



## **San Diego Met High School SSC Bylaws**

The school Single Plan for Student Achievement shall be developed and recommended by the school site council. The School Site Council, following approval of the school plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel and pupils, the implementation of the School Site Council. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it through the San Diego Unified School District and the California Department of Education.

### **Article I - Duties of the School Site Council**

The school Single site council of the San Diego Met High School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester) evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

### **Article II - Members**

#### Section A: Composition

The needs and resources of the School Site Council require that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school. The minimum standards for representation on the council shall be: the principal, teachers selected by teachers at the school, other school personnel selected by the other school personnel at the school, parents of pupils attending the school selected by such parents, and pupils selected by pupils attending the school.

The council shall be composed of a minimum of twelve members, selected by their peers, as follows:

5 classroom teachers

1 other school staff member

3 parents or community members

3 students

The school principal shall be an ex officio member of the council. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

Council members shall be elected for two year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting. At the conclusion of a member's term, the member can run again if he or she is in good standing.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. The elected alternate shall vote in the absence of the representative.

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by an appointment of the council for the period of time until the next regular election.

**Article III – Officers**

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- preside at all meetings of the council
- sign all letters, reports, and other communications of the council
- perform all duties incident to the office of the chairperson
- have other such duties as are prescribed by the council

The vice-chairperson shall:

- represent the chairperson in assigned duties
- substitute for the chairperson in his/her absence
- The secretary shall:
- keep minutes of all regular and special meetings of the council
- transmit true and correct copies of the minutes of such meetings to members of the council
- provide all notices in accordance with these bylaws
- be custodian of the records of the council

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- keep a register of the names, addresses, telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons
- perform other such duties as are assigned by the chairperson or council

## Section B: Election and Terms of Office

The officers shall be elected annually at the first meeting of the council, and shall serve for one year, or until each successor has been elected.

## Section C: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members.

## Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

## **Article IV Committees**

### Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committees may exercise the authority of the council.

### Section B: Other Standing and Special Committees

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

### Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

### Section D: Rules

The council may adopt rules for its own government non inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

### Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

## **Article V - Meetings of the Council**

### Section A: Meetings

The school site council shall meet regularly approximately once a month when in session. There will not be fewer than 8 meetings in the year. Dates of all meetings for the year will be determined at the first meeting of the year.

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## Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

## Section C: Notice of Meetings

All school site members will have notice listings of all meetings. The school bulletin will also notify everyone of upcoming meetings. Any change in the established date, time, or location will be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by mail/email to each member not less than 72 hours prior to the date of such meeting.

## Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council, a majority of the members of the council (51% or greater) shall constitute a quorum.

## Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 © and with or an adaptation thereof approved by the council.  
Robert's Rules of Order

## Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## **Article VI – Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 5 days prior to the meeting at which the amendment is to be considered for adoption.