

SCHOOL COUNCIL BYLAWS
Sam Hughes Elementary School
As amended through September 27, 2010

These School Council Bylaws were amended by the Sam Hughes Elementary School community on September 27, 2010, and are intended to govern the selection, organization and administration of the Sam Hughes School Council (the "Council").

Section 1. Governing Law and Policy. The Council is organized pursuant to Arizona Revised Statutes Section 15-351¹ and the guidelines for School Councils adopted by Tucson Unified School District ("TUSD").² All Council policy and action, including these Bylaws, shall be interpreted and applied so as to be consistent with the foregoing, and in the event of any conflict between the foregoing and these Bylaws, the foregoing shall govern.

Section 2. Purpose. The Council is organized for the following purposes.

A. Purposes Required by Governing Board Policy. The following purposes are required pursuant to TUSD Governing Board Policy in effect as of the date hereof. Should additional or different purposes be required from time to time by such Policy, they shall automatically be incorporated herein.

(i) Making recommendations for submission of the school's 301 Plan goals to the TUSD Superintendent.

(ii) Making recommendations for the selection of the school administration to the TUSD Superintendent.

(iii) Making recommendations for the allocation of discretionary budget.

(iv) Making recommendations for the school's curriculum to the TUSD Superintendent or Governing Board.

(v) Determining the use of undesignated tax credits at the school as provided by law.

B. Other Purposes. In addition, the Council shall:

(vi) Approve school policy in the areas of curriculum development, discipline, scheduling, attendance, educational policies, instruction, staff development and other areas related to the educational mission of the School.

(vii) Develop and interpret School policies regarding non-PTA fund raising, grants and other discretionary funds available from TUSD or other sources, including, but not limited to, campaigns to raise money for the School from Arizona public school tax credit contributions.

(viii) Develop budgets for and to implement policies regarding use of the funds described in subsection (vii).

(ix) Serve as a liaison between parents, students, staff, PTA, TUSD and other school and community organizations.

¹A copy of Section 15-351 is annexed to these Bylaws as Exhibit A.

²A copy of the Governing Board Policy is annexed to these Bylaws as Exhibit B.

- (x) Consult with and advise the Principal concerning teacher hiring decisions.
- (xi) Consult with and advise the Principal concerning open enrollment policies.
- (xii) Determine from time to time statements of the mission and vision for the school. All Council actions and decisions shall be guided by, and shall be made so as to further and implement, such mission and vision statements.

Section 3. Membership; Terms and Selection. The Council shall consist of the following members³:

- A. The Principal.
- B. Teachers.
 - (i) There shall be no fewer than 4 but no more than 6 teacher members.
 - (ii) The number of teacher members for each school year shall be determined by the Principal (which determination may be made in consultation with the teachers) prior to the August meeting of the Council. *
 - (iii) Teacher members shall be selected by vote of the teachers prior to the August meeting of the Council.
 - (iv) The term for each teacher members shall be one year, but there shall be no limit on the number of successive terms for which a teacher may serve should such teacher be re-selected.
 - (v) If any vacancies arise among the teacher members during the school year, the Principal may, in the Principal's discretion, either (i) permit the teachers to select a replacement teacher member or (ii) permit the vacancy to remain until the following school year.
 - (vi) If a teacher member of the Council is also the parent of a student enrolled at Sam Hughes, the teacher/parent shall be considered a teacher member, and not a parent member, of the Council.

- C. Parents.
 - (i) The number of parent members shall be the same as the number of teacher members as of the August meeting of the Council.⁴ If the number of teacher members decreases during the school year, the number of parents shall not be reduced.
 - (ii) Parent members must be parents of students enrolled at Sam Hughes who are not TUSD employees employed at the school.⁵
 - (iii) Parent members shall serve for a two-year term, which term shall commence and expire as of a September meeting of the Council. Wherever feasible, the terms shall be staggered so that half of the parent positions become vacant each year. Notwithstanding the foregoing, if as of the August meeting there are more teacher members than parent members, *

³ A.R.S. 15-351 and Board Policy.

⁴ A.R.S. 15-351(D).

⁵ A.R.S. 15-351(B)(1).

additional parent members shall be elected for one-year terms so that the number of parent members and teacher members shall be equal.

(iv) Whenever practical, the terms of the parent members shall be staggered so that each year one-half of the parent members shall be continuing members serving the second year of their terms and one-half shall be newly elected members serving the first year of their terms. In order to achieve staggered terms, if at the beginning of a school year, as a result of parent member resignations or otherwise, fewer than half of the parent members would be continuing members, the Council may elect to extend for an additional year the terms of up to two parent members whose terms are expiring.

(v) At each August Council meeting, the Council shall determine procedures for election of parent members by the Sam Hughes parent community, which election shall be held prior to the September meeting of the Council. The Council shall publicize the election by reasonable means (such as e-mail announcements, posting at school entrances, and announcements in school communication folders) on at least two occasions at least one week in advance of the election.

(vi) The Council shall, whenever practical, designate one parent member to serve as PTA liaison, which liaison shall attend PTA meetings in order to inform the PTA as to Council matters and to inform the Council as to PTA matters.

(vii) Unless otherwise determined by the Council, for the purpose of elections for parent members, each family with one or more children at the school shall receive a single vote.

D. Community Members.

(i) Community Members may be selected by the Council from time to time.

(ii) Parents of current Sam Hughes Students, teachers at the school, and TUSD employees are not eligible to serve as Community Members.

(iii) Only residents within the school enrollment boundaries are eligible to serve as Community Members.

(iv) The number of Community Members shall be at the discretion of the Council, provided that the teacher and parent members shall together always constitute a majority of the Council.⁶

E. Staff Member.

(i) There shall be one staff member.

(ii) The staff member shall be a TUSD employee employed at the school but not a teacher (i.e., a non-certified employee). If the staff member is also a parent of a student at the school, the staff member shall be considered a staff member and not a parent member.

(iii) The staff members shall be selected by vote of the staff conducted by the Principal prior to the August meeting of the Council.

(iv) The term for the staff member shall be one year, but there shall be no limit on the number of successive terms for which a staff member may be elected.

(v) If a vacancy arises during the school year, the vacancy shall be filled by vote of the staff conducted by the Principal.

⁶ Board Policy.

F. Certification. Following the election of members, the Principal shall certify to the TUSD Superintendant that the members were elected in accordance with these Bylaws.⁷

G. Removal of Members. Members may be removed by two-thirds vote of the Council, but only for (i) unexcused failure to attend three Council meetings during a school year, or (ii) conduct unreasonably disruptive of or detrimental to the school or Council.

H. Diversity. The Council shall take into consideration the ethnic composition of the school community.⁸

Section 4. Meetings, Records, Voting and Other Procedures.

A. Regular meetings shall be held once per month from August through May on dates selected by the Council.

B. Special meetings may be held at any time upon the approval of a majority of the Council members in person and/or in writing.

C. Meetings shall be chaired by a facilitator elected by the Council from time to time and, absent such an election, by the Principal.⁹

D. The facilitator will plan the agenda with the principal and other Members of the Council. The facilitator shall have discretion to determine the order of consideration of agenda items and any rules of procedure governing the meetings consistent with these Bylaws.

E. All meetings shall be open to the public, and meetings shall be conducted in a manner required by any applicable open meeting laws. Notice of the meetings shall, if reasonably possible, be posted on School grounds and sent home to parents in advance of the meeting. The Council, in its discretion, may determine whether to have a call to the audience during Council meetings.

F. All Council meetings and communications shall be conducted in accordance with applicable provisions of the State of Arizona open meeting law in effect from time to time (currently A.R.S. 38-431 et. seq.)

G. The Council facilitator will maintain all school council records and policies. Copies of all Council agendas, minutes, and communications shall be maintained in binders in the school office and shall be reasonably open for inspection by the public during regular school hours.

⁷ Board Policy.

⁸ A.R.S. 15-351(B).

⁹ Board Policy.

H. Whenever possible, decisions shall be made by consensus of the members, through a process of discussion, deliberation and compromise. If consensus cannot be reached, a decision shall be made by a majority vote of those Members present. Each member is entitled to one vote.

I. Although the public is invited to all Council meetings, only Council members shall be allowed to vote on matters requiring a vote.

J. A quorum shall consist of a majority of the members of the Council. No vote may be taken absent a quorum.

K. Meetings shall be conducted in accordance with written agendas posted in at least two public places at the school and placed in a Council record book available to the public in the school office. Agendas shall be made available at least two days before the pertinent meeting. All agendas shall include a time for a call to the audience.¹⁰

L. The Council may from time to time appoint committees constituted by Council members and, in the Council's discretion, parents, grandparents, teachers, staff, community members and others. Committee decisions and recommendations are not effective unless and until approved by vote of the Council.

M. The principal will use all reasonable efforts to implement the decisions and policies of the Council.

Section 5. Bylaw Amendments.

A. Amendments may be proposed by the Council or any Sam Hughes parent, teacher, Principal or staff member. Proposed amendments shall be brought before the Council as soon as reasonably practicable.

B. Amendments shall require a majority vote of the Council at a regularly scheduled Council meeting followed by ratification by the Sam Hughes community.

C. Ratification by the Sam Hughes community shall require a two-thirds majority of the total number of votes cast. For the purpose of such ratification, unless otherwise determined by the Council, each family with one or more children at the school shall receive a single vote, and the Principal, each teacher and staff member shall each have a vote.

D. Amendments become effective upon ratification.

¹⁰ Board Policy.

