

# **BY-LAWS FOR THE PLEASANT GROVE HIGH SCHOOL COMMUNITY COUNCIL**

## **ARTICLE I – NAME**

The name of this council shall be the Pleasant Grove High School Community Council (PGHS SCC).

## **ARTICLE II – PURPOSE**

The Pleasant Grove High School Community Council shall:

A. Fulfill duties defined by state code 53A-1a-108 (3), including and in addition to, but not limited to, the following:

a. Serve in an advisory capacity to the Pleasant Grove High School Administration. It may make recommendations to the administration on issues of concern to the school. It shall not make decisions for the administration.

b. Serve as a communication channel between the administration and the community. The PGHS SCC provides input to the administration regarding community suggestions, concerns, etc., and provides information from the administration to the community. The PGHS SCC encourages an effective working relationship and open communication with local community councils and community organizations.

c. Assist in appropriate research and evaluation projects.

d. Work to improve all school educational programs.

## **ARTICLE III – MEMBERSHIP**

A. Selection – Members that meet the qualifications outlined in 53A-1a-108 of the Utah State Code shall be elected to a two-year term and may serve successive terms provided the member continues to meet the definition of a parent or guardian member or school employee member. Terms begin with the September SCC meeting. Members shall be selected through a nominating process and an election held during the last 30 days of each school year. Notification of available SCC parent/guardian member positions, election dates and the nominating procedure will be distributed to parents through newsletter articles and emails. Reminder notifications will be given as elections approach through all other means of available communication.

a. Parent/Guardian members shall be elected by a majority of votes cast by parents or guardians of students attending the school.

b. School Employee members (except the principal) shall be elected by a majority of votes cast by employees at Pleasant Grove High School. The principal shall serve as one of the school employee members with full voting privileges.

B. Membership Rotation – Membership rotation shall occur such that 50% of the terms shall be up for election each year.

C. Participation – It is expected that each member shall participate in the majority of the regularly scheduled monthly meetings unless otherwise excused.

D. Orderly Replacement of Inactive Members – In the event that a member fails to attend, without formal excuse, a majority of the meetings during the year, he/she may be replaced. Should this occur, the Chairperson would notify them of this action. The appointment of a replacement will be made by the Chairperson and approved by a majority vote of the SCC members.

E. Resignation – Should a member need to resign from the SCC, he/she should notify the Chairperson regarding their intent. The appointment of a replacement will be made by the Chairperson and approved by a majority vote of the SCC members.

F. An appointed replacement member shall serve the remainder of the term to which he/she was appointed and then the position will be up for election at the conclusion of the term previously established. If a parent is elected and then, by definition, is no longer able to serve during the following year, their position is relinquished and will be up for election the following year.

G. Number of Members – the SCC shall have a minimum of five Parent/Guardian members and three school employee members, or a larger membership, provided that the number of Parent/Guardian members shall be at least two or more members than the number of school employee members. The SCC has determined that it shall have a Parent/Guardian membership corresponding to at least one times the number of ASD public elementary schools feeding to Pleasant Grove High School. Additional membership may be approved by majority vote of the council.

a. The number of school employee members (including the school principal) shall be at least three total members and not greater than two less than the number of Parent/Guardian members. Any modification from the prior year regarding the number of Pleasant Grove High School employee members shall be determined by a majority vote of the current school employee SCC

members, including the school principal, at least two weeks prior to the election date.

b. If after an election, a parent/guardian or school employee position remains unfilled, the other parent/guardian members (or school employees) may appoint a parent/guardian to fill the position upon majority vote of the current parent guardian members.

c. If upon closing of the nomination period for either parent/guardian members or for school employee members, there are insufficient nominees to fill all available positions, the Chairperson (for parent/guardian member positions) or Principal (for school employee members), may declare all nominees accepted as SCC members or the given positions nominated, dispense with the election proceedings, and proceed with appointment process described above to fill any yet unfilled positions.

#### **ARTICLE IV – OFFICERS**

A. Officers – The officers of the PGHS SCC shall be a Chair and Vice-Chair.

a. Chair shall be a Parent/Guardian member of the SCC

b. Vice-Chair may be either a Parent/Guardian member or a school employee member of the SCC

B. Terms – The officers shall be elected annually for a one-year term at the monthly meeting held in May of each year. Officers may serve consecutive terms, if elected. Vacancies in any office may be filled for the balance of the term by majority action of the SCC. Officers shall serve through the summer months and conduct all SCC meetings during the subsequent school year.

C. Duties –The duties of the Chair and Vice-Chair include:

a. Chair of the SCC is to create agendas and conduct all meetings of the SCC.

b. Vice-Chair is to take the place of the Chair when he/she is absent and will conduct the meeting.

#### **ARTICLE V – MEETINGS**

A. The SCC is subject to the Utah Open Meeting requirements outlined in 53A-1a-108.1 of the Utah Code.

B. Election of Officers – There shall be an annual meeting of the SCC each year for the election of officers. These elections will be held at the regularly scheduled May meeting each year. In order to vote on any action item there must be at least an equal number of parent/guardian members as school employee members.

C. Quorum – A majority (one more than half) of the SCC, when present at any meeting, shall constitute a quorum. A simple majority is required to take action. (52-4-103(4) and (9))

D. Special Meetings – The SCC Chair may call special meetings of the SCC at any time.

E. Frequency – SCC meetings will generally be held once a month during the months of September through May unless otherwise determined by a majority of the SCC.

F. Agenda – Agendas for all meetings will be emailed approximately 24 hours to members prior to a scheduled meeting.

G. Agenda Items – Agenda items may be given to the Chair and should be received at least 2 days prior to the next meeting for consideration to be included on the agenda. SCC members or guests may provide agenda items. Agenda items should not include personnel issues or individual student information.

H. Minutes – Minutes of all SCC meetings will be kept and provided to the full membership and posted to the school website.

I. Guests – Guests are welcome to attend all meetings of the SCC. Guests may share appropriate input on subjects that fall under the SCC purview.

J. Conduct – Meetings will follow parliamentary procedure with the goal of providing ethical behavior, civil discourse, respect for others and wise use of time.

#### **ARTICLE VI – COMMITTEES**

A. Standing Committees – The SCC may establish standing committees from time to time by a majority vote of the SCC membership. The SCC Chair shall appoint members of these committees. Each standing committee may elect its own committee chair, or the SCC Chair may appoint a committee chair.

#### **ARTICLE VII – AMENDMENTS**

A. These by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote of the SCC at any duly organized meeting of the SCC. All decisions must comply with current Utah State Code.

#### **ARTICLE VIII – FUNDS**

A. The SCC will be provided such funds by Pleasant Grove High School as are necessary for the proper functioning of the SCC.

## **ARTICLE IX - LAWS**

- A. The SCC is established and functions in accordance with 53A-1a-108; 53A-1a-108.1; 53A-1a-108.5; and 53A-16-101.5 of the Utah Code and as it may be amended from time to time by the Utah State Legislature. Current State Code is deemed to take precedence over these by-laws.

Adopted May 2, 2017