

FAIRWOOD SCHOOL SITE COUNCIL BYLAWS

ARTICLE I: NAME

The name of this committee shall be the Fairwood School Site Council, hereinafter referred to as the SSC.

ARTICLE II: PURPOSE AND DUTIES

The purpose and duties of the SSC shall be to:

- Assist in developing and approving the Single Plan for School Achievement, also known as the School Plan or SPSA, as required by district, state, and federal regulations.
- Review with the principal, teachers, and other school personnel the implementation of the SPSA and to assess periodically the effectiveness of the program.
- Make modifications to the SPSA whenever the need arises.
- Carry out all other duties assigned to the SSC by the district governing board and by state law.

ARTICLE III: ELECTION OF MEMBERS

SECTION A: ELECTION COMMITTEE

The election committee shall consist of two (2) council members, chosen at the March meeting. The committee shall supervise the election of new members and shall solicit nominations for membership from the community via a variety of methods in April.

SECTION B: ELECTION PROCEDURES

The election will be by secret ballot and take place in May.

SECTION C: INSTALLATION OF NEW MEMBERS

New members shall be installed at the June meeting.

SECTION D: ALTERNATE MEMBERS

Alternates shall be selected by order of votes from the list of those parent nominees not elected as regular members. There will be a maximum of two (2) alternates.

ARTICLE IV: MEMBERSHIP

SECTION A: COMPOSITION

The council shall be composed of six (6) members, selected by their peers, as follows:

- 2 classroom teachers
- 1 other school staff member
- 2 parents or community members
- The school principal shall be an ex officio member of the SSC.

SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

The membership of this council shall not exceed eight (6).

SECTION B: TERM OF OFFICE

Members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected each year. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

SECTION C: VOTING RIGHTS

Each member is entitled to one (1) vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

SECTION D: TERMINATION OF MEMBERSHIP

The SSC 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 SSC chairperson.

If a member cannot serve out his/her entire two-year term, a replacement will be selected from a list of alternate members.

ARTICLE V: OFFICERS

The officers of this council shall be a chairperson, vice-chairperson, and a recording secretary. The parliamentarian shall be appointed by the chairperson at the first meeting of the newly elected council and need not be a member of the council.

ARTICLE VI: DUTIES OF OFFICERS

SECTION A: DUTIES OF CHAIRPERSON

- Preside at all meetings.
- Sign all letters, reports, and other communications of the SSC.
- Perform all duties incident to the office of chairperson.

SECTION B: DUTIES OF VICE-CHAIRPERSON

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

SECTION C: DUTIES OF RECORDING SECRETARY

- Assume the duties of the chairperson in the absence or disability of the chairperson and the vice-chairperson and a temporary recording secretary shall be chosen by acclamation.
- Keep minutes of all regular and special meetings of the SSC.
- Ensure that a copy of the minutes will be available on the school website and posted in the office.
- Provide all notices in accordance with these bylaws.
- Perform other such duties as assigned by the chairperson.

SECTION D: SELECTION OF TEMPORARY CHAIRPERSON

Should the chairperson, vice-chairperson, and recording secretary be unavailable, a temporary chairperson shall be chosen by acclamation.

ARTICLE VII: ELECTION OF OFFICERS

SECTION A: ELECTION AND TERMS OF OFFICE

All officers shall be elected at the first meeting of the school year and shall assume their duties at the close of that meeting.

Officers shall serve for one (1) year, or until a successor has been elected.

No member shall hold the same office more than two (2) years in succession.

SECTION B: VACANCY

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 could be filled.

ARTICLE VIII: DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to:

- Attend all meetings.
- Miss no more than two (2) meetings, without providing an alternate.
- Provide an elected alternate, if needed. Such alternates shall have full voting privileges. It does not count as a missed meeting if an alternate is sent in their place.
- Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.
- Alternates are encouraged to participate in all meetings, and to serve on a committee.

ARTICLE IX: MEETINGS AND QUORUM

SECTION A. Meetings shall be convened no less than what the state requires and as often as the council sees a need. A draft calendar for the coming year will be set each May.

SECTION B. A simple majority of the council shall constitute a quorum.

SECTION C. All meetings of the council shall be open to any interested person. Any interested person may speak at the meeting.

SECTION D. The meetings will be governed by these bylaws, and "Robert's Rules of Order" will settle any dispute.

SECTION E. The agenda should be established at the conclusion of the previous meeting with additional items being added during the interim. Written public notice of the meeting will be given at least 72 hours in advance of the meeting.

ARTICLE X: COMMITTEES

The chairperson shall appoint such committees and/or task groups deemed necessary at any time, or as directed by a majority of the members present.

ARTICLE XI: AMENDMENTS

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