

EMMA WILSON ELEMENTARY SCHOOL
1530 West Eighth Avenue
Chico, California 95926
(916) 891-3297

SCHOOL SITE COUNCIL
BY-LAWS

Article I – Name

The name of this committee shall be the Emma Wilson School Site Council.

Article II - Purpose

The purpose of this council shall be to:

1. Develop and recommend the school's Single Plan for Student Achievement.
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 Plan, establish the school improvement budget consistent with the California 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 California 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 the Emma Wilson School to insure parity Between (a) the principal, classroom teachers, and other school personnel, and (b) parents or other community members from the school site (California Education Code 52012). The minimum size of the Emma Wilson School Site Council shall be eleven (11) members constituted according to the following:

- 5 parents
- 3 teachers
- 1 other classified staff member
- 1 principal
- 1 ELAC Representative

3. Classroom teachers shall comprise the majority of persons represented under Subdivision (1) of this section (California Education Code 52012).
4. Council members representing parents and other community members shall not be employees of the school district.
5. All interested persons shall have the opportunity to attend the council meetings and receive minutes of the SSC meetings.

Section 2 – Selection

Emma Wilson School Site Council members shall be selected as follows:

1. Parents – to be selected by other parents and community members by secret ballot.
2. ELAC representative – selected by parents of English learners at a meeting called for that purpose.
3. 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.
4. Principal
5. Other classified 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 by-laws.

- If a member misses 2 consecutive meetings the board reserves the right to replace them following the procedures in section 2.

Section 4 – Term of Service

Parents - The term of service for parents on the council shall be for a period of one or two years.

Teachers – The term of service for teachers on the council shall be for a period of one or two years.

Other council members – shall be selected on a yearly basis. There is no limit on the number of terms a member may serve. Terms shall extend from August to August.

Article IV – Officers

The officers of this council shall be a chairperson, a vice-chairperson, and secretary.

Article V – Meeting and Quorum

Meetings shall be held as determined by the SSC. A simple majority of the membership shall constitute a quorum.

Article VI – Amendment

These By-Laws may be amended at any regular meeting by 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.

Section 3 – Secretary

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 VIII – Duties of Council Members

It shall be the duty of all council members to:

- 1) attend all meetings. Absentee ballots and proxy voting shall not be permitted.
- 2) Accept positions as officers or sub-committee 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 by the September meeting.

Section 2 – Assumption of Duties

New officers shall assume their duties at the close of the September meeting.

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 By-Laws, and any dispute will be settled by Robert's Rules of Order.