

**COUNTRYSIDE ELEMENTARY
SITE COUNCIL
BY-LAWS**



ARTICLE 1 – NAME

The name of this organization shall be the **COUNTRYSIDE ELEMENTARY SITE COUNCIL**.

ARTICLE II – PURPOSE

The purpose of this site council shall be to:

- 1) Help develop and make recommendations to the Continuous School Improvement Plan.
- 2) Establish a budget for spending Tax Credit Donations and approve requests.
- 3) Take other actions as required by district policy, such as:
 - a. Assist in securing the support and services of parents, teachers, staff and students.
 - b. Promote a better understanding of the school’s educational programs.
 - c. Develop an awareness of the citizenry to the overall needs of the school and district.

ARTICLE III – MEMBERSHIP

SECTION 1:

The Site Council shall be composed of the principal, school personnel represented by certificated and classified staff (elected by their peers) parents and community members.

SECTION 2:

Membership will include:

Principal

Assistant Principal

Certificated Staff: minimum of 3

Classified Staff: 1

Parents/Community Members: minimum of 3

SECTION 3:

Site Council members representing parents and community members shall not be employees of the school site.

SECTION 4:

All Site Council members shall serve a one year term.

SECTION 5:

Election of new members shall take place during the early fall of each school year. Notices and nomination forms will be sent to all parents via a flyer, posted on the school website, published in the school newsletter, and posted in the office. Notices will be made available to all teachers, staff and students to solicit nominations, including self nominations for available vacancies. Written announcements detailing the Countryside Elementary Site Council nomination and election process will be posted at least a week prior to the election. Site Council members shall be elected before September 15th of each year. The principal shall schedule a public meeting prior to the election to explain the role and responsibilities of the Countryside Elementary Site Council. One election ballot per parent or legal guardian will be made available on site at the election meeting. Parent voters will be considered registered and eligible to vote when they are matched to a class roster. In a similar manner, all staff members will receive one ballot to elect their representatives in a staff meeting.

SECTION 6:

Membership will be terminated when a member is absent from three regular meetings within any one school year. Membership will be automatically terminated when he/she no longer meets the membership requirements under which he/she was elected. The Council by a majority vote can suspend or expel a member.

SECTION 7:

Vacant membership in any category shall be filled by alternates selected in the regular election.

SECTION 8:

Each elected member of the Countryside Elementary Site Council shall adhere to this code of conduct:

- Attend meetings regularly.
- Follow state law and guidance from Dysart Unified School District board policy in the development of the Countryside Elementary site plan.
- Abide by the Countryside Elementary Site Council By-Laws.

- Assess consensus of the people who elected them with a method that has been discussed at a Countryside Elementary Site Council meeting in the development of the site plan.
- Conduct all Countryside Elementary Site Council business in a courteous, professional manner.

ARTICLE IV – MEETINGS AND QUORUM

SECTION 1:

Meetings shall be September through May at a time designated by the Site Council. Written agendas of all regular meetings shall be posted in the office, viewed by the public at least 24 hours in advance of the meetings. Agendas will also be posted on the school website. These meetings shall be open to the public.

SECTION 2:

A quorum shall consist of 3 or more members present to approve council business. If a quorum is not present, another meeting will be posted in one week.

SECTION 3:

Special meetings may be called by the Site Council Chairperson (Principal) or by a quorum of the council members.

ARTICLE V – OFFICERS

SECTION 1:

The officers of the Countryside Elementary Site council shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. Any other officers can be elected as deemed necessary. The Principal shall serve as the Chairperson, unless unable to do so. The Assistant Principal shall serve as the Vice Chairperson.

SECTION 2:

The Secretary and Treasurer shall be elected every year in the fall of each school year by the Countryside Elementary Site Council members.

SECTION 3:

Should an officer 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 will be

filed in the same manner as in Section 2 above. If the Chairperson resigns, the Vice Chairperson will assume the office.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1:

It shall be the duty of the Chairperson to preside at all meetings; in the absence of the Chairperson, the Vice Chairperson will preside.

SECTION 2:

The Chairperson shall be responsible for providing assurance of the formation, meeting dates, list of officers, and assurance of compliance with state and district policies.

SECTION 3:

The Vice Chairperson is responsible to carry out assignments as designated by the Chairperson and shall perform the duties of the Chairperson in the absence of the latter.

SECTION 4:

The Secretary is responsible for keeping the minutes of the meetings, both regular and special, and shall provide them to the Office Manager to post on the school website. Original copies of the minutes will be kept in a Site Council binder located in the Office Manager's office. The secretary shall include member's attendance as part of the minutes.

SECTION 5:

The Treasurer will provide reports regarding available Tax Credit donations and Tax Credit requests to be approved by Site Council. The Treasurer will be responsible to follow up with Tax Credit requestors as to whether their requests were approved or denied. Originals will be kept in the Site Council binder.

ARTICLE VII – VOTING RIGHTS AND DECISIONS

SECTION 1:

Voting on all issues before the Countryside Elementary Site Council shall be on the basis of one vote per elected member. No absentee ballots shall be included. In all cases, voting shall be by the Council as a whole.

SECTION 2:

The Countryside Elementary Site Council members as elected representatives will use the following process in their decision making.

ARTICLE IX – PARLIMENTARY PROCEDURES

Countryside Elementary Site Council meetings shall be governed by these by-laws and any disputes will be settled by Robert’s Rules of Order.

ARTICLE X – LIMITATIONS

SECTION 1:

Countryside Elementary Site Council meetings will be open to the public but only members elected to the Site Council may vote. Interested persons may address the Chair and request permission to give their views to the Council on any agenda item. Time allotments during open discussion may be assigned to assure broad based community participation.

SECTION 2:

The Council shall not sponsor or become involved in money raising activities.

ARTICLE XI – BYLAWS

SECTION 1:

These by-laws may be amended by proposal at any regular meeting. The proposed by-law changes are to be provided to all members of the Council within ten (10) school days after the proposal. Final action may not be taken before the next regularly scheduled meeting. A two thirds (2/3) affirmative vote by members present is necessary to amend. Adherence to all district policies regulating Countryside Elementary Site Council shall be adhered to at all Council meetings.

SECTION 2:

By-laws shall be made available to the public via the school website. A copy of the by-laws shall be shared annually with the PTO group annually. They shall be reviewed for new members and consulted in matters where state law policy and guidance and local board policy are silent.

ARTICLE XII – DISSEMINATION OF MATERIAL

SECTION 1:

The Secretary shall insure that all minutes and agendas shall be given to the school Office Manager to post on the school website and in the office for public viewing.

SECTION 2:

The Secretary shall insure that all absentee members receive the same material distributed to members in attendance at meetings.