

# **Mountain View Elementary School Community Council BYLAWS**

## **PREAMBLE**

Act 51, Session Laws of Hawai'i 2004, known as the "Reinventing Education Act of 2004" in part requires "strengthening community involvement through school community councils."

In accordance with Act 51, the Mountain View Elementary School Community Council was created to support school improvement and the academic achievement of students through increased community involvement in the school.

## **ARTICLE I: NAME OF COUNCIL**

The name of this Council is the Mountain View Elementary School Community Council, hereinafter referred to as the SCC.

## **ARTICLE II: OBJECTIVES**

The objectives of the SCC shall be consistent with State Statute, be consistent with policies of the Board of Education, and be aligned with the school's mission and vision.

- Section 1. To advise the school regarding the development, implementation, and evaluation of the Academic and Financial Plan.
- Section 2. To ensure the school's academic and financial plan is consistent with the educational accountability system.
- Section 3. To study and review the school's strategic action plan in relation to the educational needs of all students.
- Section 4. To provide collaborative opportunities for input and consultation.
- Section 5. To take other actions as required by the Department of Education.

*The principal is responsible for the development of the Academic and Financial Plan and presentation of the plan to the school community and SCC. The SCC recommends revisions to the principal or recommends approval by the Complex Area Superintendent.*

*The SCC shall have ongoing responsibility to review the implementation of the plan with the principal, assess periodically the effectiveness of the plan and recommend modifications to the plan.*

*The SCC shall carry out all of the duties and responsibilities assigned to it by the Hawai'i State Department of Education.*

## **ARTICLE III: MEMBERSHIP AND ELECTION**

- Section 1. **Membership Representation.** Mountain View Elementary School SCC shall be comprised of 12 members. Membership shall include the principal, 3 teachers, 2 non-certificated staff members, and 2 students, 2 parents, and 2 community members.
- Minimum is the principal and 1 member from each role group.* There shall also be one alternate member from each group (other than the principal).
- 50% from school staff and 50% parents, students and community.* All members, with the exception of the principal and the student representative shall be duly elected from their constituent group, or, in the case of community representatives, by the parents.
- Alternates are optional.* Teacher representatives must be members of bargaining unit 5 assigned to Mountain View Elementary (MVES).
- Classified and non-certificated members must be school employees assigned Mountain View Elementary School.
- The student members must be free of outstanding obligations and disciplinary actions against him/her and have a minimum 2.0 GPA at the time of election.
- The parent representatives must be primary caregiver(s) (legal, custodial, grandparent, foster parent)) of MVES students for their entire term on the council.
- Community representatives must live and/or work in the MVES district or have an interest in the success of the students and school (such as alumni).
- Section 2. **Election of Members and Term of Office.** There shall be elections at which the SCC members and alternates are elected every two years and shall serve for two years until their successors have been elected and qualified, with the exception of the initial year.
- Initial elections shall include both 1-year and 2-year terms; succeeding elections shall all be for 2-year terms, so that only half of the council will change in any given year. Proviso: This sentence is to be automatically deleted after the first one-year election takes place.
- The elections will be held no earlier than March 1<sup>st</sup> and no later than May 31<sup>st</sup> of each year, with elected members to begin their term of office at the first regular meeting in August.
- Section 3. **Alternates.** An elected alternate from the same constituent group may be seated in place of an absent SCC member. Any seated alternate shall have voting power for the meeting at which he/she is seated. (Alternates are welcome to attend any SCC meeting. They may participate in discussion, but will only vote when they are an officially seated role representative.)
- Section 4. **Termination of Membership.** The SCC, by affirmative vote of two-thirds of all the members of the SCC, may expel a member who is absent from three consecutive meetings without good cause.
- Section 5. **Vacancy.** Any vacancy on the SCC shall be filled for the remainder of the un-expired term through the appointment of a duly elected alternate. If the composition of the SCC falls below legal requirements and no alternates are available, vacancies for the un-expired term may be filled by a special election or by recommendations from the principal with selection and appointment by the SCC.

## ARTICLE IV: OFFICERS

- Section 1. **The Officers** of the SCC shall be a Chairperson, Vice Chairperson, Secretary, and such other officers as the SCC may deem necessary.  
The principal may not be the chairperson.
- Section 2. **Election and Term of Office.** The officers of the SCC shall be elected every year by majority vote of the SCC members and shall serve for one year or until each successor has been properly elected.
- Section 3. **Duties.** The duties of the officers shall be:
- Chairperson**
1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SCC.
  2. Prepare an agenda for each meeting, provide the agenda to the Secretary, and ensure that the agenda is posted 6 days in advance of each SCC meeting.
- Vice-Chairperson**
1. Assume the duties of the Chairperson during his/her absence.
  2. Perform such other duties as may be assigned by the Chairperson or by the SCC.
  3. Provide oversight and support to the SCC committees.
- Secretary**
1. Receive and handle all mail addressed to the SCC.
  2. Keep a current roster of SCC members including contact information.
  3. Keep the minutes of all meetings including attendance and summary reports.
  4. Coordinate the posting of the notices and agendas of public meetings on the school's internet website and in the school's administrative building, as well as the sending to all council members.

## ARTICLE V: COMMITTEES

Committees shall be created by the SCC as may be required to carry on the work of the Council.

- Section 1. **Quorum.** The quorum for a committee meeting shall be a majority of its members.
- Section 2. **Selection of committee members.** The chairperson and members of committees shall be appointed by the SCC Chair subject to the ratification by the Council.
- Section 3. **Reporting responsibilities.** Committee chairs shall present plans of work to the SCC for approval.
- Section 4. **Standing Committees.** Standing committees may be created as needed to support the ongoing functioning of the Council. Such committees will be listed in this section of the Bylaws.

## ARTICLE VI: DUTIES OF MEMBERS

Section 1. **The duties of members** shall be to:

1. Attend all council meetings on time or inform the secretary of the expected absences in order that an alternate may be seated.
2. Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings. All council members will serve on at least one committee, if committees are created.
3. Actively participate in workshops and training sessions to increase knowledge of the SCC's purpose and functions.
4. Be responsive to school community member on matters for which the SCC has responsibility.

## ARTICLE VII: MEETINGS

Section 1. **Regular Meetings.** Regular meetings of the SCC will be held at least once per month, with the day and time determined by the members of the SCC at its first meeting of the year.

Section 2. **Special Meetings.** Special meetings may be called by the Chairperson or by a majority of the SCC members. A meeting notice and agenda must be posted in a public location at the school and on the school website at least 6 days prior to a special meeting.

Section 3. **Order of Meetings.** All regular and special meetings of the SCC shall be conducted using parliamentary procedures or an appropriate model of facilitation.

The SCC decision-making process shall be conducted with the intention of reaching consensus. In the event the SCC reaches an impasse which prohibits business from being conducted, the SCC will take a vote with a 50% + 1 majority of those present required for the decision to be approved. In the event of a tie vote, the chairperson casts a second vote to break the tie.

Section 4. **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership.

## ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the SCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the bylaws requires an affirmative vote of at least 2/3 of the members.

SIGNED BY:

_____	<u>chairperson</u>	DATE: _____
NAME		
_____	<u>principal</u>	DATE: _____
NAME		

**Signatures of other SCC members:**

_____	_____	DATE: _____
NAME	ROLE group	
_____	_____	DATE: _____
NAME	ROLE group	
_____	_____	DATE: _____
NAME	ROLE group	
_____	_____	DATE: _____
NAME	ROLE group	
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NAME	ROLE group	
_____	_____	DATE: _____
NAME	ROLE group	
_____	_____	DATE: _____
NAME	ROLE group	

Complex Area Superintendent \_\_\_\_\_ print name  
These bylaws have been reviewed and are consistent with the requirements of Act 51.

\_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE