

**MAGEE MIDDLE SCHOOL SITE COUNCIL**  
**Constitution and Bylaws**

**I. Foundation**

**A. Vision Statement**

The Magee Middle School Site Council will support the Magee Middle School Community as they provide a secure and culturally responsive environment which nurtures the social, emotional, physical, and intellectual needs of all children as they pursue and achieve academic excellence.

**B. Purpose**

The Site Council will implement the vision of Magee Middle School. This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members and as set forth by ARS 15-351.

**II. Composition**

**A. Definition**

The Site Council is a representative body of people outlined below. It is the decision-making body of Magee Middle School which follow Arizona State and Tucson Unified School District guidelines.

**B. Membership of the Site Council**

1. The site council will be composed of 10 members:
  - One Principal
  - One Classified Staff Member
  - Three Parents
  - Three Certified Staff Members
  - Two Community Members
2. Every effort will be made to have the composition of the Site Council reflect the ethnic diversity of the school population.

**C. Procedures for Selecting Site Council Members**

1. Each constituency group shall be responsible for electing its own members and shall be done by written ballot or show of hands at the discretion of the person chairing that meeting.
2. Site Council vacancies will be communicated to all voting bodies by the sitting Site Council Facilitator within the first three weeks of school.
3. The Principal and members of the council shall recommend community member candidates to the council as the nomination occurs throughout the school year. The nominees of Community Members may include anyone with a vested interest in the welfare of Magee Middle School. The Council will install the new Community Member by a vote of the members present. The

community-member election will take place when needed during Site Council Meetings.

4. The Site Council will elect a secretary from its members at the first meeting of the academic year.
5. The Site Council will elect a Facilitator from its members at the first meeting of the academic year. The facilitator will chair Site Council Meetings.
6. An election will be held for open certified positions within the first month at the Wednesday Professional-Development meeting. Nominations for the open positions will come from the constituency they represent. An opportunity will be given to the constituency they represent. An opportunity will be given to the constituency to give reason for the nomination. The choice will be made by a secret ballot from voting members of that constituency. The election for Certified Staff members will be chaired by the sitting Site Council Facilitator.
7. Vacancies for Parent Representative will be announced during Open Houses at the beginning of each academic year. Interested parent candidates shall submit a pledge to serve form. A ballot of all eligible candidates will be distributed to the home of each student no later than September 15<sup>th</sup>. Ballots shall be returned to Magee for tabulation. By September 30<sup>th</sup>, the person or persons in the case of multiple vacancies, receiving the highest number of votes shall be declared the winner. Parent Representatives must have a student enrolled at Magee during their term of office. Parent Representatives may not be employees of Magee Middle School.
8. Election of the Classified Member will be at a meeting of classified staff or by written ballot. The choice will be in accordance with the practicality of having a meeting of all classified staff and that determination will be made by the sitting Site Council Facilitator who shall also ensure all classified staff are contacted and given a fair chance to nominate and vote for their representative.

#### **D. Terms of Office**

1. The principal shall be a permanent member of the Magee Middle School Site Council.
2. All members shall serve for terms of two (2) years.

### **III. Voting Rights and Attendance**

#### **A. Membership**

1. Each member of the Site council shall have one vote. Regular attendance or notification of absence is required. Non-attendance for three consecutive meeting may indicate an inability to serve and may be reason for dismissal of a member. Dismissal for absence shall be by means of a simple majority vote of the members present at the third missed meeting or any meeting thereafter.
2. If there is, for any reason, a midterm vacancy, the Site Council must immediately notify the affected constituency. The Site Council will direct the constituency of the missing member to hold an election to find a

representative to fill the remainder of that term. The election method shall be the same as the method for the general election of that constituency as outlined above and must be completed before the next regularly scheduled meeting of the Site Council.

## **B. Audience**

1. Non-members are encouraged to attend all Site Council meetings but may speak only during the “Call to Audience” or upon invitation of the Site council through its Facilitator.
2. Non-members may not vote.

## **IV. Meetings**

### **A. Schedules and Notifications**

1. The Site Council will have a minimum of four (4) regularly scheduled meetings throughout the school year.
2. The Council will comply with Open Meeting Laws in all respects. Notice of time, place, and agenda will be posted at least 24 hours in advance of all meetings at the main entrance to the school, on the east bulletin board in the Teacher’s Lounge and in the Main Office.
3. The meetings of the Site Council will be conducted according to Roberts’ Rules of Order.
4. The Agenda will be established by the Facilitator in collaboration with the Principal.
5. Items to be considered for an agenda must be submitted in writing to the facilitator at least 48 hours prior to the meeting.

### **B. Methods of Operation**

1. A quorum of six (6) members is necessary to conduct Site Council Business.
2. Issues will be decided by simple majority vote of members present.
3. Each member present may vote one proxy vote if that proxy has been presented to the facilitator in writing and includes the specific issue for which the proxy holder will vote. In addition, the member requesting a proxy vote must have a prior attendance record reflecting attendance at the meeting prior to requesting the proxy vote. That proxy will be included when counting attendance for a quorum for that issue.
4. Committees may be established as need is determined by the Site Council. Committee chairpersons shall report to the Site Council Facilitator or other liaison as directed by the Council.
5. The Site Council Secretary shall record written minutes of all Site Council meetings and shall maintain a notebook(s) with a record of all Site Council minutes and actions. The secretary shall post a working copy of the minutes within 72 hours of each meeting in the Main Office at the Site.

### **C. Relationships**

1. The Site Council policies and their implementation will be in accordance with Federal Laws, State Statutes, and TUSD1 Governing Board Policies. The Site Council will maintain a professional working relationship with the Site Administration, and the Site Administration shall implement the policies approved by and decisions of the Site Council.
2. The Site Council shall maintain a working relationship with the Governing Board the Central Administration and the organizations representing the Constituencies of the Magee Community.

### **V. Amendments and Ratifications**

#### **A. Amendments**

1. The Bylaws of Magee Middle School shall be subject to amendment. Proposed amendments must be in writing and submitted to the Site Council Facilitator at least one week prior to a meeting of the Council. Facilitator will include the amendment proposal on the agenda for the next meeting.
2. Upon approval of a simple majority of the Site Council, the Facilitator shall direct each constituency to convene a meeting of constituents to consider the amendment in a timely manner. The proposed amendment will be posted in the Magee Middle School main office.
3. An amendment change shall require a two-thirds approval of the constituents present at the respective meetings of each constituency.
4. The vote of each constituency shall follow the voting guidelines as established in Section 2C of this document except that affirmation shall require a two-thirds majority vote as mentioned in 5.A.3.

#### **B. Ratification**

1. The ratification of this Constitution and Bylaws of Magee Middle School Shall follow the same procedures as outlined for the amendment process in section 5.A.1-4.