

**Claremont Middle School  
School Site Council Bylaws**

**Article I**

Duties of the School Site Council

The school site council of Claremont Middle School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisor committees
- Develop and approve the plan and related expenditure in accordance with all state and federal laws and regulations
- Recommend the plan and expenditures to the 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 district governing board policy) is made in planned activities or related expenditures
- Annually, (and at each semester, trimester, etc), evaluate the progress made toward school goals to raise the academic achievement of all students
- ***Review student achievement data (e.g., (but not limited to) STAR, API scores, Reading and Math benchmark assessment results, etc.)***
- Carry out all other duties assigned to the council by the district governing board and by state law
- Review and approve these bylaws at the first meeting of each school year.

**Article II**

Members

**Section A: Composition**

The council shall be composed of at least 12 members selected by their peers, with the following minimums:

- 4 classroom teachers
- 1 other school staff members
- 6 parents, community members
- The school principal shall be a member of the council
- ***Non-voting alternate members may also be elected if approved by a majority of the council.***

There must be an exact balance between school staff and non-school council members. Council members chosen to represent parents may be employees of the school district as long as they are not employed at this school.

**Section B: Term of Office**

Council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes.

**Section C: Voting Rights**

Each member is entitled to one vote and may cast that vote on a matter submitted to a vote of the council. Absentee or proxy ballots shall not be permitted.

**Section D: Termination of Membership**

The council 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 council chairperson. *The membership of any member who misses three consecutive meetings shall be terminated upon majority vote of the council.*

**Section E: Transfer of Membership**

Membership on the council may not be assigned or transferred.

**Section F: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by appointment by the approval of the council members *or by an alternate member elected under Article II, Section A. The addition of the new member shall maintain the composition of the council specific in Article II, Section A.* If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

**Article III**  
Officers

**Section A: Officers**

The officers of the council shall be the chairperson, vice-chairperson, secretary, the District Advisory Council (DAC) representative, and other officers the council may deem desirable. Alternate members of the council can serve as officers.

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

The vice-chairperson shall:

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

The secretary shall:

- Keep minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws
- Be Custodian of the records of the council
- Keep a register of the names, address and telephone numbers of each member of the council, the chairpersons of the school advisory committees, and others with whom the council has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the council

The District Advisory Council representative shall:

- Attend monthly District Advisory Council meetings and represent the council
- Report to council on all matters discussed at the DAC meetings

**Section B: Election and Terms of Office**

The officers shall be elected annually, at the first meeting of the council and shall serve for one year, or until each successor has been elected.

**Section C: Removal of Officers**

Any officer may be removed from their office by a two-thirds vote of all members

**Section D: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

**Article IV**  
Committees

**Section A: Sub-committees**

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise authority of the council.

**Section B: Other Standing and Special Committees**

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

**Section C: Membership**

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

**Section D: Terms of Office**

The council shall determine the terms of office for members of a committee.

**Section E: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies at the district governing board.

**Section F: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

**Article V**

Meetings of the Council

**Section A: Meetings**

The council shall meet regularly on the third Tuesday of each month. Special meetings of the council may be called by the chairperson, vice chairperson, or by a majority vote of the council.

**Section B: Place of Meetings:**

The council shall hold its regular meetings at a facility provided by the school, unless such a facility 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 C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized; use of three of the following venues shall constitute sufficient notice: flyer, the school bulletin boards, the Claremont website, automated school calling system, the marquee, and the Claremont Knightline or any other email that is broadly targeted to Claremont staff and families.

All required notices shall be delivered to council and committee members no less than 72 hours and no more than 7 days in advance of the meeting, personally or by mail (or by email).

**Section D: Quorum**

A majority of the members of the council shall constitute a quorum. An act taken by a majority of the members present at a meeting with a quorum shall be the act of the council.

**Section E: Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the rules of order established by education code Section 3147(c) and with *Roberts Rules of Order* or an adaption thereof approved by the council.

**Section F: Meetings Open to Public**

All meetings of the council, and of committees established by the council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**Article VI**  
Amendments

An amendment of these bylaws may be made at a regular meeting of council by a vote of two-thirds of the members present.