

# **SSC Bylaws – Approved October 13, 2016**

## **Article I**

### **Duties of the School Site Council**

The School Site Council of ALBA Community Day School, hereafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement, hereafter referred to as the “plan”, from all school advisory committees.
- Develop and approve the plan and related categorical expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the San Diego Unified School District, hereafter referred to as SDUSD, governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in SDUSD governing board policy) is made in planned activities and related categorical expenditures, or when making
- At continuous regular intervals, evaluate the progress made towards school goals as outlined in the plan.
- Carry out all other duties as assigned to the council by the SDUSD Board of Education and by state law.

## **Article II**

### **Membership of the School Site Council**

#### **Section A: Composition of SSC**

In accordance with California Educational Code Section 52852 outlining the composition of the SSC for secondary schools, the SSC at ALBA Community Day School shall be comprised of twelve members selected by their peers within their respective representative groups:

- Certificated classroom teachers (four), two from among the middle school faculty, and two from among the high school faculty
- Other school personnel (one)
- Students attending the school (three)
- Parents and/or other interested community members (three).

In addition the school principal shall be an ex-officio member of the SSC. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Persons chosen to represent parent and/or other interested community members may not be employed at the school site.

#### **Section B: Term of Office**

All members, save the Principal, shall serve a one year term. That term expires once a member's successor has been elected and seated at the first meeting, if applicable.

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

Each member of the SSC shall be entitled to one vote on any matter submitted to a vote of the SSC. No absentee or proxy ballots shall be permitted.

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

The SSC may, by an affirmative vote of two-thirds of all its members meeting in a quorum of a minimum of seven members, vote to suspend or expel a member. Any member may terminate his or her membership by submitting a letter of resignation to the SSC Chairperson.

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

Membership on the SSC may not be assigned or transferred.

#### **Section F: Vacancy**

Any vacancy or unfilled seat on the SSC may be filled through nomination by the SSC chairperson, followed by a majority vote of affirmation during a meeting with a quorum of seven or more members present. This person fills the vacancy until the time of the next scheduled annual SSC election. In the event that the office of SSC chairperson is left vacant through removal or voluntary resignation, the school principal may nominate an individual for the position, and that individual can be confirmed by an affirmative vote of a majority of the members of the SSC meeting in a quorum of at least seven members.

## **Article III**

### **Elections of Council Members**

#### **Section A: Certificated Classroom Teachers:**

Both the high school and middle school shall elect two members prior to the first SSC meeting of the year by secret ballot. All nominations must be made by oneself, third party nominations are not accepted. Nomination must be made to the SSC Chairperson. If more than two persons seek the nomination, the two candidates receiving the highest number of votes shall be seated as SSC members. If the number of nominees equals two or less, than that person is or persons are automatically accepted as SSC members.

#### **Section B: Other School Personnel**

All nominations must be made by oneself, no third party nominations are allowed, and such nominations must be made to the SSC Chairperson. The election must be held prior to the first meeting of the year by secret ballot. The person receiving the highest number of votes is seated as an SSC member, unless that person is the sole candidate for the position, in which case he or she is automatically seated.

#### **Section C: Students**

Students duly elected by the student body as the Associated Student Body (ASB) Council President, Vice-President, and a third officer chosen from among the other ASB Council officers, are automatically seated as members of the SSC. As noted above, the SSC chairperson may nominate students to fill vacant positions as students are reinstated, lose their ASB Council officer positions, otherwise depart the student body, or in the absence of a standing ASB Council.

#### **Section D: Parents and Community Members**

Self-nominations by interested persons in this group can be made to the chairperson. If the number of nominees exceeds the number of open positions prior to the first meeting of the academic year than the SSC chairperson will schedule an election by secret ballot. The persons receiving the highest three vote totals are seated as SSC members. If the number of nominations equals or is less than the number of open positions, than those persons are automatically seated as SSC members. After the first meeting of the year, or due to a vacancy as students leave the school, open positions in this category may be filled by any community member or parent (save those employed at the school) through nomination to SSC chairperson, and a majority vote in a meeting with a quorum of seven or more members.

**Section E: Maintenance of Election Records**

All election ballots and result records will be maintained at the school site for seven years.

## **Article IV**

### **Officers of the SSC**

#### **Section A: Officer Positions**

The officers of the SSC shall include a chairperson, secretary, and DAC representative.

#### **Section B: The SSC Chairperson:**

Duties include:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the SSC.
- Sign all letters, reports, and other communications of the SSC.
- Perform all duties incident to the office of chairperson.
- Have other such duties as prescribed by the SSC.
- Accept nominations to SSC member positions, nominate persons for vacant positions, and conduct elections.

#### **Section C: The Secretary**

Duties include:

- Keep minutes of all regular and special meetings of the SSC
- Transmits true and correct copies of the minutes of such meetings to members of the SSC and other interested parties upon request.
- Provide all notices in accordance with these bylaws.
- Be custodian of all SSC records.
- Keep a register of the contact information of all SSC members, ancillary SSC sanctioned committee chairpersons, and others with whom the council has regular dealings.
- Perform other such duties that are assigned by the SSC chairperson or the SSC as a whole.

#### **Section D: DAC Representative**

Duties include:

- Attend regularly scheduled District Advisory Council meetings. Report on findings that have may have a direct relevance on the operation of the school or the fulfilment of the plan.

**Section E: Election and Term of Office.**

The officers of the SSC are elected annually by secret ballot at the first meeting of the year, unless the SSC agrees to hold a vote by vocal affirmation. To be awarded an officer's position, a candidate must receive a majority vote of the members present at the meeting so long as a quorum of at least seven members are present. The candidate with the largest number of votes meeting the aforementioned criteria is awarded the officer position. The outgoing SSC chairperson, if applicable, chairs the first meeting of the following academic year.

**Section F: Removal**

An officer may be removed by a two-thirds vote of all members present at a meetings so long as a quorum of at least seven members is present at the meeting.

**Section G: Vacancy**

If an officer position becomes vacant, the chairperson holds a special election in accordance with the provisions mentioned above. This election must occur at the earliest possible meeting or in a special meeting if decided by the SSC as a whole.

## **Article V**

### **Meetings of the Council**

#### **Section A: Regular Meetings**

The SSC will schedule at least five meetings during each academic year, with the first meeting occurring no later than September 30 of that year.

#### **Section B: Special Meetings**

Special meetings of the SSC may be called by the chairperson or by majority vote of the SSC.

#### **Section C: Place of Meetings**

The SSC 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. Alternative meeting places may be determined by the chairperson or by majority vote of the council.

#### **Section D: Notice of Meetings**

Public notice of the date, location, time, and agenda of a meeting, both regular and special, shall be given at least seventy-two hours in advance of any regularly scheduled or special meeting, with any changes in the pre-established date, time, or location of the meeting given equal advance notice. The school shall publicize the meeting in all appropriate venues, including conspicuous display in the school office, the school marquee, and the school web site. Parents will be informed of the approximate times and dates of SSC meetings, or given the actual schedule of regular meetings at the time of their child's intake.

#### **Section E: Decisions of the SSC**

All decisions of the SSC shall be made only after an affirmative vote of majority of members in attendance at a meeting, provided a quorum is in attendance.

#### **Section F: Quorum**

A total of seven members constitutes a quorum at any regular or special meeting

#### **Section G: Conduct of Meetings**

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



**Section H: Meetings Open to the Public**

All regular and special meetings of the SSC or of any ancillary committees shall be open at all times to any member of the public.

# **Article VI**

## **Committees**

### **Section A: Establishment of Committees**

The SSC may establish and abolish committees of their own membership to perform duties as prescribed by the SSC towards the goal of fulfilling its mandate. No such committee may exercise the authority of the entire SSC.

### **Section B: Rules**

Each committee may adopt rules for its own governance provided they are consistent with the rules and by-laws established in this document for the SSC as a whole, or the SDUSD governing board.

### **Section C: Quorum**

A majority of the members of the committee (fifty percent plus one person) shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee as a whole, so long as a quorum is present.

## **Article VII**

### **Ratification and Amendments to By-Laws**

#### **Section A: Ratification**

This by-laws delineated in this document may be ratified by a majority vote of affirmation by secret ballot, by the following SSC constituent groups: certificated teachers and other school personnel.

#### **Section B: Amendments**

An amendment of these by-laws may be made at any regular meeting of the SSC by an affirmative vote of two-thirds of the members present, so long as a quorum of at least seven members is in attendance. Written notice of the proposed amendment must be submitted to SSC members at least seven days prior to the meeting at which the amendment is to be considered for adoption.

## **Document History**

- Approved by my majority of staff in secret ballot – October 13, 2016