

DIETZ K-8 Site Council
BYLAWS

Submitted for adoption 2-13-17

I. PREAMBLE

The Dietz K-8 School Site Council (hereafter known as "the council") shall implement the mission and philosophy of Dietz K-8 School (hereafter known as "the school" or "Dietz"). This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members

II. PHILOSOPHY STATEMENT OF THE SCHOOL

We believe that Dietz K-8 School should provide successful experiences for each student. We recognize that each child is unique and should be given opportunities to develop and experience a wide range of intellectual, cultural, social, recreational, and civic interests so that each may become a productive and responsible member of society.

III. MISSION STATEMENT OF THE COUNCIL

The mission of the Dietz K-8 Site Council is to assist Dietz in the administration and advancement of the programs, curriculum, and activities that foster the school in the light of the philosophy statement, reaching out into communities we touch.

IV. PURPOSE

The purpose of the Site Council shall be to focus all its decisions on helping to fulfill the vision of Dietz. These responsibilities shall include, but not be limited to:

- A. Fostering cohesion within the school community, taking into consideration the diverse student body and programs.
- B. Working with an array of representatives of constituency groups at Dietz to promote the best possible education for all Dietz students and shared decision making at the school site.
- C. Making recommendations to the Superintendent for submission of the school's 301 Plan goals, if applicable; the selection of the school administration; and the allocation of discretionary budget and for the school's curriculum; determining the use of undesignated tax credits at the school as provided by law (TUSD Governing Board Policy CFC: School Councils).

V. SITE COUNCIL MEMBERSHIP

A. Membership.

1. 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").
2. The Site Council will endeavor to have an equal number of teacher representatives and parent representatives, and the combined number shall constitute the majority of the council.
3. The Site Council shall endeavor to reflect the ethnic composition of the Dietz community.
4. All Members as duly selected representatives of their constituency groups shall have the same rights and responsibilities on the Site Council.
5. No person may represent more than one constituency group for the purposes of

membership on the Site Council.

- B. Specifically, Members of the Site Council shall be selected by the following constituency groups:
1. Parent Representatives.
 - a. The Site Council shall have one to two (1-2) parent representatives of Dietz students who attend Dietz and who are not employees of Dietz.
 - b. Parent representatives will be elected each year within the first 30 days of each school year.
 - c. 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 first Site Council meeting of each year.
 - d. The Site Council or their appointed representative shall be responsible for holding said elections at the first meeting of the Site Council for that school year.
 - e. The above-referenced parent representatives, if possible, shall represent each grade level at Dietz.
 - f. If additional parent representatives are wanted or needed, they can be solicited at any time in the school year and invited to attend a Site Council meeting.
 - g. Should they express a desire to attend further meetings, their name(s) will be presented to the current Site Council members for a vote.
 2. Certified Representatives.
 - a. The Dietz certified faculty shall elect one to two (1-2) individuals to serve on the Site Council before the first site council meeting of each school year.
 - b. The Facilitator shall be responsible for conducting any such election, and shall submit the election results of the Site Council at the first meeting of the Site Council for that school year.
 3. Administration Representatives.
 - a. The Principal of Dietz shall have an automatic position on the Site Council.
 - b. The designated Principal Representatives in the absence of the Principal shall be selected to serve on the Site Council.
 4. Classified Representatives.
 - a. The Dietz classified staff shall elect one to two (1-2) individuals to serve on the Site Council before the first site council meeting of each school year.
 - b. 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 first meeting of the Site Council for that school year.
 5. Student Representatives.
 - a. The Site Council will include the board of officers from the sitting Student Council.
 - b. The students serving on the Site Council represent the middle school student body and the Student Council sponsor represents the elementary school student body.
 6. Community Representatives.
 - a. The Site Council will select one (1) community representative from those individuals interested in serving on the Site Council.
 - b. A solicitation of individuals interested will be posted on the school website.
 - c. The election of the community representative shall occur at the first meeting of the Site Council for that school year.
 7. Member-at-Large. A member-at-large may be added at the discretion of the council.

- C. Duties and Powers. The Site Council shall be responsible for:
1. The control and management of the affairs, property, philosophy, goals, and interest of Dietz, 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.
 2. Determining council leadership roles.
 3. Determining the establishment of Standing and Ad Hoc committees.
 4. Referring issues to committees as necessary.
 5. Deciding by consensus or vote issues placed before the council.
 6. Communicating, as committee members, with the council and with their constituent groups from which the member was elected.
 7. Establishing yearly goal(s) (not to exceed two) to support the needs and growth of the Dietz Community. Progress toward reaching these goals will be reviewed at every meeting.
 8. Maintaining a yearly calendar of school events that covers the span of the fiscal year.
 9. Working with administration to develop the master schedule of the school.
 10. Reviewing data concerning trends in the school, not limited to safety, discipline, attendance, student academic performance, and school culture.
- D. Period of Service.
1. 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.
 2. 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, and shall end at the first meeting of the following year.
 3. The selection of officers and such other Members shall take place at the first meeting of the school year.
- E. Manner of Acting. Except as otherwise provided by these By-Laws, each Member present shall have one (1) vote.
- F. Vacancies.
1. Vacancies occurring by reason of death, removal, resignation, or inability to act, shall be filled from the constituency groups designated in Article V.
 2. Voting members that are absent from three consecutive regular meetings shall be contacted by a representative of the council to determine intent to serve. If the member does not intend to serve, the facilitator shall promptly call for an election from the constituent group affected. The newly elected member shall complete the existing term of office.
 3. A hearing by the Site Council to fill a vacancy shall be compiled by an elected Election Coordinator in cooperation with the appropriate constituency group and shall thereafter be presented to the Site Council.
 4. Said vacancy shall be filled by a majority vote from the constituent group at any duly conveyed meeting of the Site Council.
- G. Resignation.
1. Any Member may resign at any time by giving written notice to the Facilitator.
 2. Unless otherwise specified in such written notice, it shall take effect upon receipt of the notice by the Facilitator.
 3. The acceptance of the resignation shall not be necessary to make it effective.
- H. 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.

- I. 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.
- J. Committees.
 1. 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.
 2. 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.
 3. All committees are to submit a report at each meeting of the Site Council until a majority vote to dissolve a committee.
 4. Committees may be established as Standing or Ad Hoc.
 5. Committee membership will be determined by the council through recruitment, volunteering, election, or appointment.
- K. Site Council and Administration.
 1. Members shall implement the policies, resolutions and decisions of the Site Council.
 2. 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.
 3. The Site Council shall also comply with Arizona law and the Tucson Unified School District ("TUSD") Board Policies.

VI. MEETINGS

- A. Authority to Act.
 1. The legislative authority of Dietz shall be vested in the Site Council.
 2. The Site Council shall make policy for Dietz but shall defer to the faculty, staff and administration on the day-to-day operations of Dietz. 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's Rules.
- C. Officers.
 1. The Officers of the Site Council shall be a Facilitator and a Secretary as the Site Council may deem necessary.
 2. 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.
 3. New offices may be created and filled, and vacancies may be filled and at any meeting of the Site Council through a majority election.
 4. 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 said meeting. The Site Council may elect other officers, who shall have the authority to perform the duties prescribed by the Site Council. Such officers shall be elected through simple majority.

5. **Facilitator.** A council member shall be elected facilitator by a simple majority. 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, keep official records and perform such other duties as assigned to him or her by the Site Council. The constituent group from which the facilitator comes shall then vote for a replacement member. The Facilitator shall not vote except to break a tie.
6. **Secretary.** The Secretary shall keep a record of the minutes of all meetings of the Site Council. The Secretary shall also assist the Facilitator in keeping of official records. Such records include:
 - i. Annual calendar of events, monthly calendar, and meeting agendas.
 - ii. Minutes of all official actions on each agenda.
 - iii. Membership lists of all committees and resolutions that mandate the scope of each committee.
 - iv. Attendance at council meetings.
 - v. Other records as required by subsequent actions of the council.

Records are submitted annually to the District per State Site Council procedures.

- 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.**

1. 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.
2. Each constituent group shall hold its own election.
3. Regular and vacancy elections shall be advertised appropriately by the facilitator.
4. At the discretion of the council, votes may be submitted for consideration by the school community for ratification.

F. **Agenda.**

1. The development of the agenda for the Site Council is the responsibility of the Facilitator and the Principal.
2. All items submitted for inclusion on the agenda shall be forwarded to the Facilitator in writing at least one Friday before the next scheduled meeting.
3. Non-members may submit items on the agenda through the Facilitator.
4. Agendas shall include at least the following items: attendance, review of minutes, call to the audience, action items, study items, announcements, or requests for future agendas.

G. **Meetings.**

1. The Site Council shall hold regular monthly meetings during the school year, except for such months that may be excluded by resolution of the Site Council. There shall be no fewer than six meetings during the academic school year.
2. The date, hour and place for each regular meeting shall be fixed annually by resolution

of the Site Council.

3. The Facilitator shall announce and post the date, site and time of the regular meeting at Dietz and on the website of Dietz, not less than twenty-four (24) hours nor more than seven (7) days prior to a regular meeting,
4. Special meetings may be called by consensus of the council, by 25% of voting council members, by 25% of any constituent group. Announcement of special meetings shall follow procedures for regular meetings.
5. Non-voting members may attend any council meeting.
6. Non-voting members may only address the council during the Call to the Audience.
7. Council representatives who miss meetings may not send proxies or substitutes.

H. Call to the Audience

1. Any individual, including council members, may participate in the Call to the Audience for no more than a 3-minute period. Flexibility of the time limit may be exercised at the discretion of the facilitator.
2. Individuals addressing the council shall provide a written copy of the concern expressed, including a statement suggesting what action should be taken on the item.
3. The council may respond at the end of the Call to the Audience as follows:
 - i. An individual may respond to an individual concern
 - ii. Ask the staff to review the item
 - iii. Ask to place the item on a future agenda for as a study and/or action.

- i. 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.

J. Appeals. Council decisions may be according to the following procedures:

1. All appeals must be submitted in writing to the facilitator.
2. Appeals must have approval of the majority of constituents from the group submitting the appeal.
3. The council shall act on the appeal in a timely manner, calling a special meeting if necessary.
4. Successful appeal shall require two-thirds (2/3) vote of the council.

K. Elections

1. Elections for constituent groups shall be held in accordance with the policies outlined above under the subsection for each constituent group.
2. Elections for constituent groups must be held prior to the first site council meeting of the year, with exception for those outlined as requiring elections at the first meeting of the school year.
3. Elections shall be conducted by secret ballot, administered by the Facilitator.
4. The election of an individual to represent a constituent group shall require a simple majority vote.
5. Election of officers shall be held in accordance with policies outlined above under the subsection for officers.

VII. AMENDMENTS

- A. These By-Laws may be amended by two-thirds (2/3) of the Members at any duly convened meeting of the Site Council.

- B. Proposed changes are to be submitted in writing by the Friday before the next scheduled meeting.
- C. Article V.B.1 and V.B.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 Dietz.
- D. 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.

VIII. RATIFICATION OF THE BY-LAWS. Ratification of these by-laws of the council shall be effective upon two-thirds (2/3) votes cast by each constituent group of the school community.

Effective this ____ day of _____, 20__

Submitted: _____
Secretary

Attested: _____
Facilitator

Amended November 27, 2017