

# Lincoln High School

(Adapted from California Department of Education guidelines)

## School Site Council (SSC)

### Bylaws

#### **Article I:**

#### **Duties of the School Site Council**

The School Site Council of Lincoln High School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement (SPSA)
- Develop and approve the SPSA and related expenditures for specific categorical budgets 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 evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

#### **Article II**

#### **Members**

##### Section A: Composition

According to the formula indicated in the California Education Code, the SSC shall be composed of 16 members, selected by their peers, as follows:

- 5 classroom teachers
- 2 other school staff members
- 4 parents or community members
- 4 students
- 1 principal

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

All SSC members are volunteers and are not to be monetarily compensated. The SSC may vote to allocate funds to pay for secretarial services. The secretary does not have to be a member of the SSC.

##### Section B: Term of Office

All SSC members, except student members, shall be elected to serve for a 2-year term. Members are eligible to be elected for successive terms. Student members shall serve for a 1-year term.

#### Section C: Voting Rights

Each member of the SSC 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.

#### Section D: Termination of Membership

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 letter of resignation to the SSC chairperson.

#### Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

#### Section F: Vacancy

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

### **Article III SSC Elections**

#### Section A: Elections

Elections will be held on an annual basis. All members shall be elected by their peer group. These elections will be by secret ballot and should be completed by October 15.

### **Article IV Officers**

#### Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

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 SSC
- 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 SSC
- Keep a register of the names, addresses, and telephone numbers of each member of the SSC, 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 the SSC

The SSC may vote to allocate funds to pay for secretarial services. The secretary does not have to be a member of the SSC.

The chairperson may identify other officers (i.e. parliamentarian, historian, treasurer) as deemed necessary.

Section B: Election and Terms of Office

The officers shall be elected annually, at the 1<sup>st</sup> meeting of the SSC, and shall serve for one year.

Section C: Removal of Officers

Any officer may be removed from their 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 SSC, for the remaining portion of the term of office.

**Article V  
Committees**

Section A: Sub-committees

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

Section B: Other Standing and Special Committees

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

Section C: Terms of Office

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

Section D: Rules

Each committee may adopt rules for its operations not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

## **Article VI**

### **Meetings of the SSC**

#### Section A: Meetings

The SSC shall meet regularly, once a month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the council.

#### Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a 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 SSC.

#### Section C: Notice of Meetings

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. All meetings shall be publicized in the following venues: e-mail, bulletin board, and school website.

All required notices shall be delivered to the SSC and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, by mail or email.

#### Section D: Quorum

The act of the majority of the members present shall be the act of the SSC, provided a quorum is in attendance. A majority of the members of the SSC (51% or greater) shall constitute a quorum.

#### Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with an adaptation of *Robert's Rules of Order*.

#### Section F: Meetings Open to the Public

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

## **Article VII**

### **Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.