

AMENDED AND RESTATED BYLAWS
Catalina Magnet High School Site Council

Amended 09/13/2011

ARTICLE I- MISSION STATEMENT

The mission of the Site Council is to assist Catalina Magnet High School (“CMHS”) in producing students who are LEADERS (“Literate, Educated, Accountable, Diverse, Employable, Responsible, and Successful”) as well as to promote student achievement.

ARTICLE II - PURPOSE

The purpose of the Site Council shall be to fulfill the Mission of CMHS. The Site Council shall foster cohesion within the school community, taking into consideration the diverse student body and programs, which include magnet programs and small learning communities. The Site Council shall work with an array of representatives of constituency groups at CMHS to promote the best possible education for all CMHS students and shared decision making at the school site.

ARTICLE III - SITE COUNCIL MEMBERSHIP

A. Membership. The Site Council shall consist of representatives from six constituency groups which shall be parent representatives, certified representatives, administrative representatives, classified representatives, student representatives and community representatives (hereinafter “Member”). There shall be an equal number of teacher representatives and parent representatives. The teacher and parent representatives together shall comprise a majority of the Members of the Site Council. The Site Council must reflect the ethnic composition of the CMHS community. All Members as duly selected representatives of their constituency groups shall have the same rights and responsibilities on the Site Council. No person may represent more than one constituency group for the purposes of membership on the Site Council.

Specifically, Members of the Site Council shall be selected by the following constituency groups:

1. Parent Representatives. The Site Council shall have seven (7) parent representatives of students who attend CMHS and who are not employees of CMHS. The remaining five (5) parent representatives will be elected by the parents and/or legal guardians of students attending CMHS. Two (2) parent representatives each year. A list of the individuals serving on the Site Council shall be received by Site Council Facilitator or their appointed representatives no later than the 1st Friday in April of each year. The Site Council or their appointed representative shall be responsible for holding said elections on the 3rd Friday in April of each year. Flyers shall be inserted in the third quarter grades mailed to all parents soliciting interested individuals to serve on the Site Council for the upcoming school year and noticing the election. The election results shall be reported to the Site Council at its May meeting. The final parent representative shall be elected by the parents of the freshmen class. The names of the nominees and volunteers will be accepted during the freshmen registration period by the Site Council and an election will be held during the open house held at CMHS. The above-referenced parent representatives, if possible, shall represent each grade level at CMHS.

2. Certified Representatives. The CMHS certified faculty shall elect seven (7) individuals to serve on the Site Council in April of each year. The Facilitator shall be responsible for conducting any such election, and shall submit the election results of the Site Council at the May meeting of the Site Council.
 3. Administration Representatives. The Principle of CMHS shall have an automatic position on the Site Council or the designated Principle representatives in the absence of the Principle shall be selected to serve on the Site Council.
 4. Classified Representatives. The CMHS classified staff shall elect **four (4)** individuals to serve on the Site Council in April of each year. The Site Council Facilitator shall be responsible for conducting any such election, and shall submit the election results and shall submit the election results of the Site Council at the May meeting of the Site Council.
 5. Student Representatives. The Site Council shall include three (3) CMHS students. The election process shall be the responsibility of the Student Council and shall be held in April of each year. The Student Council shall submit the names of three (3) students to the Site Council at its May meeting. The students selected to serve on the Site Council shall, if possible, represent three (3) different grade levels at CMHS.
 6. Community Representatives. The Site Council will select one (1) community representative from those individuals interested in serving on the Site Council. A solicitation of individuals interested will be posted on the school website. The election of the community representative shall occur at the May meeting of the Site Council.
- B. Duties and Powers. The Site Council shall be responsible for the control and management of the affairs, property and interest of CMHS, and may exercise all powers granted to any such association of staff, faculty, students, community representatives, and parents, except those powers which are expressly limited by appropriate law, rules, policies, or by these By Laws. The Site Council shall enforce the standards for accrediting of a site Council as described in the attached Exhibit A.
- C. Period of Service. Terms of service for the Members of the Site Council shall be for at least one (1) year or until their successors shall be duly qualified and elected. The date of service shall begin with the first scheduled meeting of the school year except as otherwise provided by appropriate law and these By-Laws. The selection of officers and such other Members shall take place at the first meeting of the school year.
- D. Manner of Acting. Except as otherwise provided by these By-Laws, each Member present shall have one (1) vote.

E. Vacancies. Vacancies occurring by reason of death, removal, resignation, or inability to act, shall be filled from the constituency groups designated in Article III. A herein by the Site Council to fill a vacancy shall be compiled by the Election Coordinator in cooperation with the appropriate constituency group and shall thereafter be presented to the Site Council. Said vacancy shall be filled by a majority of a quorum of the Members at any duly conveyed meeting of the Site Council.

F. Resignation. Any Member may resign at any time by giving written notice to the Facilitator. Unless otherwise specific in such written notice, it shall take effect upon receipt of the notice by the Facilitator. The acceptance of the registration shall not be necessary to make it effective.

G. Termination. The Site Council may expel or terminate a Member for cause, which shall include the absence of a Member from three (3) consecutive meetings of the Site Council, after a least seven (7) day written notice to a Member to be expelled or terminated by affirmative vote of a majority of all the Members of the Site Council.

H. Reinstatement. Upon written request signed by a former Member which is filled with the Facilitator within two (2) weeks of being expelled or terminated, the Site Council may at its next regularly held meeting, by the affirmative vote of two thirds of the Members of the Site Council, reinstate such former member to the Site Council upon such terms as the Site Council may deem appropriate.

I. Committees. The Site Council, by resolution adopted by a majority of a quorum, may designate and appoint one (1) or more committees, each of which shall consist of one (1) or more Members and such number of persons who are not Members of the Site Council as may determine. Any member of a committee established under this section may be removed by the Site Council by resolution adopted by a majority of a quorum at a duly convened meeting of the Site Council, whenever in their judgment the best interest of the Site Council shall be served by such removal. Each member of the committee established under this section shall cease to qualify as a member thereof.

J. Site Council and Administration. Members shall implement the policies, resolutions and decisions of the Site Council. The School Site Council Administration shall provide requisite information to the Site Council so that the Site Council may fulfill its purpose as stated in Article II of these By-Laws. The Site Council shall also comply with Arizona law and the Tucson Unified School District ("TUSD") Board Policies.

ARTICLE IV - MEETINGS

A. Authority to Act. The legislative authority of CMHS shall be vested in the Site Council. The Site Council shall make policy for CMHS but shall defer to the faculty, staff and administration on the day-to-day operations of CMHS. However, the Site Council shall retain such supervisory powers to insure its policies, resolutions, and decisions are implemented.

B. Conduct Meetings. Meetings shall be conducted in accordance with the Arizona Open Meeting Law and all other applicable state laws and TUSD policies. Meetings may be conducted in accordance with Robert

C. Officers. The Officers of the Site Council shall be a Facilitator, and a Secretary as the Site Council may deem necessary. The officers shall be elected annually at the first meeting of the Site Council from its membership. If the election of any officer is not held at such meeting, such election shall be held as soon as conveniently possible thereafter. New offices may be created and filled, and vacancies may be filled and at any meeting of the Site Council. Any officer elected or appointed by the Site Council may be removed by the Site Council, with or without cause, by resolution of a majority of the Members of the Site Council, when in their judgment, the best interest of the Site Council will be served thereby. Any officer may resign at any time by given written notice to the Site Council. The Site Council shall appoint one (1) of its Members to perform the duties of Facilitator and/or Secretary at any given meeting due to the absence of either the Facilitator or Secretary at any given meeting due to the absence of either the Facilitator or Secretary at any given meeting of the Site Council. The Site Council may elected or appoint such officers shall have the authority to perform the duties prescribed by the Site Council. The appointment of such other officers shall not require a ratification vote by the constituency groups.

1. Facilitator. The Facilitator shall preside at all meetings on the Site Council and shall maintain the official records of the Site Council. The Facilitator shall give notice of the meetings of the Site Council and perform such other duties as assigned to him or her by the Site Council.

2. Secretary. The Secretary shall keep a record of the minutes of all meetings of the Site Council. The Secretary shall also perform such other duties as assigned to him or her by the Site Council.

D. Quorum. A majority of all the Members of the Site Council shall be a quorum for the transaction of business at any meeting of the Site Council. At any time that a quorum is lost during, a request to adjourn shall be entertained and no vote on official business can occur.

E. Voting, except as otherwise provided by statute or these By-Laws, the vote of the majority in person of a quorum shall be the act of the Members.

F. Agenda. The development of the agenda for the Site Council is the responsibility of the Facilitator and the Principle. All items submitted for inclusion on the agenda shall be forwarded to the Facilitator for validity as Site Council.

G. Meetings. The Site Council may hold special meetings as it shall determine and shall hold regular monthly meetings during the school year, except for such months that may be excluded by resolution of the Site Council. The date, hour and place for each regular meeting shall be fixed annually by resolution of the Site Council. Not less than twenty-four (24) hours nor more than seven (7) days prior to a regular meeting, the Facilitator shall announce and post the date, site and time of the regular meeting at CMHS and on the website of CMHS.

H. Presumption of Assent. A Member of the Site Council who is present at a meeting of the Site Council at which action on any matter is taken shall be presumed to have assented, or unless he or she shall file his or her dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or shall forward dissent by certified mail to the Secretary of the Site Council immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Member who voted in favor of such action.

ARTICLE V - AMENDMENTS

These By-Laws may be amended by a majority of a quorum of the Members at any duly convened meeting of the Site Council. Further, Article III.1 and III.2 may be amended without ratification by the constituency groups to equally increase the number of parent and teacher representatives serving on the Site Council and to develop additional categories of parent and teacher representatives to better meet the needs of the student population at CMHS. The Site Council shall refer for ratification any proposal amendments to any constituency group deemed appropriate. The Site Council shall determine procedures for the ratification vote.

Effective this ____ day of _____, 2011

By: _____
Secretary

Attested:

By: _____
Facilitator