

**SONORAN HEIGHTS
SITE COUNCIL
BYLAWS**

ARTICLE I – NAME

The name of this organization shall be the Sonoran Heights Site Council.

ARTICLE II – PURPOSE (OBJECTIVES)

The purposes of this council shall be to:

- A. Develop and recommend the school improvement plan.
- B. Annually review the school site plan and establish a budget for spending Tax Credit Donations
- C. Take other actions as required by district policy such as:
 - 1. Assist in securing the support and services of parents, teachers, staff, and students.
 - 2. Promote a better understanding of the school's educational programs.
 - 3. Develop an awareness of the citizenry to the overall needs of the school and district.

ARTICLE III – MEMBERSHIP

SECTION I:

The Council shall be composed of the principal and the assistant principal and other school personnel representatives of teachers and parents elected by their peers.

COMPOSITION: 13 MEMBERS

Principal and Vice Principal: 2 members

Teaching faculty: 4 members

Parents: 4 members

Classified Staff: 1 member

Community Members: 2 members

SECTION 2:

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

SECTION 3:

Resignation will be accepted only upon written notice to the Chairperson.

SECTION 4:

All members of the council shall serve a 1 year term.

SECTION 5:

Election of new members shall take place during early fall of each year. Notices and nomination forms in the major languages represented at the school will be sent to all parents via flyer, posted on the school website and posted in the office to all teachers, staff, and students on site to solicit nominations, including self nominations for available vacancies. Nomination forms will also be available in the school office. Written announcements detailing the Sonoran Heights Site Council nomination and election process will be posted at least a week prior to the elections. Site Council members shall be elected before September 1st of each year. The principal shall schedule a public meeting prior to the election to explain the role and responsibilities of the Sonoran Heights Site Council. One election ballot per parent or legal guardian will be made available on site on campus at the election meeting. Parent voters will be considered registered and eligible to vote when they are matched to a class roster of students. In a similar manner, all staff members will receive one ballot to elect their representatives. A runoff vote will be taken as soon as feasible to break any ties.

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 or she no longer meets the membership requirements under which he or she was elected. The council by 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. Membership in the council is not transferable or assignable.

SECTION 8:

Each elected member of the Sonoran Heights Site Council shall adhere to this code of conduct:

- Attend noticed meetings regularly.
- Follow state law and guidance and Dysart School District Board policy in the development of the site plan.
- Follow the site Sonoran Heights Site Council bylaws.
- Assess consensus of the people who elected them with a method that has been discussed at a Sonoran Heights Site Council meeting in the development of the site plan.
- Conduct all Sonoran Heights 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 council. Written agendas of all regular meetings shall be posted in the office view by the public at least 24 hours in advance of the meetings. These meetings shall be open to the public and public announcement of them will contain date, time and location.

SECTION 2:

A quorum shall consist of 7 or more members present to approve council business. If a quorum is not present then we postpone the meeting one week.

SECTION 3:

Special meetings may be called by the council Chairperson or by a quorum of the council members.

ARTICLE V – OFFICERS**SECTION 1:**

The officers of the Sonoran Heights School Site Council shall be a Chairperson, Vice Chairperson, Secretary, and other officers as the council may deem necessary. The principal shall serve as he Chairperson unless unable to do so.

SECTION 2:

The Vice Chairperson and Secretary of the council shall be elected every year in the fall of each school year by the Sonoran Heights 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 filled in the same manner as in Section 2 above. If the Chairperson resigns, then the Vice Chairperson shall assume the office until the next regular meeting when the vacancy will be filled in the same manner as in section 2 above.

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 4:

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

SECTION 5:

A secretary appointed by the Sonoran Heights Site Council shall keep the minutes of the meetings, both regular and special, and shall provide them to the school secretary to post on the website. True copies of the minutes of such meetings are to be kept on file in the office. The secretary shall include a roll of the members in attendance in the minutes.

ARTICLE VII – VOTING RIGHTS AND DECISIONS

SECTION 1:

Voting on all issues before the Sonoran Heights 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 Sonoran Heights Site Council members as elected representatives will use the following process in their decision making:

ARTICLE IX – PARLIAMENTARY PROCEDURES

Sonoran Heights Site Council meetings shall be governed by these bylaws and any disputes will be settled by Robert’s Rules of Order.

ARTICLE X – LIMITATIONS

SECTION 1:

Sonoran Heights 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 bylaws may be amended by proposal at any regular meeting. The proposed bylaw changes are to be provided to all members of the council within ten (10) school days after proposal. Final action may not be taken before the next regularly scheduled meeting. A two thirds affirmative vote by members present is necessary to amend. Adherence to all District policies

regulating Sonoran Heights Site Council shall be in operation in the governance of all council meetings.

SECTION 2:

Bylaws shall be made available to the public via the 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 secretary to post on the website and in the office.

SECTION 2:

The secretary shall insure that all absentee member receive the same material as distributed to members in attendance.