

Davidson Elementary Site Council School Bylaws

I. Mission Statement

We think Davidson is a five-star school because we focus on improving the quality of research-based, data-driven instruction, providing multiple opportunities for student success, and encouraging and supporting parent involvement and family support at many levels.

II. Purpose

The Purpose of the Site Council shall be:

- A. To fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education.
- B. To fulfill the mission of Davidson Elementary School.
- C. To involve staff, parents, and the neighboring community in making decisions that are in the best interest of Davidson Elementary School students' scholastic achievement, and personal and social growth.

III. Site Council

A. Membership

The Site Council shall consist of the following members:

- 1. The Principal.
- 2. A minimum of two and no more than four Parent Representatives.
 - a. Parents shall have students who attend Davidson Elementary School
 - b. Parents shall not be Davidson Elementary School employees.
- 3. A minimum of two and no more than four full-time certified Davidson Elementary School staff members.
- 4. A minimum of one and no more than two classified staff members.
- 5. A minimum of one and no more than two members representing businesses of the neighboring community or community-at-large.

NOTE: The number of parent volunteers will equal the number of teachers and must constitute a majority. The principal is a permanent member. There are no limits on the number of terms a member can serve.

B. Manner of Selection

- 1. The Principal of Davidson Elementary School shall have an automatic position on the Site Council.

2. At separate public meetings called by the Principal, each constituent group shall select its own representatives by election.

C. Duties and Powers

1. The Site Council shall be responsible for the decisions and management of the affairs, properties, and interests of the school.
2. The Site Council may exercise all powers that may be granted to any association of staff, faculty, community representatives, and parents, except those powers which are expressly limited by appropriate laws, rules, policies, or by these Bylaws.

D. Terms of Service

1. Terms of service for all members of the Site Council shall be two years, selected on rotating basis, with no term limits.
2. The Site Council shall determine the date on which the term of service begins.
3. The members of the Site Council shall assume office the first week of each term of service.

E. Officers

1. The officers of the Site Council shall consist of a Facilitator and a Recorder.
2. The Principal shall facilitate meetings in the absence of the Facilitator.
3. Officers shall be elected by a majority of the Site Council from the membership of The Site Council at the first meeting of each term of service.

F. Voting Rights

1. At all meetings of the Site Council, each member, including the Facilitator, present-in-person, shall have one vote.
2. All members shall have the same rights and responsibilities on the Site Council.

G. Resignation

1. Any Site Council member may resign at any time by giving written notice to the Facilitator.
2. Unless otherwise specified, the resignation is effective immediately.

H. Vacancies

Any vacancy in the Site Council shall be filled by the appropriate constituent group selecting a new representative to complete the term of service.

I. Committees

1. The Site Council, by resolution, may create various Committees and provide them with power and authority.

2. The Site Council, by resolution, may dissolve various Committees and revoke their power and authority.

J. School Administration

1. The School Site Administration for Davidson Elementary School shall faithfully implement the policies, resolutions, and decisions of the Site Council.
2. The School Site Administration shall provide any pertinent information to the Site Council so that the Site Council may fulfill its purpose.

K. Permanent Records

The Site Council Facilitator shall direct, compile, and maintain the following records:

1. Bylaws.
2. Site Council Members.
3. Site Council meeting dates.
4. Agendas.
5. Minutes of all meetings, including official action on each agenda.
6. Committee members and responsibilities.
7. Other required records.

IV. Meetings

A. Authority to Act

1. As legislative authority of Davidson Elementary School, the Site Council shall make policy but shall defer to the faculty, staff, and administration on the on the day-to-day operations of the school.
2. The Site Council shall retain supervisory powers to insure that its policies, resolutions, and decisions are implemented.
3. For any action, the Site Council may refer final decision-making authority to any or all constituent groups. The Site Council shall determine the procedures for the referendum vote.

B. Conduct

1. Meetings shall be conducted in accordance with applicable laws, rules, and policies.
2. Any question of procedure not otherwise covered shall be governed by Robert's Rules of Order or a procedure determined by the Site Council.

C. Quorum

A simple majority of all members of the Site Council, with at least one member from four or more member groups, must be present in person to constitute a quorum for official business.

D. Voting

A simple majority of the Site Council members present-in-person at a meeting shall be required to authorize any policy, resolution, or action.

E. Agenda

1. Development of the agenda for the Site Council is the responsibility of the Principal and the Facilitator.
2. All members of the administration, certified staff, students, parents, and community shall submit their proposed items for the agenda to the Principal or Facilitator.
3. All items submitted for the agenda shall be in writing and provided at least five working days prior to the next meeting.
4. At least twenty-four hours before a regular or special meeting, the facilitator shall post the agenda, including the date, time, and place of the meeting.

F. Schedule

1. The Site Council shall hold regular meetings at least twice each semester.
2. The date, time, and place for each regular meeting shall be fixed annually by resolution of the Site Council.
3. Special meetings may be called as necessary.

V. Amendments

A. Proposed Changes

1. Bylaws shall be subject to alteration within the limits of applicable laws, statutes, or rules.
2. Amendment to Bylaws may be proposed by a two-thirds vote of the present-in-person members of the Site Council.

B. Ratification

1. The Site Council shall determine procedures for the ratification vote.

VI. Ratification

The ratification of Bylaws of Davidson Elementary School shall be effective upon a two-thirds vote of the present-in-person members at separate public meetings of each of the following constituent groups: Certified Staff, Classified Staff, and Parents.

The Davidson Elementary School Certified Staff, Classified Staff, and Parents ratified Bylaws on an unknown date.

The Davidson Elementary School Site Council amended Bylaws on February 10, 2009.