

**NEAL DOW ELEMENTARY SCHOOL**  
***“Every Day Every Student”***

**SCHOOL SITE COUNCIL**  
**BYLAWS**

**Article I – Name**

The name of this committee shall be the Neal Dow School Site Council.

**Article II – Purpose**

The purpose of this council shall be to:

1. Develop and recommend the school improvement plan.
2. Have ongoing responsibility to review with the principal, teachers, and other school personnel, the implementation of the school improvement program; and to assess periodically the effectiveness of the program.
3. Annually review the school improvement plan, establish a new school improvement budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the Education Code.
5. While the School Site Council is entrusted with these responsibilities, it has no authority to enact, enforce, or administer education policy, plans, or programs. The Council’s purpose is to advise the principal who, in turn, advises the superintendent and the Board of Education regarding educational programs.
6. The Council is a vital and important resource to the school and to the principal who ultimately remains responsible for decisions which are necessary for the administration and supervision of the school in accordance with Section 78.9 of the California Administrative Code.

**Article III – Membership**

**Section 1 – Composition**

1. The School site Council shall have a membership which reflects the basic composition of the school.

2. The Council shall be constituted at Neal Dow School to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members from the school site (Education Code Section 52012). The minimum size of the Neal Dow School Site Council shall be ten (10) members, constituted according to the following:
  - 5 parents
  - 3 teachers
  - 1 other staff member; and
  - 1 principal
3. Classroom teachers shall comprise the majority of persons represented under subdivision 2(a) of this section (Education Code Section 52012).
4. All interested persons shall have the opportunity to attend the Council meetings and receive minutes of the School Site Council meetings.

### **Section 2 – Selection**

Neal Dow School Site Council members shall be selected as follows:

1. Parents: selected by other parents and community members by secret ballot.
2. Classroom teachers: selected by staff at a regularly scheduled faculty meeting or at a meeting called by the principal for the purpose of selecting their school site council representatives.
3. Principal.
4. Other personnel: selected by members of the group at a meeting called for that purpose.

### **Section 3 – Resignations**

Resignations will be accepted only upon written notice to the Chairperson. Vacancies shall be filled according to proceedings listed in Article III, Section 2 of the School Site Council Bylaws.

### **Section 4 – Term of Service**

1. The term of service for all parents and teachers in the School site Council shall be two years.
2. The principal is a continuing member of the School Site Council.
3. Other Council members shall be selected on a yearly basis.

4. There is no limit on the number of terms a member may serve.
5. Terms shall extend from July 1 to June 30.

#### **Article IV – Officers**

The officers of this Council shall be a Chairperson and a Vice Chairperson.

#### **Article V – Meeting and Quorum**

Meetings shall be held as determined by the School Site Council. A simple majority of the membership shall constitute a quorum. The secretary shall keep minutes of all meetings, send notice of meetings and/or agenda, attend to correspondence, and send out publicity as directed.

#### **Article VI – Amendment**

These Bylaws may be amended at any regular meeting by a two-thirds vote of the membership.

#### **Article VII – Duties of Officers**

##### **Section 1 – Chairperson**

It shall be the duty of the Chairperson to preside at all meetings.

##### **Section 2 – Vice Chairperson**

In the absence or disability of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

#### **Article VIII – Duties of Council Members**

It shall be the duty of all Council members to:

1. Attend all meetings. Absentee ballots shall not be permitted.
2. Accept positions as officers or subcommittee members so appointed or elected unless unable to carry out the duties entailed.

#### **Article IX – Election of Officers**

##### **Section 1 – Election Date**

All officers shall be elected at the May meeting.

**Section 2 – Assumption of Duties**

New officers shall assume their duties July 1<sup>st</sup>.

**Section 3 – Re-Election**

No member shall hold the same office more than two years in succession.

**Section 4 – Resignation**

Should the Chairperson resign, the Vice Chairperson shall preside until the election of a new Chairperson can be held. Should an officer other than the Chairperson 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 X – Committees**

The Chairperson shall appoint such committees as he or she considers necessary at any time, or as directed by a majority of the members present.

The meetings will be governed by these Bylaws, and any dispute will be settled by *Robert's Rules of Order*.