

AMENDED AND RESTATED BYLAWS
Catalina High School Site Council

December 8, 2022

ARTICLE 1- MISSION STATEMENT

The mission of the Site Council is to assist Catalina High School ("CHS") in its vision and mission stated below:

VISION

Catalina High School aspires to be a school community where instruction is rigorous and evidence based; staff and students work together to improve learning; and quality relationships are valued and cultivated. We believe that: "All students are capable of success, NO exceptions!"

MISSION

The Mission of Catalina High School is to provide rigorous instruction in an environment that celebrates our diverse population, promotes individual growth, and prepares students for post-secondary success.

ARTICLE II - PURPOSE

The purpose of the Site Council shall be to focus all its decisions on helping to fulfill the vision of CHS. The Site Council shall foster cohesion within the school community, taking into consideration the diverse student body and programs. The Site Council shall work with an array of representatives of constituency groups at CHS to promote the best possible education for all CHS students and shared decision making at the school site.

ARTICLE III - SITE COUNCIL MEMBERSHIP

- A. Membership. 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"). The Site Council will endeavor to have an equal number of teacher representatives and parent representatives. The Site Council shall endeavor to reflect the ethnic composition of the CHS community. All Members as duly selected representatives of their constituency groups shall have the same rights and responsibilities on the Site Council. No person may represent more than one constituency group for the purposes of membership on the Site Council.

Specifically, Members of the Site Council shall be selected by the following constituency groups:

1. Parent Representatives. The Site Council shall have three (3) parent representatives of students who attend CHS and who are not employees of CHS. (Exceptions to this can be granted if no parent agrees to participate.) Parent representatives will be volunteers, unless too many people express interest, in which case Site Council would elect them. 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. If necessary, 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.

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. Should they express a desire to continue attending meetings, their name(s) will be presented to the current Site Council members for a vote.

2. Certified Representatives. The CHS certified faculty shall be represented by three (3) individuals to serve on the Site Council. Certified representatives will be volunteers, unless too many people express interest, in which case Site Council would elect them. If necessary, 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.
 3. Administration Representatives. The Principal of CHS shall have an automatic position on the Site Council or the designated Principal representatives in the absence of the Principal shall be selected to serve on the Site Council.
 4. Classified Representatives. The CHS classified staff shall be represented by two (2) individuals to serve on the Site Council. Classified representatives will be volunteers, unless too many people express interest, in which case Site Council would elect them. If necessary, 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.
 5. Student Representatives. The Site Council shall include one (1) CHS student representative at each meeting. The student representative will be from a group of four (4) students, one from each grade 9, 10, 11, 12. The selection process shall be the responsibility of the Student Council and shall be held within the first 30 days of each school year. The Student Council shall submit the names of four (4) students to the Site Council at its first meeting of the school year.
 6. Community Representatives. The Site Council will select one to two (1-2) community representative from those individuals interested in serving on the Site Council. A solicitation of individuals interested will be posted on the school website. Community representatives will be volunteers, unless too many people express interest, in which case Site Council would elect them. If necessary, 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. The Community representatives may name a substitute to take their place at meetings that they are unable to attend.
- B. Duties and Powers. The Site Council shall be responsible for the control and management of the affairs, property and interest of CHS, 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.
- C. Period of Service. 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. 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. The selection of officers and such other Members shall take place at the first meeting of the school year.
- D. Manner of Acting. Except as otherwise provided by these By-Laws, each Member present shall have one (1) vote.
- E. Vacancies. Vacancies occurring by reason of death, removal, resignation, or inability to act, shall be filled from the constituency groups designated in Article III. A herein by the Site Council to fill a vacancy shall be compiled by the Facilitator in cooperation with the appropriate constituency group and shall thereafter be presented to the Site Council. Said vacancy shall be filled by a majority of a quorum of the Members at any duly conveyed meeting of the Site Council.

- F. Resignation. Any Member may resign at any time by giving written notice to the Facilitator. Unless otherwise specific in such written notice, it shall take effect upon receipt of the notice by the Facilitator. The acceptance of the registration shall not be necessary to make it effective.
- G. 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 at 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.
- H. Reinstatement. Upon written request signed by a former Member which is filed 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.
- I. Committees. 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 if needed. 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.
- J. Site Council and Administration. Members shall implement the policies, resolutions and decisions of the Site Council. The Site Council Facilitator 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. The Site Council shall also comply with Arizona law and the Tucson Unified School District ("TUSD") Board Policies.

ARTICLE IV - MEETINGS

- A. Authority to Act. The legislative authority of CHS shall be vested in the Site Council. The Site Council shall make policy for CHS but shall defer to the faculty, staff and administration on the day-to-day operations of CHS. 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. The Officers of the Site Council shall be a Facilitator and a Secretary as the Site Council may deem

necessary. 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. New offices may be created and filled, and vacancies may be filled and at any meeting of the Site Council. 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 any given meeting due to the absence of either the Facilitator or Secretary at any given meeting of the Site Council. The Site Council may elected or appoint such officers shall have the authority to perform the duties prescribed by the Site Council. The appointment of such other officers shall not require a ratification vote by the constituency groups.

1. Facilitator. 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 and perform such other duties as assigned to him or her by the Site Council.
 2. Secretary. The Secretary shall keep a record of the minutes of all meetings of the Site Council. The Secretary shall also perform such other duties as assigned to him or her by the Site Council.
- 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, 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. When necessary, votes may be taken electronically (e.g. through email) so long as a quorum takes part in the vote. Electronic votes will be noted in meeting minutes.
- F. Agenda. The development of the agenda for the Site Council is the responsibility of the Facilitator and the Principal. All items submitted for inclusion on the agenda shall be forwarded to the Facilitator for validity as Site Council.
- G. Meetings. The Site Council may hold special meetings as it shall determine and shall hold regular monthly meetings during the school year, except for such months that may be excluded by resolution of the Site Council. The date, hour and place for each regular meeting shall be fixed annually by resolution of the Site Council. The Facilitator shall announce and post the date, site and time of the regular meeting at CHS and on the website of CHS, not less than twenty-four (24) hours nor more than seven (7) days prior to a regular meeting. When necessary meetings may be held electronically (e.g. through zoom) or in a combination of in-person and electronic. Electronic invitation to the meeting will be posted publicly on the school website not less than 24 hours before the meeting.
- H. 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.

ARTICLE V - AMENDMENTS

These By-Laws may be amended by a majority of a quorum of the Members at any duly convened meeting of the Site Council. Further, Article III.1 and III.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 CHS. 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.

Effective this 8th day of December, 2022

By: _____
Secretary

Attested By: _____
Facilitator