

Bylaws of the South View Middle School Site Council

ARTICLE I: Name

The name of this organization shall be the South View Middle School Site Council. For convenience, the organization is referred to in these bylaws as the Site Council.

ARTICLE II: Article of Organization

The Site Council is a non-profit organization governed by these bylaws which may be amended.

ARTICLE III: Mission

The mission of the Site Council is to guide policy at South View to result in high-quality education for *all* students and producing a positive, supportive and responsive educational environment for students, staff, parents and the community while encouraging and developing student leaders.

ARTICLE IV: Membership and Terms

Section 1, Membership

The Site Council shall consist of four parents, selected so that each grade level and each elementary school assigned to South View is represented; one community member-at-large; four teachers currently assigned to South View Middle School for the majority of their assignment; one member of the non-licensed staff (clerical, para professional, custodial, etc.); students (number may vary); the principal; the assistant principal; the Parent Council Representative.

Section 1.1, Member Definitions

Parent: Someone having a student at South View at any time during the term of service; not a South View staff member.

Community Member-at-large: A resident within the Edina School District who may or may not have a child attending South View; not a South View staff member.

Licensed Staff: Any person currently occupying a position for which a valid teaching license is required

Non-Licensed Staff: Any person employed at South View in a position which does not require an administrative of teaching license.

Student: Any person currently attending South View as a student.

Parent Council Representative: An officer of the Parent Council Board or any other parent of a student currently enrolled at South View.

Section 2, Terms

Terms of the staff and community member shall be two years on a rotating basis. Members elected to these positions may serve a second, consecutive term, but must take one year off before applying for a third term.

Terms of parents are one year or two years with the parents having the option to renew

for a second, or third consecutive year at the discretion of the principal. Parents must take one year off before applying for a second term.

Terms of students shall be for one year, with the student having the option to renew at the discretion of the assistant principal or principal.

All terms will commence at the first regular meeting of the school year.

Section 3, Termination of Membership

If a Site Council member is absent from three consecutive meetings, or if a member is absent from over one-half of the meetings during any one school year, and if such member is deemed to have insufficient interest in continuing as a member of the Site Council, his/her membership shall be terminated by a majority vote of the remaining Site Council members. Any absences shall be certified in writing by the secretary of the Site Council.

Section 4, Replacement of Members

If a vacancy should occur in a council position before the expiration of the term, either through resignation or termination, the Site Council secretary shall request the principal to recommend a replacement to the Site Council. This replacement will serve the remainder of the unexpired term.

ARTICLE V: Elections and Appointments

Section 1, Appointments

Candidates for staff and the community representative will be nominated by the principal. These recommendations will be made prior to the last scheduled Site Council meeting and voted on by the current Site Council.

The Chair will notify the school community in February of any vacancies for the following school year. Parents can self-nominate by sending a brief, written statement of their qualifications and reason for their interest, and the principal and the Chair will make a recommendation that will be voted on by the members of the Site Council.

Student representatives will be chosen from members of designated student committees (such as “Ambassadors”, “Clean and Green”, “Dare to be Real”, “Spirit Team” and “P.A.C.T”). At least two representatives from each committee will be selected, but if there is strong interest from more than two students, additional representatives may join the Site Council.

ARTICLE VI: Officers

Section 1, Organization

Officers of the Site Council shall consist of a chairperson, a vice-chairperson and a secretary. Nominations shall be made at the organizational meeting. Officers shall be elected for a 1-year term commencing at the organizational meeting of the year elected.

Section 2, Duties

Chairperson: The chairperson shall preside at all meetings of the council. The chairperson may call special meetings of the council and must do so at the request of four council members. He/she shall prepare the meeting agendas and represent the council before the school board, parents and other community groups.

Vice-Chairperson: The vice-chairperson shall assume the responsibilities of the chairperson in the absence of that person. The vice-chairperson shall serve as the parliamentarian for Site Council meetings.

Secretary: The secretary shall certify the minutes of all council meetings. He/she shall assist the chairperson in all communications related to the work of the council. The secretary shall also notify the council of excessive absences pursuant to Article IV, Section 3, and maintain a roster of past and present council members, showing area of representation and terms of office.

Section 3, Executive Committee

The executive committee shall consist of the chairperson, vice-chairperson, secretary and principal. Where extraordinary circumstances require, the executive committee may also act on behalf of the council as a whole, and such action or decision will be deemed a decision of the council unless and until such a decision is revoked or modified by the majority of the full Site Council at its next regularly-scheduled or specially-called full meeting of the council.

ARTICLE VII: Meetings

The annual organizational meeting of the council should take place at the first regular meeting after the spring nominations and elections. The council shall meet as determined by the group. The council will hold regular meetings at least monthly during the school year. Special meetings may be held at the request of the chairperson or four voting members of the council. A quorum shall consist of a majority of the voting members of the council, plus at least two/three student members. When a quorum exists, a majority of those present may act, except in the case of amendments to the bylaws (see article IX).

All meetings shall be conducted according to the general parliamentary procedures as outlined in *Robert's Rules of Order* (Revised Version)

All meetings are open to the general public. Any new agenda items must be submitted in writing to the Site Council chairperson at least two weeks prior to the next scheduled meeting.

There will be no proxy votes.

ARTICLE VIII: Responsibilities

Section 1, South View Site Council

It shall be the responsibility of the Site Council to carry out the mission of South View by establishing policies and goals for the school in accordance with school district policy, contractual agreements and all state and federal requirements unless specific waivers have been granted.

Section 2, Parent Council

The Parent Council shall serve as the primary communications link between the school and the South View community, and will provide a forum for discussion of school-related issues. Students, parents, staff and community members will be encouraged to actively participate whenever possible in educational activities associated with the school.

Section 3, Principal

It shall be the responsibility of the principal to direct and manage the day-to-day operation of the school as required by district policy and in accordance with the job description as written by the district.

It shall also be the responsibility of the principal to keep the council informed of the status of the school's progress toward educational and building goals, and budget administration.

ARTICLE IX: Amendments to Bylaws

Amendments to these bylaws may be proposed at any regular council meeting. A written notice of the proposed change and the date of next regular meeting at which the proposed amendment shall be discussed shall be sent to each council member and to the principal at least four weeks prior to the date of the meeting. A favorable vote by two-thirds of the voting membership present shall be required for approval of any amendment of the bylaws.