

Ochoa Elementary School Constitution and Bylaws

Article I - Mission Statement

Ochoa is a community that comes together for children...committed to providing a trusting, challenging and enriching environment where everyone experiences success.

Article II - Purpose

The purpose of the School Council shall be:

- A. To fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education.
- B. To fulfill the mission of Ochoa Elementary School.
- C. To confirm the belief in shared decision making at the school site by persons who both work in and are served by the school.

Article III - School Council

A. Membership

The School Council shall consist of the following ten (10) members:

1. Administrator Representative - One (1) Total
2. Parent Representatives - Three (3) Total
 - a. Parents shall have children who attend Ochoa Elementary School.
 - b. Parents shall not be employees of the Tucson Unified School District.
3. Certified Representatives - Three (3) Total
4. Classified Representatives - Two (2) Total
5. Community Representative - One (1) Total

B. Manner of Selection

1. The Principal of Ochoa Elementary School shall have an automatic position on the School Council.
2. At separate public meetings called by the Principal, each constituent group shall select its own representatives according to procedures it establishes.

C. Duties and Powers

1. The School Council shall be responsible for the decisions and management of the affairs, property and interests of the school.
2. The School Council may exercise all powers that may be granted to any association of staff, faculty, community representatives, and parents, except those powers which are expressly limited by appropriate laws, rules, policies or by this Constitution/Bylaws.

D. Terms of Service

1. Terms of service for all members of the School Council shall be one year with no term limits.
 - a. During odd years, one (1) new teacher and two (2) new parents.
 - b. During even years, one (1) new parent and two (2) new teachers.
 - c. Every year, one (1) new classified person would come on to the School Council.

E. Officers

1. The officers of the School Council shall consist of a Chair, Assistant Chair, Secretary, Treasurer, and other officers deemed necessary.
2. Officers shall be elected by a majority of the School Council from the membership of the School Council at the first meeting of each term of service.

F. Voting Rights

1. At all meetings of the School Council, each member, including the Chairperson, present-in-person, shall have one vote.
2. All members shall have the same rights and responsibilities on the School Council.

G. Resignation

1. Any School Council member may resign at any time by giving written notice to the Chairperson.
2. Unless otherwise specified, the resignation is effective immediately.

H. Vacancies

The appropriate constituent group selection a new representative to complete the term of service shall fill any vacancy in the School Council.

I. Committees

1. The School Council, by resolution, may create various Committees and provide them with power and authority.
2. The School Council, by resolution, may dissolve various Committees and revoke their power and authority.

J. School Administration

1. The School Site Administration for Ochoa Elementary School shall faithfully implement the policies, resolutions, and decisions of the School Council.
2. The School Site Administration shall provide any pertinent information to the School Council so that the School Council may fulfill its purpose.

K. Permanent Records

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

1. Master calendar of events.
2. Agendas and minutes of all official action on each agenda.
3. All current Committees with memberships and resolutions, while mandate scope of service.

4. A roster of current School Council members.
5. An updated School Policy Document.
6. Annual reports on overall student performance.
7. A copy of the current Constitution/Bylaws, including Amendments.
8. An updated Management Assessment and Planning (MAP).
9. Documentation that supports the implementations of the standards at each phase.
10. Other records as required by subsequent action of the School Council or other official acts.

Article IV - Meetings

A. Authority to Act

1. As legislative authority of Ochoa Elementary School, the School Council shall make policy but shall defer to the faculty, staff, and administration on the day-to-day operations of the school.
2. The School Council shall retain supervisory powers to insure that its policies, resolutions, and decisions are implemented.
3. For any actions, the School Council may refer final decision-making authority to any and/or all-constituent groups. The School Council shall determine the procedures of the referendum vote.

B. Conduct

1. Meetings shall be conducted in accordance with applicable laws, rules and policies.
2. Any question of procedure not otherwise covered shall be governed by *Robert's Rules of Order* or a procedure determined by School Council.

C. Quorum

A simple majority of all members of the School Council must be present-in-person to constitute a quorum for official business.

D. Voting

A simple majority of all members of the School Council must be present-in-person at a meeting shall be required to authorize any policy, resolution, or action.

E. Agenda

1. Development of the agenda for the School Council is the responsibility of the Principal and the Chairperson.
2. All members of the administration, certified staff, classified staff, students, parents, and community shall submit their proposed items for the agenda to any School Council member.
3. All items submitted for the agenda shall be in writing and provided at least three (3) working days prior to the next meeting.

4. At least twenty--four (24) hours before a regular or special meeting, the Chairperson shall post the agenda, including the date, time and place of meeting.

F. Schedule

1. The School Council shall hold regular meetings at least once a month, except for months when school is not in session.
2. The date, time, and place for each meeting shall be fixed annually by the resolution of the School Council.
3. Special Meetings may be called as necessary.

Article V - Amendments

A. Proposed Changes

1. The Constitution/Bylaws shall be subject to alteration within the limits of the applicable laws, statutes, or rules.
2. Amendments to this Constitution may be proposed by a two-thirds (2/3) vote of the present-in-person members of the School Council.

B. Ratification

1. The School Council shall refer for ratification any proposed amendments to at least one of the following constituent groups: Certified Staff, Classified Staff, and Parents.
2. The School Council shall determine the procedures for the ratification vote.

Article VI - Ratification

The ratification of this Constitution/Bylaws of Ochoa Elementary School shall be effective upon a two-thirds (2/3) vote of the present-in-person members at separate public meetings of each of the following constituent groups: Certified Staff, Classified Staff, and Parents.

The Ochoa Elementary School Certified Staff, Classified Staff, and Parents ratified this Constitution/Bylaws on May 6th, 2004.