

# WEST ELEMENTARY SCHOOL

## SITE COUNCIL BY-LAWS

(Adopted: December 2, 2010)

### ARTICLE I

#### Name of Organization

The name of this organization will be the West Elementary School Site Council.

### ARTICLE II

#### Purpose

- A. Provide advice and counsel to the school in evaluating performance goals and objectives;
- B. Help determine methods which could be used by the school to meet the goals and objectives;
- C. Serve as a liaison between the school, school organizations, the community, and the local board of education by collecting and disseminating information about school improvement;
- D. Make recommendations and proposals to the school board regarding budgetary items and school district matters including, but not limited to, identifying and implementing the best practices for developing efficient and effective administrative and management functions;
- E. Help school boards analyze the unique environments of schools, enhance the efficiency, and maximize limited resources, including outsourcing arrangements and cooperative opportunities, as a means to address limited budgets.

The council will not possess any of the powers and duties reserved by law or regulation to the local school board.

## ARTICLE III

### Representation and Membership

The West Elementary Site Council is required by Kansas law to have the following groups represented:

- The principal
- Teachers
- Other school personnel
- Parents of pupils attending the school
- The business community
- Other community groups

## ARTICLE IV

### Selection Procedures

Initially, council members will be identified by the building administrator, who will recommend their appointment to the Superintendent and Board of Education. Council members may make recommendations for potential council members, but all membership will be finalized by the building administrator.

Members of the site council will serve two-year terms. The length of the terms will be staggered with a balance of new and returning members serving at one time. No limit will be set on the number of terms a member may serve.

The council may establish committees made up of staff, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

Membership on the council will terminate when members no longer have a child enrolled in the school or no longer live in the school attendance zone.

In the event of any of the above situations, the president will appoint a representative person who will finish the term of the person replaced.

## ARTICLE V

### Officers

The Officers of the West Elementary Site Council will consist of a **president, vice-president**, and secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year. Any ex-officio member of a council is not eligible to be an officer of the council.

## ARTICLE VI

### Duties of Officers

The **president** will preside at all meetings and have general supervision of the activities of the council. The **president** will work with the principal in planning and directing the activities of the council including monitoring committee progress.

The **president**, in consultation with the principal, will prepare an agenda for all council meetings, arrange for the agenda to be **emailed or mailed (upon request)** to each member prior to each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the council's work. The **president** will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The **vice-president** will exercise all functions in the absence of the **president** and assist the **president** as needed.

### The secretary is responsible for:

- A. Keeping a full and accurate account of the proceedings and transactions of all council meetings,
- B. Providing a copy of the minutes to the council members, all faculty members, and/or other appropriate district administrative staff within one week of the last meeting:
- C. Preparing any official correspondence that the chairperson may request;
- D. Maintaining a council file in the school's administrative office containing copies of all minutes, council correspondence, the annual school report, and the current **council by-laws**; and
- E. Maintaining a listing of the council membership with current telephone numbers and addresses.

## ARTICLE VII

### Meetings

The council will meet monthly on the first Thursday of each month from 7-8pm, or as determined by the council. The council will not have an official meeting in August or January. Special meetings may be called by the president or vice-president, as long as all council members are notified of the meeting at least 24 hours in advance and notice of such meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year will be called in September.

A simple majority of the council membership will constitute a quorum. Unless otherwise agreed, a majority of a quorum will be sufficient for adoption of any motion. However, the goal of the council is to work by consensus.

All council meetings are open to the public and anyone showing interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than seven days before the meeting date.

## ARTICLE VIII

### Training

An orientation session that includes information about council roles, responsibilities, and functions, as well as information on school and local policies and procedures will be held annually for all council members. Council members will strive to attend any training workshops sponsored by the district office or others, which may help the work of the council.

The principal will share information on school activities, successes, and concerns with council members.

## ARTICLE IX

### **Amendments**

These guidelines may be amended at any regular meeting of the council provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda of the current meeting except that by a two-thirds vote of those present, an emergency may be declared and these guidelines changed immediately upon a vote of two-thirds of the members present.