

# MISSISSIPPI CREATIVE ARTS MAGNET SCHOOL SITE COUNCIL BY-LAWS

Presented to the Site Council on 1/16/07 and 2/20/07

Approved by the Site Council 2/20/07

## ARTICLE I NAME

Section 1.01. The name of this organization shall be the Mississippi Creative Arts Magnet School Site Council, hereafter referred to as the Site Council or Council.

## ARTICLE II MISSION

Section 2.01. Pursuant to District guidelines and policies, the Site Council will ensure that the School's mission and the Council's By-Laws are attained.

*Mississippi Creative Arts Magnet School mission statement: Students will achieve in and through the Arts as we prepare them to be productive, responsible, caring global citizens.*

Section 2.02. The mission of the Mississippi Creative Arts Magnet School Site Council is to link students, staff, parents, and community in a nurturing environment. We want to promote excellence, develop creativity, and encourage academic achievement and cooperation. We intend to do this by emphasizing the application of knowledge, by facilitating problem solving, by supporting the development, implementation and evaluation of Mississippi Creative Arts Magnet School's programs, and by modeling fairness and tolerance while equipping one another for life long learning.

Section 2.03. The decision-making role of the Site Council will be appropriate to the team's role in the school, will respect the roles and authority of the principal and committees, and will evolve with the support of the school's principal, staff and parents.

## **ARTICLE III MEMBERS**

Section 3.01. The Site Council's membership will comply with Minnesota State Law and District guidelines.

Section 3.02. The Site Council shall consist of 8-12 voting members. The Site Council will continue to recruit parent/community and staff to keep a balance in membership. Family, student, and community membership will represent the diversity of the school's community. Staff membership will be as diverse as possible while respecting staff's choice of which school committees they join. Staff and community have agreed upon the following membership composition:

1 Co-Chair from the staff

1 Co-Chair from the parents

1 Secretary

Students will be invited to the Site Council as needed.

Section 3.03. The Site Council will have alternate members who may attend the meetings but may vote only when representing a missing member and assigned to that position by the Co-Chairs when needed.

Section 3.04. Site Council members are expected to regularly attend Site Council meetings, arrange for an alternate, or name a proxy for voting purposes.

## **ARTICLE IV TERMS OF OFFICE**

Section 4.01. The initial Site Council will have term lengths of 2 years.

Section 4.02. The usual minimum term length is two or three years. The Site Council may choose to accept a member who can commit to only one year.

Section 4.03. There is no maximum limit to length of service on the Council. When a member's term expires, he/she must be re-elected/re-selected by the regular process.

Section 4.04. Terms of office will be staggered to provide membership continuity. Half expire each year for two-year terms. One-third expire each year for three-year terms.

## **ARTICLE V PROCESS FOR SELECTION OF MEMBERS**

Section 5.01. Nomination procedures shall encourage and facilitate open participation from all members of the staff, parents, students and community. The selection process will be announced annually, publicized, and overseen by the Site Council. Selection shall be made in the fall of each year for open positions.

Section 5.02. People may nominate themselves or be nominated; staff recruits and/or votes for staff; parents/community recruit and/or vote for parents/community; when there are more candidates than positions elections will be held.

## **ARTICLE VI VACANCIES**

Section 6.01. A voluntary resignation or three consecutive unexcused absences of a Council member determine vacancies.

Section 6.02. In the event of a vacancy on the Council, the members of that constituent group shall meet and select someone to fill the vacancy until the next annual election/selection. At that time a member shall be elected/selected for the balance of the expired term.

Section 6.03. Any elected Site Council member shall be subject for removal from membership on the Council for cause when at least three-fourths (75%) of the Council's remaining members are in agreement.

## **ARTICLE VII OFFICERS**

Section 7.01. The Site Council Officers will consist of two Co-Chairs - one staff member and one parent. The Council may also have members serve as Secretary or Treasurer.

Section 7.02. Officers will be elected annually by the new Site Council membership, following its election/selection.

## **ARTICLE VIII QUORUM**

Section 8.01. At each meeting, the presence of at least sixty- percent (60%) of the Council's members/alternates shall be necessary to constitute a quorum for the transaction of business.

Section 8.02. The Council shall strive for full attendance.

## **ARTICLE IX MEETINGS**

Section 9.01. All Site Council meetings are open to everyone, as stated in the Site Based Improvement Agreement. Guests will agree to follow the Council's ground rules.

Section 9.02. At the meeting of the Site Council that follows the annual election/selection, meeting dates shall be established for the succeeding year. Dates will be published in each school newsletter, website, and posted on the Site Council Bulletin Board.

Section 9.03. Special meetings may be called at the discretion of an administrator, the Co-Chairs, or three or more Council members. Members will be notified, when possible, ten days in advance of the meeting. It shall be the responsibility of the Council members calling the special meeting to notify all members and to provide the agenda.

#### Section 9.04. Agendas

1. The Co-Chairs and Principal are responsible for preparing agendas for regular scheduled meetings.
2. Any Council member may suggest an agenda item by the due date established by the Council for submitting items.
3. Agendas will be approved by the Council at the beginning of each meeting.

Section 9.05. Anyone (staff member, student, parent, community member) may present an issue to the Council in writing. For each issue, the Co-Chairs and Principal will decide if it is a Council issue and/or if it needs referral to an individual (e.g. Principal) or to another school committee or group. The Council can create a task force to address an issue not covered by existing committees. The issue's sponsor can be invited to discuss the issue with the Council. All people who submit issues will receive a response and be told to whom their issue was referred.

## **ARTICLE X COMMUNICATION**

Section 10.01. Members of the Site Council will ensure that there is two-way communication about Council activities with the people they directly or indirectly represent.

Section 10.02. The Site Council will regularly evaluate its communication with the school community.

Section 10.03. The Site Council will use a variety of communication strategies, including but not limited to the following:

1. A Site Council Bulletin Board.
2. The school at-large will receive general Council information through the school newsletter.
3. All staff will receive agendas before meetings. Parents will receive agendas through the Bulletin Board and the newsletter, if possible. Copies will also be available in the office.

4. Minutes will go to all staff. Minutes or a summary will be in the school newsletter and on the Site Council Bulletin Board.

5. A Site Council Action Plan (who will do what by when) will be recorded at each meeting and reflected in the minutes.

6. One Site Based Improvement/Site Council Notebook will be available to everyone as a public resource book and archive.

## **ARTICLE XI COMMITTEES**

Section 11.01. To encourage greater participation and communication by all school staff, parents, students, and community, the Site Council shall create task-oriented ad hoc and standing committees as necessary, including any district recommended committees.

Section 11.02. The Site Council will work collaboratively with the school's committees and parent organizations, in order to improve student achievement by developing the school's effectiveness, efficiency, communication and collaboration. The Council and committees will report to each other and work together on projects.

## **ARTICLE XII DECISION MAKING PROCESS**

Section 12.01. The Site Council will work with respectful regard for the authority and responsibilities of school individuals, committees, and groups. The Council will collaboratively problem solve with others when they are working on the same issue.

Section 12.02. Decisions will be made by consensus. If the Council determines that consensus cannot be reached, a vote will be taken. The percentage vote necessary for an issue to pass will usually be two-thirds (66%).

Section 12.03. Each membership position will constitute one vote.

Section 12.04. Issues not passed may be referred back to the originator, to an existing committee, or to a short-term task force.

Section 12.05. The Site Council shall adhere to rules, regulations and policies of the Board of Education and District, the laws of local, State and Federal Government, and contractual agreements, unless an exemption has been granted from such rule, regulation, policy or agreement by the appropriate parties' agencies. The Site Council shall demonstrate ethical practices in its operations.

### **ARTICLE XIII AMENDMENTS TO THE BY-LAWS**

Section 13.01. These By-Laws shall be adopted or amended/changed at any time by consensus of two-thirds (66%) of the full Site Council membership.

Section 13.02. These By-Laws shall be reviewed annually for amendments/changes.