**By-Laws of Desert Wind Middle School Site Council**

**Article I – Name**

The name of the organization is the Desert Wind Middle School Improvement Site Council.

**Article II – Role of Council**

The DWMS Site Council will independently focus its efforts towards the realization of the Mission Statement by:

* Providing and expanding alternative educational opportunities in the Desert Wind Middle School.
* Establishing school systems that are uniform and flexible enough to allow for individuality of the teachers and administration.
* Making sure students understand school-wide learning expectations that are reinforced visually and orally.
* Helping students to perform to their maximum potential regardless of any past or present obstacles.
* Monitoring student performances to ensure that student mastery of state standards are met.
* Improving student learning by providing creative environments responsive to diverse student needs.
* Enriching the educational climate.
* Encouraging commitment to and involvement from the extended community

**Article III – Members**

The Desert Wind Middle School Improvement Site Council membership shall consist of the following permanent members:

* One administrator, the Principal will serve as a permanent member of the Site Council as long as he/she is employed. The Principal may elect to designate another administrator to serve in his/her position on the DWMS Site Council.
* Three certified teachers
* Three family representatives not employed by Maricopa Unified School District which may include one representative from the PTO Executive Board, and
* One classified employee

The Desert Wind Site Council may include the following positions as determined by the permanent members:

* Students (1-2), including one representative from Student Council (optional)
* Community member(s) not employed by MUSD (1-3, as determined by the Site Council)

**Article IV – Selecting Site Council Members**

The Principal of Desert Wind Middle School shall serve as a permanent member on the Site Council during his/her length of employment. The Principal may designate another administrator to serve in his/her position on Site Council.

Representatives from the classified and certified staff shall be nominated by peers or volunteer and elected by a vote from the constituency.

Family Representatives shall be nominated by peers or volunteer and elected by a vote from the constituency.

Student Representative, when determined necessary by the DWMS Site Council, shall be recommended by the certified staff of DWMS or Principal.

Community Representatives shall be invited by DWMS Site Council or DWMS staff. The Community Representative shall be nominated by peers or volunteer and elected by a vote from the constituency.

Selection of Representatives and Officers should be completed in August.

Representatives may nominate themselves to be considered in elections.

**Article V – Officers**

The Officers of the DWMS Site Council shall consist of a President, Vice-President, and Secretary and such other Officers deemed advisable from time to time.

Officers shall be selected the membership of the DWMS Site Council from the membership of the DWMS Site Council during the August meeting.

Officers shall serve from August to July of each calendar year.

Officers may be selected to serve consecutive terms.

**Article VI – Terms of Office**

The Principal will serve as a permanent member of the Site Council as long as he/she is employed. The Principal may elect to designate another administrator to serve in his/her position on the DWMS Site Council.

Terms of membership of the DWMS Site Council will be for one year, from August to July.

All Representatives can be elected to consecutive terms.

Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings by representatives may imply an inability to serve. The President of the Site Council shall approach said member to determine his/her intent to serve.

**Article VII – Voting and Decision Making**

Except as otherwise provided by State Statute or MUSD School Board Policy, Improvement Site Council shall authorize any expression of consent or dissent authorized by a majority of the votes cast at each meeting.

All seated members of the Desert Wind Site Council shall be voting members, including the President, with one vote per position.

In all decision making the concept of consensus should be sought. Consensus occurs when the group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support. If consensus is met, an issue passes. If consensus is not met, an individual may choose to step aside and allow the issue to go forward.

Should action be required on a particular issue and there is no consensus a vote will be taken and objections noted in the minutes, for this action 50% plus 1 will constitute consensus.

Unless a resolution is reached, a tie vote will be tabled to the next scheduled meeting.

**Article VIII – Resignation**

Any member may resign at any time by giving written notice to the President. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt of such notice to the President of the DWMS Site Council. The position will be open immediately, the nominated or volunteered person who fills the positive will serve until July.

The acceptance of such resignation shall not be necessary to make it effective.

**Article IX – Vacancy**

If there is a vacancy on the Site Council for any reason, the DWMS Site Council shall open the vacated position. The vacated position will be replaced by nomination or volunteer for the remainder of the school year.

The Representative appointed to fill the vacated term may be nominated and elected to fill the remaining time of the vacated term.

**Article X – Meetings**

The DWMS Site Council shall convene and hold monthly meetings to conduct Site Council business, unless determined unnecessary by the Site Council.

All meetings shall be held at the DWMS Media Center or such other place as shall be designated in the notice or waiver of notice of such meetings.

Notice of all meetings shall be provided in accordance and in compliance with the Open Meeting Laws of the State of Arizona and shall be specifically set forth on an agenda for said meeting in accordance with the Arizona Open Meeting Laws, A.R.S. 38-431

Except as otherwise provided by statute, written notice of each meeting of the DWMS Site Council stating such time when and place where it is to be held, shall be served either personally, by email, or by U.S. mail, not less than 24 hours prior to the meeting.

Non-voting members may attend any DWMS Site Council meeting and express concerns as recognized by the President of the DWMS Site Council. A time shall be given on the agenda for nonvoting members to speak on any subjects relating to DWMS, not to exceed 3 minutes.

Non-voting members are limited to 3 minutes for each speaker, persons wishing to speak to DWMS Site Council must complete a “Speaker’s Card” that includes: Name, Contact Information (address, email, or phone) and Subject they want to discuss.

Non-voting members name and subject discussed will be recorded in the minutes.

**Article XI – Agenda**

A duly adopted agenda prepared by the Officers shall be posted in accordance with Arizona open Meeting Laws, A.R.S. 38-43.

The meeting shall be conducted in accordance with the norms set by the Site Council.

The President shall have the right to limit discussion on any particular agenda item and shall have the right to provide time limits for any party wishing to speak on an appropriate point.

It shall by the DWMS Site Council’s responsibility to maintain a responsive, yet positive, environment at meetings, and meetings shall be conducted with respect and harmony at all times.

**Article XII – Quorum**

A quorum will be determined at the commencement of the DWMS Site Council to be half plus one of the total membership eligible to vote.

**Article XIII – Permanent Site Council Records**

The DWMS Site Council will maintain all official records and have them available for review upon request of any constituency.

The DWMS Site Council will directly compile and maintain the following records:

* Annual master calendar of events and meeting agendas
* Minutes of all official action on each agenda, including the voting record, and meeting attendance
* All committee reports shall be retained in the official records of the DWMS Site Council
* Other records, as required by subsequent action, of the DWMS Site Council

**Article XIV – Enforcement of Site Council Decisions**

The Site Council shall make policy for Desert Wind Middle School, but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the DWMS Site Council shall retain such supervisory powers to insure that its policies, resolutions, and decisions are implemented.

**Article XV – Relationship with Existing School Organizations**

The DWMS Site Council will be independent of other side and community organizations and, in accordance with Federal law, State statute, and MUSD Board Policy.

The Site Council will cooperate with other site organizations and/or committees (examples include, but are not limited to DWMS PTO, Student Council, Maricopa Education Foundations, and MUSD Administration) to promote the welfare of the school and community.

**Article XVI – Committees**

The DWMS Site Council, by resolution adopted by a majority of the entire council present at a duly authorized meeting, may from time to time designed from among its members an executive committee. The Site Council may also designate from among its members and non-members such other committees as the council may deem desirable, each consisting of one Site Council member.

Each committee shall serve at the pleasure of the Site Council. When a committee is formed, the DWMS Site Council shall provide the committee, with writing, a statement of purpose and mission. All committees shall maintain agenda’s and minutes of all meetings. These shall be available for review by the Site Council and all constituencies.

None of the committees (standing or other) shall be created until such time as the Site Council deems an individual committee is necessary.

One member of each standing committee shall be a council member designated as a liaison between the council and the committee.

All committees shall provide a report to the DWMS Site Council when deemed necessary. They shall also provide an annual written report to be included in the minutes of the August Site Council Meeting.

**Article XVII – Amendments of By-Laws**

The By-Laws of the Site Council shall be subject to amendment. Amendments must be approved by a majority vote of the constituencies present.

Any member of the constituencies may propose an amendment during a regularly scheduled meeting.

**Article XVIII – Ratification**

Amendments may be proposed, voted on, and ratified by a majority vote of the constituencies present. Those amendments will sunset on the next meeting date. A vote to extend or adopt the amendment will take place at the next meeting.