

# **IRHS Site Council Bylaws**

## **Article I Name of Organization**

- 1 The name of this organization is the Ironwood Ridge Site Council.

## **Article II Purpose**

- 2a The Ironwood Ridge Site Council is a unique forum consisting of faculty, staff, administration, students, parents and community members whose purpose is to provide local leadership, make recommendations and provide representation in the school decision-making structure.
- 2b The Ironwood Ridge Site Council shall review literature and data, recommend improvements and monitor implementation structures for new instructional designs.

## **Article III Membership**

- 3a The membership of this organization shall consist of representatives of parents, certified staff, classified staff, students, community members and administrators of Ironwood Ridge High School.
- 3b There shall be an equal number of parents and certified staff, and they shall constitute a majority of the Site council, as prescribed by Arizona statutes.
- 3c Membership shall consist of the following persons:
  - 3c1 One administrator who shall be employed full-time by IRHS;
  - 3c2 One classified staff person who shall be employed full-time by IRHS;
  - 3c3 One sophomore, one junior one senior and the student body president or his/her executive designee.. The graduating senior will be replaced by a sophomore.
  - 3c4 Two community-at-large adult members living in the IRHS attendance area;
  - 3c5 Four certified staff who shall be employed full-time at IRHS;
  - 3c6 Four parents of students enrolled at IRHS. These parents shall not be employed by the Amphitheater School District, as prescribed by Arizona statute.

#### **Article IV Elections/Appointments of Members**

- 4a The members of this organization shall be elected or appointed in order to begin their terms during the month of September to end the following April.
- 4b When more than one student per grade level expresses an interest in serving on the Site Council, those candidates must submit a one page letter-of-intent-to-serve to the principal's secretary by March 31<sup>st</sup> of each calendar year. The letters of intent-to-serve shall be reviewed and voted on during an executive meeting of the Site council prior to the regular April meeting for acceptance by the organization's active membership.

In the event that no student expresses an interest in representing their graduating cohort on the Site council, the student(s) will be appointed by the principal.

- 4c For the parent representatives, applications will be turned in to the front office for review by the Principal, Chairperson, Vice Chairperson, and Secretary in executive session. This group of persons shall select the parents to serve on the Site Council. Every effort shall be made to advertise the need for parent representatives throughout the school year in various forums and on the school website. Terms will be two years in duration and representatives may not serve consecutive terms. The terms shall be alternating, when and if possible, such that two terms will begin in odd-numbered years and two in even numbered years.
- 4d For the classified staff representatives, their election shall be conducted by the principal's secretary, unless the principal's secretary is running for membership. In this case, the principal shall conduct the election. To be eligible for membership, classified staff must be full-time employees at Ironwood Ridge High School. However, both full- or part-time employees may vote for representatives in this organization.
- 4e For the certified representatives, the Ironwood Ridge High School department chairperson with the most years of education experience, who is not running for membership in this organization, shall conduct the election. Certified representatives must have a full-time contract at Ironwood Ridge High School while serving in this organization. Each certified staff member shall represent a different department. Terms will be two years in duration. Representatives may not serve consecutive terms.
- 4f The principal, or administrator designee, of Ironwood Ridge High School, shall be a member of this organization.
- 4g For the community representatives, the principal shall advertise the availability of and requirements for membership in this organization by whatever means deemed

appropriate. The principal shall select two community members from among the interested candidates.

- 4h If, at the end of the school year, any of the above groups has not elected or selected their complete membership, the principal shall recruit and appoint the necessary number of qualified representatives prior to the first meeting of the school year.

#### **Article V Terms of Membership**

- 5a Each term shall be one year in duration beginning in September and ending the following April, unless otherwise specified in Article IV.
- 5b There shall be no terms limits for members of this organization, unless such term limits are specified in Article IV.
- 5c Resignation of membership in this organization shall be accepted at any time by giving written notice to the Chairperson or Vice-Chairperson. The resignation shall be immediately effective unless otherwise stated in the letter of resignation.
- 5d Removal of a member shall require a two-thirds (2/3) vote of the members present at a meeting. There shall be an announcement of the pending vote on the agenda.
- 5e To fill any vacancies occurring during the current year, the principal shall recruit and appoint the necessary number of qualified representatives to complete the remainder of the term of office prior to the next meeting.

#### **Article VI Officers**

- 6a The officers of this organization shall be the Chairperson, the Vice-Chairperson and the Secretary.
- 6b The Chairperson of this organization shall be the Ironwood Ridge High School principal or the administrator designee. His or her duties shall consist of running each meeting of this organization in compliance with Arizona statutes and the regulations of the Amphitheater School District.
- 6c The Secretary shall be a student who shall be elected during the September meeting, and the term of this office shall be for one year. This position may be split between two students such that one shall be Secretary through the December meeting and the other shall be Secretary for the remainder of the year. The Secretary's duties shall consist of recording the minutes of each meeting of this organization and providing a copy to the Chairperson at least one week prior to the next scheduled meeting. There shall be no term limits for this position.

## **Article VII Quorum**

- 7a A quorum for all purposes of this organization shall consist of at least fifty-one percent (51%) of the member representatives as described in Article III.
- 7b A quorum is required to begin a meeting whenever a vote for business is required.
- 7c Whenever a quorum is not present for the start of a meeting, the meeting may continue for purposes of discussion or study.

## **Article VIII Parliamentary Authority**

- 8a The parliamentary authority for this organization shall be Robert's Rules of Order Newly Revised.

## **Article IX Meetings**

- 9a A meeting agenda shall be publicly posted on the school website of IRHS twenty-four hours in advance of all meetings.
- 9b The chairperson shall prepare the meeting agenda. Any member of this organization may submit items for inclusion in the agenda. Agenda items must be submitted to the Chairperson four days in advance of the posting deadline.
- 9c Meetings of this organization shall be open to the public; meetings shall be in compliance with all Arizona statutes and policies of the Amphitheater School District. The extent of public participation in meetings shall be at discretion of the members of this organization.
- 9d Voting privileges shall be limited to the members of this organization.
- 9e An executive session for the purpose of confidential discussion may be permitted as long as any vote relating to such confidential business be conducted during the open meeting.
- 9f A calendar of meetings for the subsequent year shall be presented at the last meeting of the school year and shall consist of at least one meeting per quarter.

## **Article X Committees**

- 10a For the purposes of conducting business, the Site Council may form standing or ad hoc committees.
- 10b Committee facilitators must be members of the Site Council.
- 10c Committee membership may consist of Site Council and non-Site Council members, at the discretion of the Site Council.
- 10d All business conducted by the committee shall be reported to the Site Council at the next regularly scheduled meeting.

### **Article XI Amendments and Changes**

- 11a Amendments to the Bylaws are additions to the Bylaws to further define the scope of business and practices of the Site Council.
- 11b Changes may be made to the language used within the Bylaws to better clarify the intent and practice of the Site Council.
- 11c Amendments and changes may be made to the Bylaws through the following process:
  - 11c1 An amendment or change may be proposed by any member of the committee by first placing the item on the agenda, then by making a motion during the meeting. The motion must be properly considered. The successful vote at that first meeting will only be to propose a further study;
  - 11c2 Each member shall take the amendment or change into consideration by consulting his or her constituency;
  - 11c3 The chair shall place the proposed amendment or change on the next meeting's agenda. At the second meeting, the amendment or change will again be voted upon. A successful vote will be considered final for adoption into these bylaws;
  - 11c4 The Secretary will prepare for the following meeting a copy of the revised Bylaws.