

Gridley Middle School Council Constitution and Bylaws (September 25,2024 update)

It is the mission of the Gridley School Council to facilitate a supportive environment where all students are given the opportunity to experience academic and personal growth and success. The council seeks to give opportunities for students to achieve full potential through the cooperative efforts of school personnel, parents, students and community members.

Article I – Purpose

- A. To develop and foster programs and policies designed to increase student achievement and the quality of instruction by involving the entire diverse Gridley community.
- B. To encourage a community-wide dedication to lifelong learning.
- C. To work to involve the entire diverse Gridley community in decision-making.
- D. To promote a safe, positive and productive learning and working environment.
- E. The Gridley Middle School Council shall be responsible for making decisions that support the goals established in Article I. The council will abide by Tucson Unified School District (TUSD) Board Policy, as well as Arizona State and Federal guidelines.

Article II – Membership

The membership of the Gridley Middle School Council shall consist of the following members:

- A. There may be at least one (1) Community Representative from the business sector or the community at large. The community representative may not be a member of any other constituency group.
- B. There will be at least two (2) Parents. A parent must have a child who attends Gridley Middle School and may not be a Tucson Unified School District (TUSD) employee. The number of parent participants must equal the number of teacher participants and the total number of parent and teachers must make up a majority of the entire school council.
- C. The principal will be a permanent member.
- D. There may be at least one (1) Support Staff Member from the classified employees at the school.
- E. There will be at least two (2) Teachers.
- F. The Facilitator may not vote.
- G. The ratio of teachers to parents must be maintained.
- H. The total number of individuals on Site Council shall be between 8 and 12. Each Community Representative, Parent, Support Staff and Teacher School Council Member will be elected to a two (2) year term. Members can be elected to a second term.
- I. Vacancies that occur during the school year will be filled by another member of the affected community group and approved by the School Council. In the event that the vacancy remains unfilled, the member can continue to serve until such time as a replacement can be selected by election set forth in Article IV.

Article III – Selection of School Council

- A. The principal shall be a permanent member of the Gridley Middle School Council and shall act in an advisory capacity.
- B. Parent representatives shall be elected by the parents of Gridley Middle School. Elections for new parent members will be conducted by electronic ballot. The ballots shall be counted by a teacher/support staff that is designated by the Principal to oversee the elections.
- C. Teacher representatives shall be elected by teachers. Teachers shall elect representatives in a meeting designated by the school principal. After the votes are cast, a teacher who is not running in the election shall be designated by the principal to count the ballots and certify the results.
- D. The Support Staff Member shall be elected by the Classified Staff. Support Staff shall be elected during a meeting so designated by the Principal. After the votes are cast, a support staff member who is not running in the election shall be designated by the principal to count the ballots and certify the results.
- E. Those individuals interested in running for School Council shall nominate themselves and thereby be included on the ballot for the appropriate group.
- F. Notice of Elections of Representatives shall be posted online and in the Main Office Window 7 days before elections shall occur.
- G. Constituency groups shall select their respective representation in accordance with TUSD School Council membership deadlines. Facilitators are elected for no more than two one-year terms by the majority of the School Council in accordance with ARS 15-351.

Article IV – Attendance Policy

- A. Three (3) consecutive absences may result in the removal of any elected member of the Gridley Middle School Council.
- B. Absences shall be reported to the Facilitator at the earliest opportunity.
- C. If the member is not present at the meeting, they may not participate in any way shape or form to the issues that occur during the meeting.
- D. Non-attendance for three consecutive meetings may imply an inability to serve.
- E. The Facilitator shall approach said member to determine their intent to serve.

Article V – Meeting Schedule

- A. The School council shall hold regular meetings at **least once each quarter. (9-25-24)**
- B. The date, time, and place of the regular meetings shall be set forth by the Principal. Notice of the regularly scheduled meetings will be posted in the window of the school office and by email.
- C. Special meetings may be called as needed. Open Meeting rules will be followed.
- D. Any member of the Gridley Middle School Community may attend the meeting. Only members of the School Council will be allowed to vote on the action items.

Article VI – Officers and Duties Policy

Any member of the School Council is eligible to serve in one of the two (2) Officer's positions: Facilitator and Secretary. Officers shall serve one (1) year terms and may be re-elected to a second term. Officers will be elected in August by the School Council.

- A. The duties of the committee will be shared among the members of the school council
 - A. Facilitator – Will be responsible for writing and posting of the monthly agenda, sign-in sheets, and conducting meetings, maintains records.
 - B. Secretary – Will be responsible for recording and typing the minutes for meetings. Will maintain two duplicate copies of records. One copy will be housed in the office area and available for public access.
 - C. Minutes of each School Council meeting will be available in both English and Spanish when translations are available.

Article VII – Procedures

- A. Agenda items must be presented to the Facilitator no fewer than five (5) working days prior to the next meeting. Any member of the Gridley community can submit an item for the agenda.
- B. The agenda for the School Council meetings shall be posted by the door to the main office at least twenty-four (24) hours prior to the meeting time for all staff members or other interested parties.
- C. The Facilitator shall collaborate with the Principal to determine if a proposed agenda item falls under the auspices of the School Council. If an item is deemed not a School Council appropriate item, the Facilitator shall redirect the individual to the appropriate persons.

- D. The School Council will determine the agenda for meeting, including documentation of attendance, review of minutes, call to the audience comments, announcements, committee reports, and other issues deemed necessary by the School Council.

Article VIII – Consensus

All Decisions of the School Council shall be made by consensus which is defined as a Simple Majority of those School Council members present. The Agenda Item shall be submitted for a vote. If when the votes are counted the item passes by Simple Majority, the item shall be passed and acted upon by the administration. If the agenda item fails to gain a simple majority, the item can be referred back to the originating party for revisions. The item can be brought back to the council one (1) additional time during the same session. Any individual can abstain from supporting any agenda item.

Article IX – Voting

- A. Each School Council member is entitled to one vote if present at meeting.
- B. The School Council and all committees, Standing Committees, and Ad Hoc Committees, will reach decisions by a quorum vote as defined by ([Roberts Rules of Order](#)).
- C. A request for a written vote by any member automatically triggers the vote conducted in written form.
- D. The principal and facilitator shall count the written votes.
- E. The school principal implements policies approved by the School Council in accordance with all appropriate State Statutes, Board Policies, and Consensus Agreements.

Article X – Quorum

A simple majority of the School council members present at meeting shall constitute a quorum for official business.

Article XI – Permanent Records

The School Council shall direct, compile, and maintain the following records:

- A. Master Calendar of Events
- B. Agendas and Minutes of all official Action on each agenda item.
- C. All current committees with memberships and resolutions, which mandate scope of service.
- D. A Roster of current School Council members.
- E. An updated School Policy Document.
- F. Annual Reports on overall Student Performance.
- G. A copy of the current Constitution and Bylaws including Amendments.
- H. An updated copy of the School Improvement Plan.

Article XII – Constitution and Bylaws

Procedures for Action

- A. Ratification- To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the School Council.
- B. Confirmation- The Council Bylaws shall be confirmed upon two-thirds (2/3) of votes cast of the entire faculty and staff.

Amendments

- A. Any member of the School Council can propose an amendment to the School Council Bylaws. Rationale for the proposed amendment will be presented to the School Council.
- B. The process to propose an amendment shall have a life cycle of at least three meetings. The first meeting shall consist of the rationale for proposing the amendment. The next meeting shall consist of gathering discussion of stakeholders. The third and final meeting shall consist of voting on the proposed amendment.
- C. The School Council will decide whether to ratify the amendment by two-thirds vote of the School Council.