

**Audubon School Site Council Bylaws  
2015-2016**

**ARTICLE I  
Duties of the School Site Council**

The School Site Council of *Audubon K-8 School*, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education or approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

**ARTICLE II  
Members**

**Section A: Composition\***

The council shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Other school staff members
- 1 Principal
- 5 Parents or community members
- 0 Students (secondary)
  
- 10 Members

**Section B: Term of Office**

Council members shall be elected for two year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

### **Section C: Voting Rights**

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted.

### **Section D: Termination of Membership**

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

### **Section E: Transfer of Membership**

Membership on the council may not be assigned or transferred.

### **Section F: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by appointment by two-thirds of the council for the period of time until the next regular election.

## **ARTICLE III**

### **Elections**

*SSC members will be elected in the following manner:*

1. **Certificated staff members:** the nomination forms will be placed in the teacher's mailboxes during September of the election year. All teachers nominated by their peers **MUST** accept the nomination prior to their name being placed on the official ballot. Once the official ballot has been created, teachers will vote for three (3) teachers. The member receiving the next highest number of votes will be certificated staff member alternates.
2. **Classified Staff member:** the nomination forms will be placed in the classified staff's mailboxes during September of the election year. All classified staff members nominated by their peers **MUST** accept the nomination prior to their name being placed on the official ballot. Once the official ballot has been created, the classified staff members will vote for one (1) staff member. The member receiving the next highest number of votes will be classified staff member alternates.
3. **Parent/Community members:** during the month of September, nomination forms will be sent home via students. All parents/community members nominated by their peers **MUST** accept the nomination prior to their name being placed on the official ballot. Once the official ballot has been created, the parents/community members will vote for five (5) parent/community members. The member receiving the next highest number of votes will be parent/community member alternate.

**ALL ballots will be counted by the San Diego Education Association (SDEA)  
& the Classified School Employee Association (CSEA) Representation**

## **ARTICLE IV**

### **Officers**

#### **Section A: Officers**

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the council.

- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons: All staff members and parents via the Audubon School Web Page.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

### **Section B: Election and Terms of Office**

The officers shall be elected annually, at the first meeting of the council, and shall serve for one year, or until each successor has been elected.

### **Section C: Removal of Officers**

Any officer may be removed from office by a two-thirds vote of all the members.

### **Section D: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

## **ARTICLE V**

### **Committees**

#### **Section A: Sub-committees**

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

#### **Section B: Other Standing and Special Committees**

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

#### **Section C: Terms of Office**

The council shall determine the terms of office for members of a committee.

#### **Section D: Rules**

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

### **Section E: Quorum**

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present

## **ARTICLE VI Meetings of the Council**

### **Section A: Meetings**

The council shall meet regularly on the fourth Monday of each month. An exception will be made during the months of December, May, June, and July. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

### **Section B: Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

### **Section C: Notice of Meetings**

Written public notice of all meetings shall be given at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: ConnectEd, Principal Coffees, and School Newsletters.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 3 days in advance of the meeting, personally, or by mail

### **Section D: Quorum**

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

### **Section E: Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

### **Section F: Meetings Open to the Public**

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## **ARTICLE VII Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.