

**Rincon High School
SDM (Shared Decision-Making) School Council
Constitution & By-Laws**

Article I - Mission Statement

Mission Statement: To provide an educational environment that supports and promotes the efforts of all students to become self-sufficient, literate, responsible, contributing members of the world community.

Article II - Purpose

Purpose: To fulfill the mission of Rincon High School, by prescribing to the duties in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the State Board of Education.

Article III - School Council

A. School Council Membership

The Rincon High School SDM School Council will be composed of a minimum of:

1. 4 (four) parents of students currently enrolled in Rincon High School
The Rincon High School Parent Association shall select 4 (four) parents of students who attend Rincon High School; said parents will not be employees of the school district. Selection procedures shall be the responsibility of that Association. A list of parent members shall be presented to the School Council prior to the third week of each term of service, for confirmation by School Council.
2. 4 (four) Teachers (equal to the number of parent members.)
The Rincon High School certified faculty shall select 4 (four) at-large members of the School Council. The election shall be conducted according to procedures set forth by the Tucson Education Association. A faculty/staff representative of the T.E.A. shall be responsible for conducting any such election, and following a poll of eligible voters, shall submit the election results to the School Council prior to the third week of each term of service.
3. 1 (one) Education Support Professionals
The Rincon High School classified staff shall Select 1 (one) classified representative. The election shall be conducted according to the procedures of the Tucson Education Association. A faculty/staff representative of the T.E.A. shall be responsible for conducting such election, and following a poll of eligible voters, shall submit the results to the School Council prior to the first week of each term of service.
4. Administrator Representatives: The school principal will have automatic position as members of the School Council. Not more than one assistant principal will also attend and be a voting member of the Site Council. Either of the Assistant Principals may fill this position for any meeting of the Site Council.
5. 3 (three) students, chosen by the Rincon Student Council.

6. 1 (one) community member, representing business or community, elected by the same constituency group.
7. All voting members, as duly elected representatives of their respective constituent groups, shall have the same rights and responsibilities on the School Council.
8. Resignations from the School Council must be submitted to the School Council Chair, in writing. The respective constituency group will choose a replacement to fill the vacancy.
9. No person may be selected from more than one of the aforementioned constituent groups for purposes of membership on the School Council.
10. Terms of service for all School Council members shall be two years with no term limits. The School Council shall determine the date in which the term of service begins.
11. Except otherwise provided by this Constitution/by-laws, at all meetings of the School Council, each member, present and in person, shall have one vote.

B. Selection of Officers

1. The Council Chair, Vice-Chair and Secretary shall be elected by a majority of SDM School Council members at the first official meeting of each term.
2. A vacancy may occur when a member has two consecutive unexcused absences, or when a member submits a letter of resignation to the SDM Council. Any School Council member may resign at any time by giving written notice to the Chair. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt of the notice by the School Council. The acceptance of the resignation shall not be necessary to make it effective.
3. Should a vacancy occur, an election will be conducted within the appropriate constituency group to fill the vacated position.
4. Any non-voting member of the Rincon community is welcome to attend any regular meeting and express opinions. Council meetings will allow time on the agenda during the call to audience so that any non-member will have three minutes to express their concerns, the School Council will not respond at this time.
5. All decisions will be made by consensus. Consensus is defined as general agreement among all members in attendance, on an issue. Consensus will be accomplished through a process of discussion and compromise.
6. If consensus is unattainable, a majority vote of those in attendance will determine the outcome.
7. Resignations from the SDM School Council must be submitted in writing to the Council. The constituency group of the person being replaced will choose a replacement

8. The SDM School Council will designate standing committees. Each committee will have a SDM liaison. The School Council may from time to time, designate from among its members various standing committees. Standing committees shall include but not limited to Agenda, Budget, Curriculum, Instructional Council, and Personal.

C. Departments

The School Council, in consultation with the school administration, by resolution, shall establish academic departments. Each academic department may elect a chair who shall be a member of the Instructional Council standing committee.

D. School Administration

The School Site Administration for Rincon High School shall faithfully implement the policies, resolutions, and decisions of the School Council. The School Site Administration shall provide relevant, requisite information to the School Council so it may fulfill its purpose as stated in Article II of this document, and make decisions in the best interest of the school.

Article IV — Roles and Responsibilities

A. The roles and responsibilities of the SDM School Council are as follows:

1. Review school goals, school vision, and 301 Plan evaluations.
2. Gather and assess data from the school profile and other sources.
3. Assess achievement of outcomes and staff development needs.
4. Establish priorities and select appropriate outcomes.
5. Identify objectives and activities including staff development, 301 Plan and- BoM- ■Gnmc Plnr
6. Work with North Central School Improvement Plan Team to ensure alignment of and coordination with NCA process, 301 Plan, and Bold Game Plan.
7. Reviews progress and provide feedback.
8. Evaluate and report results.
9. Draw conclusions and implications.
10. Develop By-laws for the purpose of establishing guidelines for the operation of the Leadership Team.
11. Designate subcommittees.
12. Review, evaluate and give input for creation of Master Schedule.

B. Limitations and Restrictions: Because the SDM School Council is part of the decision making process, it is subject to the following:

1. Federal and State Education Law
2. TUSD Governing Board Policies
3. TUSD/TEA Consensus Agreement
4. Existing resources allocations
5. Principles of ethics, equity and confidentiality

C. Meetings: The SDM School Council shall meet at least six (6) times per year. Place and time will be determined by the membership at the annual retreat.

- D. Amendments to the existing By-laws may be proposed by the School Council, and will be presented to constituency groups for ratification.
- E. Duties and Power: The School Council shall be responsible for the control and management of the affairs, property and interest of Rincon High School. The School Council may exercise all powers that may be granted to any such association of staff, faculty, students, community representatives, and parents, except those powers which are limited by appropriate laws, rules, policies, or by these By-laws.

Article V - Meetings

- A. Authority to Act
 - 1. Legislative Power: The legislative authority of Rincon High School shall be vested in the School Council.
 - 2. Referendum: For any action, The School Council may refer final decision-making authority to any and/or all constituent groups. The School Council shall determine the procedures for the referendum vote.
 - 3. Quorum: One Officer, one administrator, and 51 % of total members must be present in order for there to be a quorum.
- B. Conduct: Meetings shall be conducted in accordance with the Arizona Open Meeting Law and other applicable state laws, as well as R7-2-101 of the State Board Rules, and any question of the procedure not otherwise covered by statute. Current procedures of the School Council may not be suspended except by two-thirds (2/3) vote of the entire School Council.
- C. Chair: At all meetings of the School Council, the Chairperson shall preside. The Chairperson and the other officers shall be elected by a majority of the entire School Council at the first meeting of each term of service.
- D. Agenda: The development of the agenda for regular meetings shall conform to the following:
 - 1. Development of the agenda is the responsibility of the Agenda Committee. The Council Chair shall also be the Chair of this committee.
 - 2. All items submitted for the agenda shall be in writing and may be provided by any member of the School Council. Other members of the administration, faculty, staff, parents, and students may submit their agenda items to any Council member for inclusion on the agenda.
- E. Master Calendar: The School Council shall establish and maintain for each school a master calendar of events for each of the committees conducting business as part of the site-based management record of activities. Monthly updated copies reflect specific timelines, those events that occur annually, other Council and Committee activities, and responsibilities as they arise.
- F. Schedule: The School Council may hold special meetings as it may determine and shall hold regular meetings at least once a month. The date, hour and place for each regular meeting shall be fixed annually by resolution of the School Council. At least one week before a regular meeting, the Chair shall announce and post the date, site and time for the scheduled meeting. Special meetings

may be held if at least 50% of the School Council members sign a waiver of notice indicating the purpose, time, date, and site of any such meeting.

- G. Permanent Committee Records Maintained: The School Council endorses full and ready access to the records of its actions and the actions of any of its Committees. Towards that end, Rincon High School shall compile and maintain all records of School Council business.

Article VI - Fiscal Year and Terms of Service

The fiscal year of the School Council and membership terms of service shall be set by the School Council from time to time, subject to applicable laws, rules, and policies.

Article VII - Amendments

The Rincon School Council shall recommend an amendment to this Constitution/By-Laws with a two-thirds vote of those present, in person. Ratification shall be effective upon a two-thirds vote of the constituent groups represented at a public meeting.

Article VIII - Ratification

The Rincon School Council shall ratify amendments with a two-thirds vote of those present, in person. Ratification shall be effective upon a two-thirds vote of the constituents groups represented at a public meeting.

Date Ratified (Insert date the constitution is initially ratified)

Date Revised (Insert date the constitution is revised)

Date Revised (Insert date the constitution is revised)