

Sewell Elementary School

Site Council Bylaws

I. Mission Statement

Inspire and empower students for success.

II. Purpose

The purpose of the site council shall be:

- To develop and foster programs designed to inspire and empower students for success.
- To determine the use of undesignated tax credits at Sewell, as provided by law.
- To promote a safe, positive, and productive learning and working environment.
- To abide by Tucson Unified School District (TUSD) Board Policy, as well as Arizona State and Federal guidelines in making decisions.

III. Site Council

A. Membership

1. At least two (2) parents or legal guardians of pupils enrolled in the school. A parent or legal guardian who is employed by TUSD may serve as a member of the School Council if he/she is not employed at the same school that their child attends.
2. At least two (2) Teachers

3. One (1) classified employee
4. One (1) community member
5. Principal of Sewell

The number of representatives of teachers and parents/legal guardians of pupils enrolled at Sewell shall be equal and will constitute a majority of the School Council members.

Membership will be for a term of two (2) school years. Members may be elected to consecutive terms.

A facilitator shall be elected at the last meeting of the fiscal year by the majority of the School Council. This position shall be open to any certified staff member. If no certified staff member wants to fill the position, it will be open to any School Council member. If this position cannot be filled by election, the principal shall serve in that capacity. The facilitator must be elected/reelected yearly.

B. Selecting Site Council Members

1. The principal shall be a permanent member of the Site Council.
2. Site Council vacancies will be communicated to all constituency groups during the third quarter.
3. Nominations will be accepted through the third quarter.
4. Election of Site Council members, by secret written ballot, will take place during the fourth quarter.

5. Each constituency group will elect its own Site Council representative(s).
6. The Facilitator will accept nominations, verify nominees, prepare and distribute the ballots, and count ballots. The Facilitator shall select 1-2 members to assist but must include a constituency group member for which there is a vacancy, to oversee the selection for their representative.
7. Any Site Council member may resign at any time. Any vacancies shall be communicated to the facilitator who shall call for the proper election to be held. An election will be held according to the procedures, shifting the timeline accordingly.

C. Terms of Service

The terms of service for all members of the site Council shall be two (2) years, selected on a rotating basis, with no term limits.

D. Attendance at Site Council Meetings

1. Non-Member Attendance: non-voting members may attend any Site Council meeting and express concerns during the call to the audience.
2. Member Attendance: Regular attendance or notification of absence is required. Non-attendance for two (2) consecutive meetings may imply an inability to serve. If consistent attendance is an issue, the facilitator shall approach said member to determine their intent or ability to serve. A member who fails to

attend two (2) consecutive meetings and fails to communicate with the facilitator or principal shall be removed.

IV. Responsibilities of the Site Council

- Promote decisions consistent with school goals, philosophy, and mission statement.
- Effectively communicate with and represent the constituency from which the Council member was selected.

V. Meetings

A. Conduct

1. Meetings shall be conducted in accordance with applicable laws, rules, and policies.
2. Any question of procedure not otherwise covered shall be governed by Robert's Rules of Order.

B. Quorum

1. A simple majority of Site Council members must be present at a meeting to constitute a quorum.

C. Voting

1. Each School Council member, including the facilitator, is entitled to one (1) vote.
2. A simple majority (51%) of the members present is required to pass an initiative.

3. Members must be present to vote.

D. Agenda

1. Development of the agenda for Site Council is the responsibility of the Facilitator.
2. All items submitted for the agenda shall be in writing and provided at least two (2) working days prior to the next meeting.
3. At least twenty-four hours before a regular or special meeting, the facilitator shall post the agenda, including the date, time, and place of the meeting.

E. Schedule

1. The Site Council shall hold regular meetings at least one (1) a quarter.
2. The date, time, and place for each regular meeting shall be fixed annually by resolution of the Site Council.
3. Special meetings may be called as necessary.

F. Request for Funds

A written request by members of the community to request allocation of undesignated Tax Credit Funds will be given to the facilitator at least two (2) working days prior to the next meeting.

VI. Permanent Records

The Site Council Facilitator shall direct, compose, and maintain the following records:

- ByLaws
- Site Council Members

- Site Council meeting dates
- Agendas
- Minutes of all meetings, including official action on each agenda item.
- All Site Council documents will be maintained in a binder which will be housed in the main office of Sewell.

VII. Amendments

A. Proposed Changes

1. Any member of the Sewell Community may propose an amendment to the Bylaws. Rationale for the proposed amendment will be presented to the Site Council.
2. Amendment to Bylaws may be proposed by a two-thirds vote of the present, in-person members of the Site Council.

B. Ratification

1. The ratification of Bylaws of Sewell Elementary School shall be effective upon a two-thirds vote of the present, in person members at separate public meetings.

The Sewell Elementary School Site Council Ratified Bylaws on an unknown date.

The Sewell Elementary School Site Council amended Bylaws on November 28, 2023.