

# **BY-LAWS FOR THE WILLOWCREEK MIDDLE SCHOOL COMMUNITY COUNCIL**

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## **BY-LAW I – NAME**

The name of this council shall be the Willowcreek Middle School Community Council (SCC).

## **BY-LAW II – PURPOSE**

The Willowcreek Middle 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 Willowcreek Middle 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 SCC provides input to the administration regarding community suggestions, concerns, etc., and provides information from the administration to the community. We encourage 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.

## **BY-LAW III – MEMBERSHIP**

- A. Selection – Members which meet the qualifications outlined in 53A-1a-108 of the Utah State Code shall be elected to a two year term. Parent members must have a child at the school at least one of the two years of their term. (53A-1a-108(1 and 5)) Terms begin with the September SCC meeting. Members shall be selected through a nominating process and an election held within the first 30 days of each school year. Following our adopted Timeline for Elections, at least 10 days prior to elections, parents will be notified of open positions, how to file, and when and where the elections will be held. Parents will be notified through multiple means of communication, one of which will be through the calling tree system, to accommodate those parents who do not have access to the internet.
  - 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 Willowcreek Middle 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 approximately 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, they will be notified of such by the Chair. The appointment of a replacement will be made by the Chair and approved by a majority vote of the SCC members.

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- E. Resignation – Should a member need to resign from the SCC, he/she should notify the Chair regarding this. The appointment of a replacement will be made by the Chair 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.
- G. Number of Members – the SCC shall meet minimum requirements for parent & employee members as stated in current Utah state law. Parent/Guardian members shall be at least two more members than the number of school employee members. The SCC has voted by majority to not limit the total number of members at this time and leave that up to the discretion of the principal & SCC chair at time of elections.
  - a. 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.
  - b. 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 Chair (for parent/guardian member positions) or Principal (for school employee members), may declare all nominees accepted as SCC members for the given positions nominated, dispense with the election proceedings, and proceed with appointment process described above to fill any yet unfilled positions.

### **BY-LAW IV – OFFICERS**

- A. Officers – The officers of the 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 Parent/Guardian members or school employee members of the SCC
- B. Terms – The officers shall be elected annually at the monthly meeting held in September of each year. 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, conduct the September meeting and assist with the transition to new leadership at the September meeting.
- C. Duties –
  - 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 President when he/she is absent in the conducting of all meetings.

### **BYLAW V – MEETINGS**

- A. The SCC is subject to the Utah Open Meeting requirements outlined in 53A-1a-108.1.
- B. Election of Officers – There shall be an annual meeting of the SCC each year for the election of officers. This annual meeting will be held at the regularly scheduled September meeting each year.
- C. Quorum – A majority of the SCC, when present at any meeting, shall constitute a quorum with the stipulation that in order to constitute a quorum the members in attendance must

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have, at minimum, two more parent/guardian members than school employee members present to vote.

- D. Special Meetings – Special meetings of the SCC may be called at any time by the Chair of the SCC.
- 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 upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance.
- G. Agenda Items – Agenda items may be given to the Chair and should be received at least 1 week prior to the next meeting for consideration to be included on the agenda. Agenda items may be provided by SCC members or guests. 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 invited 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.

### **BYLAW VI – COMMITTEES**

- A. Standing Committees – The SCC may establish standing committees from time to time by a majority vote of the SCC membership. Members of these committees shall be appointed by the SCC Chair. Each standing committee may elect their own committee chair, or a committee chair may be appointed by the SCC Chair.

### **BYLAW VII – AMENDMENTS**

- A. These bylaws 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.

### **BYLAW VIII – FUNDS**

- A. The SCC will be provided such funds by Willowcreek Middle School as are necessary for the proper functioning of the SCC.

### **BYLAW 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.