

## **PRESIDENT THEODORE ROOSEVELT HIGH SCHOOL COMMUNITY COUNCIL BY-LAWS**

### ARTICLE I: NAME OF COUNCIL

The name of this Council is the President Theodore Roosevelt High School Community Council, hereinafter referred to as Roosevelt High SCC.

### ARTICLE II: OBJECTIVES

The objectives of the Roosevelt High SCC shall be in accordance with State guidelines and be consistent with policies of the Board of Education and shall include:

Section 1: Advising the school regarding the planning, budgeting, implementation and evaluation of the Academic and Financial Plan (AFP) which shall be developed by the school principal, reviewed by the Roosevelt High SCC, and approved by the Complex Area Superintendent. The Roosevelt High SCC shall have ongoing responsibility to review the implementation of the plan with the principal, assess periodically the effectiveness of the plan and recommend modifications to the plan.

Section 2: Ensuring the school's AFP is aligned with the education accountability system.

Section 3: Studying and developing the AFP Multi-Year Plan in relation to the educational needs of the students.

Section 4: Pursuing the goal of each student maximizing their potential for learning and achievement.

Section 5: Providing collaborative opportunities for input and consultation.

Section 6: Taking other actions as required by and carrying out all of the duties and responsibilities assigned to it by the Department of Education (DOE).

Section 7: Participating in the selection and evaluation of the principal as designated by the DOE.

### ARTICLE III: MEMBERSHIP AND ELECTION

Section 1: **Election of Members and Term of Office.** There shall be regular elections held during the months of April and May of every year at which the Roosevelt High SCC members and alternates are elected. Elected members shall serve for two years until their successors have been elected and qualified except that for the initial election of members, the person receiving the lowest number of votes of the persons elected shall be assigned a one year term. Special elections may be held to select the initial board elected under these By-laws or to fill the unexpired terms of any member having more than one year left of their term.

Section 2: **Termination of Membership.** The Roosevelt High SCC should automatically terminate any member who is absent from (*two*) consecutive meetings without good cause. The Roosevelt High SCC, by affirmative vote of two-thirds of all of its members, may suspend or

expel a member for cause. Membership in the Roosevelt High SCC also shall terminate when the member no longer is qualified to represent the constituent group which elected the member such as by leaving Roosevelt High School through matriculation, transfer or resignation or by removal by their constituent group.

Section 3: **Alternates.** Alternates shall attend Roosevelt High SCC meetings on a regular basis. An elected alternate may be seated in place of an absent SCC member. Any seated alternate shall have voting power for the meeting at which he/she is seated. An elected alternate from the constituent group also shall be appointed to complete the unexpired term of a terminated member of that constituent group. The vice principal may serve as an alternate for the principal but may not replace the principal as a member of the SCC.

Section 4: **Vacancy.** Any vacancy on the Roosevelt High SCC shall be filled for the remainder of the unexpired term through the appointment of a duly elected alternate. If the composition of the Roosevelt High SCC falls below the requirements of these Bylaws and no elected alternates are available, vacancies shall be filled for the remainder of the unexpired term by election by the affected constituent group if more than one year remains on the departing member's term or by recommendation from the principal with selection and appointment by the remaining members of the Roosevelt High SCC for remaining terms of less than one year.

Section 5: **Number and Constituent Groups.** The Roosevelt High SCC shall be composed of the principal and persons representing the following constituent groups in the following numbers: teacher (1), non-certified staff (1), parents (1), students (1), and the community (1) – with alternates for each one. Except for the following groups, each representative shall be elected by the constituent group they represent upon expiration of their predecessor's term in regular elections to be held in April and May unless elected or appointed to serve out the unexpired term of their predecessor. Except for the student representative, the representatives shall be elected through the process described in Article III, Section 1 herein. The student representative shall be the president of the Student Council. The vice president of the Student Council shall be the alternate student representative. The community representative shall be elected by the parent group. Alternates shall be the person receiving the next highest number of votes for a constituent group after the members are elected. There shall be one alternate for each constituent group. State legislators are ineligible to serve on the Roosevelt High SCC. School or district DOE employees servicing Roosevelt High School cannot be a parent or community member of the Roosevelt High SCC.

#### ARTICLE IV: DUTIES OF ROOSEVELT HIGH SCC MEMBERS

Section 1: Attend all Roosevelt High SCC meetings on time or inform the secretary of the expected absence in order that an alternate may be seated.

Section 2: Accept a position as an officer or committee member when so appointed or elected unless unable to fulfill the requisite duties.

Section 3: Actively participate in workshops and training sessions to increase knowledge of the Roosevelt High SCC's purpose and functions.

Section 4: Make regular reports of Roosevelt High SCC proceedings and actions to their own peer groups, and to bring back recommendations to the SCC.

Section 5: Provide good stewardship of the school.

Section 6: Make decisions based on identified student needs that increase student achievement.

## ARTICLE V: OFFICERS

Section 1: **Officers.** The officers of the Roosevelt High SCC shall be a Chairperson, Vice Chairperson, Secretary, and such other officers as the SCC may deem desirable.

Section 2: **Election and Term of Office.** The officers of the Roosevelt High SCC shall be elected every two years by majority vote of the Roosevelt High SCC members and shall serve for two years and until each Successor has been properly elected. The principal may not be the chair of the SCC.

Section 3: **Duties.** The duties of the officers shall be to:

### **Chairperson**

1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the Roosevelt High SCC.
2. Prepare an agenda for each meeting and post the agenda 6 days in advance of each Roosevelt High SCC meeting.
3. Appoint chairpersons and members of Roosevelt High SCC committees subject to approval by the Roosevelt High SCC.

### **Vice Chairperson**

1. Assume the duties of the Chairperson during his/her absence.
2. Perform such other duties as may be assigned by the Chairperson or by the Roosevelt High SCC.

### **Secretary**

1. Receive and handle all mail addressed to the Roosevelt High SCC.
2. Keep a current roster of Roosevelt High SCC members including addresses and telephone numbers.
3. Keep the minutes of all meetings including attendance and summary reports.
4. Post the notices and agendas of public meetings on the school's internet website and in the school's administrative building.

## ARTICLE VI: MEETINGS

Section 1: **Regular Meetings.** Regular meetings of the Roosevelt High SCC will be held bi-monthly or as needed from August through May as designated by the Roosevelt High SCC chairperson or a majority of the Roosevelt High SCC.

Section 2: **Special Meetings.** Special meetings may be called by the Chairperson at any time during the calendar year or by written consent of a majority vote of the SCC. A meeting notice and agenda must be posted in a public location at the school and on the school website at least six days prior to a special meeting.

Section 3: **Order of Meetings.** All regular and special meetings of the SCC shall be conducted in accordance with latest version of Robert's Rules of Order or an appropriate adaptation thereof.

Section 4: **Quorum.** No business may be acted upon in any meeting without a quorum of SCC members present. A quorum shall consist of 50% + 1 of the membership and at 50% of those present must be parents and community members. However, the quorum for any six (6) member SCC shall consist of five (5) members.

Section 5: **Decision-making.** The SCC shared decision-making process shall be conducted with the intention of reaching consensus. In the event the SCC reaches an impasse on a matter before the SCC for consideration, a vote will be taken with a 50% + 1 majority of those members present required to break the impasse. All SCC members have a right to vote on any matter at a meeting of the SCC except those in which they have a direct personal conflict of interest.

## ARTICLE VII: COMMITTEES

Committees shall be created by the Roosevelt High SCC as may be required to carry on the work of the SCC.

Section 1: **Quorum.** The quorum for a committee meeting shall be a majority of its members.

Section 2: **Selection of committee members.** The chairperson and members of committees shall be appointed by the Roosevelt High SCC Chairperson subject to the ratification by the SCC. Committee members need not be Roosevelt High SCC members. Standing and ad hoc committees may be established as may be determined by the SCC.

Section 3: **Reporting responsibilities.** Committee chairs shall report on the progress and results of their committee's work to the Roosevelt High SCC.

## ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the SCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the bylaws requires a majority vote of the SCC.

Adopted herein this \_\_\_\_ day of \_\_\_\_\_ 2013.

