve for a term of two (2) years and elections will be held each year so that approximately half of the parent representatives will be new to the SSC each year. No other SSC member shall serve for more than two consecutive two-year terms.
5. The nomination and election process shall be completed in May and June of one academic year for those members who will begin to serve in September of the following year.
6. Each member is entitled to one vote on each matter submitted to vote by the SSC. Absentee ballots are permitted if signed by the member and delivered to the school office prior to a meeting.
7. Any member may be removed by a two-thirds vote of all members sitting on the SSC whenever, in the judgment of the SSC, the best interests of the SSC would be served thereby.
8. If a member resigns, the additional SSC member shall be elected by the parents of the pupils of the school, or by the teachers, or by other school

staff as appropriate to maintain the proper number and type of members as describe above.

ARTICLE IV OFFICERS

1. The officers of the SSC shall be a chairperson, a co-chairperson and a recording secretary. Officers will be elected at the first meeting of the school year for those offices not already filled by a continuing (second term) SSC member.
2. Should an officer resign within the school year, the chairperson shall appoint a member in good standing to assume the duties of the office until the next regular meeting when the vacancy shall be filled by a vote of the SSC. Should the chairperson resign, the co-chairperson will assume those duties and appoint a new temporary co-chairperson. An additional SSC member shall be elected by the parents of the pupils of the school, or by the teachers, or by other school staff as appropriate to maintain the proper number and type of members as described above.

ARTICLE V DUTIES OF OFFICERS

1. The chairperson shall preside at the meetings and may sign all letters, reports and other communications of the SSC. Prior to each regular meeting, the chairperson, with the input from the school principal, will make up an agenda for the meeting.
2. In the absence or disability of the chairperson, the co-chairperson shall assume the duties described above.
3. The recording secretary will keep minutes of each meeting and will distribute a copy of the minutes to each SSC member for review prior to the following SSC meeting.
4. Correspondence shall be written and distributed by a member of the SSC determined, in each case, to be the most appropriate.

ARTICLE VI MEETINGS AND QUORUM

1. A regular meeting time and day shall be determined annually by the SSC during the month of September and will remain in effect through June or until changed by the SSC.

2. The SSC shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible to the public.
3. 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.
4. Notice of meetings shall be distributed at least 72 hours prior to a meeting. All regular and special meetings of the SSC and of its standing or special committees shall be noticed and open at all times to the public.
5. A simple majority of both the parent and staff membership is required to constitute a quorum.

ARTICLE VII
AMENDMENTS AND MEETING PROCEDURES

1. These *Bylaws* may be amended at any meeting, a quorum being present. The meetings will be conducted according to these *Bylaws* and according to *Robert's Rules of Order*.
2. Any procedures or topics not covered in these *Bylaws* shall default to guidelines set by the school district, followed by guidelines set by the most current *California State Department of Education's School Site Council Handbook*.