

**Salinas Union High School District  
Everett Alvarez High School  
School Site Council By-laws  
2023-24**

<b>Article I</b>	<b>Name</b>
Section 1.1	The school site council of Everett Alvarez High School, hereinafter referred to as the School Site Council.
<b>Article II</b>	<b>Purpose</b>
Section 2.1	The purpose of this council shall be to:
	<ul style="list-style-type: none"> <li>a) Obtain recommendations for, and review of the proposed Single Plan for Student Achievement from all school advisory committees.</li> <li>b) Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.</li> <li>c) Recommend the plan and expenditures to the governing board for approval.</li> <li>d) Have ongoing responsibility to review with the Principal, school staff, parents, and pupils, the implementation of the SPSA and assess periodically the effectiveness of the program by annually reviewing the plan, and establishing a new school improvement budget consistent with the California Ed. Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.</li> <li>e) Carry out all other duties assigned to the school site council by the district governing board and by state law.</li> </ul>
<b>Article III</b>	<b>Membership &amp; Composition</b>
Section 3.1	<p>The school site council shall be composed of 12 members, selected by their peers as follows:</p> <ul style="list-style-type: none"> <li>a) 4 Classroom teachers</li> <li>b) 3 Students</li> <li>c) 3 parents</li> <li>d) 1 other staff member</li> <li>e) 1 Site Principal</li> </ul> <p><i>(The membership of this council shall not exceed twelve (12). Alternate members may be appointed by the Council as needed.)</i></p>
Section 3.2	Classroom teachers shall comprise the majority of those persons representing the school staff.
Section 3.4	<p>School site council members shall be elected for 2-year terms. Elections will be conducted in the fall of each school year. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.</p>
Section 3.5	<p>Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted. Alternates shall serve in a voting capacity, if needed, to achieve a quorum.</p>
Section 3.6	<p>Two (2) consecutive absences will constitute automatic dismissal from the council. An exception is made if a student member misses due to school activity e.g. athletic competitions.</p>

Section 3.7	The SSC 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 resignation letter to the SSC president.
<b>Article IV</b>	<b>Officers</b>
Section 4.1	The officers of the school site council shall be president, vice president, and secretary.
Section 4.3	Officers shall assume their duties immediately after their election.
Section 4.4	Officers shall be elected annually at the first meeting of the SSC and shall serve for one year, or until each successor has been elected.
<b>Article V</b>	<b>Duties of Officers</b>
Section 5.1	<p>The President shall:</p> <ul style="list-style-type: none"> <li>● Preside at all meetings of the school site council.</li> <li>● Sign all letters, reports, and other communications of the school site council.</li> <li>● Have other such duties as are prescribed by the school site council.</li> </ul> <p>The Vice-President shall:</p> <ul style="list-style-type: none"> <li>● Represent the president in assigned duties.</li> <li>● Substitute for the president in his/her absence.</li> </ul> <p>The Secretary shall:</p> <ul style="list-style-type: none"> <li>● Keep minutes of all regular and special meetings of the school site council.</li> <li>● Transmit true and correct copies of the minutes of the meetings.</li> <li>● Provide all notices in accordance with these By-Laws.</li> <li>● Keep a register of the names, addresses, and phone numbers of each member of the SSC.</li> <li>● Perform other duties as assigned by the president of the SSC.</li> </ul> <p style="text-align: center;"><i>(Should both senior officers be unavailable, the secretary shall preside.)</i></p>
<b>Article VI</b>	<b>Duties of Council members</b>
Section 6.1	<p>It shall be the duty of all Council members to:</p> <ul style="list-style-type: none"> <li>● Attend all meetings of the School Site Council.</li> <li>● Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.</li> </ul>
<b>Article VII</b>	<b>Meetings &amp; Quorum</b>
Section 7.1	Meetings shall be held monthly, the day and time to be scheduled by the council.
Section 7.2	The meetings shall be governed by these by-laws, and any dispute will be settled by <a href="#">Robert's Rules of Order</a> (Ed. Code 3147(C)).
Section 7.3	The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the president or by a majority vote of the school site council.
Section 7.4	<p>Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice.</p> <p>All meetings shall be publicized in the following venues: website, school bulletin board, and newsletter.</p>
Section 7.5	All meetings of the school site council, and of committees established by the school

	site council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section 7.4 of this article.
Section 7.6	The act of a simple majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council.
<b>Article VIII</b>	<b>Committees</b>
Section 8.1	The executive committee shall consist of the elected officers, two members elected at large, and the principal.
Section 8.2	The president shall appoint such subcommittees as he/she considers necessary at any time, or as directed by a majority of the members present.
<b>Article IX</b>	<b>Amendments</b>
Section 9.1	An amendment of these by-laws may be made following a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the school site council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.