

SCHOOL SITE COUNCIL
GRAND TERRACE HIGH SCHOOL
COLTON JOINT UNIFIED SCHOOL DISTRICT

BY-LAWS

Article I
Purpose

To monitor the development and implementation of the School Improvement Program. To approve the school plan, modification thereof, and approve the categorical budgets and budgetary items (transfers, field trips, and conferences). To improve the curriculum and quality of education at Grand Terrace High School through cooperation among parents, students, teachers, and the administration.

Article II
Members and Election

Section 1. Membership in the Council must be organized to ensure parity among members. One half of the Council will consist of five members that will include the principal, classroom teachers, and classified personnel with teachers in the majority. The other half of the council will consist of parents, and other interested community members.

Section 2. Election of members and alternates shall be by secret ballot before the second meeting of the school year, either in September or October. A plurality shall be sufficient to be elected. The election of students, teachers, and classified members shall be by their peers.

- 2.1 Parents/Community Members - All parents will be informed via letter of the opportunity to serve on the Council. Nominations will be taken at the August SSC meeting, Open House, and via mail or internet submissions. All parents will have the opportunity to vote on nominees.
- 2.2 Certificated Staff Members - Nominations for certificated staff members will be opened and accepted the week before the first monthly Faculty meeting. Final nominations and election will take place at the first monthly Faculty meeting or prior to the second School Site Council meeting of the year.
- 2.3 Classified Staff Members - Nomination and election of classified staff will take place prior to the second School Site Council meeting.

Section 3. Members shall serve for a term of one year. In the event of a vacancy in any member's position within a school year, an election will be held at the following Council meeting, with the position filled first from alternate members, and then from other interested parties if no alternate exists.

Section 4. When a member fails to attend two consecutive meetings, the member may be removed by a simple majority vote of the membership in attendance.

Section 5. Term of membership shall be staggered and shall be for two years. In 2014-2015, half of the School Site Council nominees will run for a one-year term and half will run for a two-year term. In 2015-2016 and after, all School Site Council members will serve a two-year term. Parent members' terms will end early if their GTHS student(s) graduate at the end of the first year of membership. **(Change approved at the February 24th, 2014 SSC meeting.)**

Article III
Officers and Election

Section 1. The officers of the Council shall be a Chairperson, Vice Chairperson, and Secretary.

Section 2. These officers shall be elected at the second meeting of the year (either in September or October) by open nominations from among its members. The election shall be conducted by the immediate past chairperson. Officers shall assume duties upon election. The Chairperson and Vice Chairperson must be elected Council members. A non-member secretary may be appointed if no member wishes to assume this duty.

Section 3. No member shall hold more than one office at a time.

Section 4. In all elections, if the number of nominees is equal to or less than the number of vacancies, an election is not necessary and the nominees shall be elected by acclamation.

Article IV
Duties

Section 1. The chairperson shall preside at all Council meetings and perform the duties assigned to the chairperson by the Council.

Section 2. The vice-chairperson shall be an aide to the chairperson and in his/her absence, perform the duties of the chairperson.

Section 3. The secretary shall record the minutes of all meetings keeping an accurate record of all proceedings or activities, prepare a list of all unfinished business for the use of the chairperson, and send a copy of the minutes to the Special Projects Office of the Colton Joint Unified School District. The secretary shall work with the chairperson and principal to prepare the agendas for the meetings and distribute them along with the minutes from the previous meeting to the Council members each month.

Article V
Meetings

Section 1. Regular meetings of this Council shall be scheduled Mondays of each month during the school year, unless otherwise ordered by the Council.

Section 2. Special meetings may be called by the chairperson. Members must be notified in writing at least three days prior to the special meeting or notification must be given at the previous meeting.

Section 3. A majority of members present shall constitute a quorum.

Article VI
Authority

Section 1. Robert's Rules of Order (newly revised) shall govern this Council in all cases in which they are applicable and not in conflict with these by-laws.

Article VII
Amendments

Section 1. These by-laws may be amended by a two-thirds (2/3) vote at any regular meeting provided notice was given.