

MUSEUM MAGNET SITE COUNCIL BYLAWS

ARTICLE I - NAME

Section 1.01. The name of this organization shall be the Museum Magnet Site Council, here after referred to as the Site Council.

ARTICLE II - MISSION STATEMENT

Section 2.01. Pursuant to District guidelines and policies, the Site Council will ensure that the school's mission and the Council's By-Laws are attained. Museum Magnet's mission is to develop creative, independent thinkers who can work cooperatively to solve problems.

Section 2.02. The mission of the organization shall be to promote excellence in education for Museum Magnet students by soliciting ideas for improvement; facilitating problem-solving; and encouraging development, implementation and evaluation of Museum Magnet's programs among all constituencies including staff, students, administrators, parents, community members, and interested citizens.

Section 2.03. The Site Council is the representative decision-making body of Museum Magnet. The decision-making role of the Site Council will be appropriate to the team's role in the school, will respect the roles and authority of the principal and committees, and will evolve with the support of the school's principal, staff and parents.

ARTICLE III - MEMBERS

Section 3.01. The Site council's membership will comply with the Minnesota State Law and District guidelines.

Section 3.02 The Site Council shall consist of 10 voting members including (1) the principal, (2) AFT representative, (3) community person [from a local museum or another organization that our school has an ongoing relationship with](#), (4) an unlicensed staff person, (5) one primary teacher, (6) one intermediate teacher, (7, 8, 9) three parent representatives, (10) the PTAC representative. [The membership of the Site Council will strive to reflect the diversity of the student body](#). Students will be invited to the Site Council as needed.

Section 3.03. The Site Council will maintain 2 alternate members who may attend the meetings but may vote only when representing a missing member and assigned to that position by the Chairperson(s). There will be (1) parent alternate and (1) staff alternate.

Section 3.04. Site Council members are expected to regularly attend Site Council meetings, arrange for an alternate, or name a proxy for voting purposes.

ARTICLE IV - TERMS OF OFFICE

Section 4.01. Elected Members of the Site Council shall serve for terms of two (2) years.

Section 4.02. No electd staff member shall serve more than (2) consecutive terms. No elected parent member shall serve more than (3) consecutive terms.

Section 4.03. Terms of office will be staggered to provide membership continuity with one-half (1/2) of the membership elected each year based on an odd/even year designation. Elected members are unlicensed staff person, one primary teacher, classroom teacher preferred, one intermediate teacher, classroom teacher preferred, three parent representatives, and the PTAC representative.

ARTICLE V - PROCESS FOR SELECTING MEMBERS

Section 5.01. Nomination procedures shall be announced, publicized and executed by the Site Council in a manner which encourages and facilitates open participation by all members of the staff and community. Elections will be conducted for any openings at the October meeting of each year.

Section 5.02. Parents, community members, and school staff shall nominate themselves for membership on the Site Council. If more than one nomination is received from each subgroup, a drawing shall be held by the Site Council.

ARTICLE VI - VACANCIES

Section 6.01. In the event of a vacancy on the Site Council, however caused, the remaining members shall appoint someone to fill the vacancy until the next annual election/selection, at which time a member shall be elected for the balance of the unexpired term. The selection of the new member shall be done in a manner not to violate Article III, section 3.01 of the by-laws.

Section 6.02. Vacancies are determined by a voluntary resignation or three consecutive absences of a Site Council member. After two consecutive absences, the member shall be given written notification of Article III, Section 3.04 and Article X, Section 10.03.

ARTICLE VII - OFFICERS

Section 7.01. The Site Council shall elect from within their number [one staff and one parent co-chairs](#) at the [same](#) meeting [as](#) the site Council's annual election.

Section 7.02. Officers will be elected annually by the new Site Council membership, following its election/selection.

ARTICLE VIII - QUORUM

Section 8.01. At each meeting, the presence of a least fifty percent (50%) of the Council's members/alternatives shall be necessary to constitute a quorum for the transaction of business.

Section 8.02. The Council shall strive for full attendance.

ARTICLE I - MEETINGS

Section 9.01. At the first meeting of the Site Council which follows the annual election/selection, meeting dates shall be established for the succeeding year. Thereafter, [a](#) Site Council [co-chair](#) shall send reminders to each member [three \(3\)](#) days prior to each meeting.

Section 9.02. Notice to families will be made in the "Museum Magnet Great Newsletter."

Section 9.03. Special meetings may be called at the joint discretion of 2 or more council members. Members shall be notified, when possible, [five \(5\)](#) days in advance of the meeting.

ARTICLE X - COMMUNICATION

Section 10.01. Representatives will be responsible for reporting back to their constituencies through regularly scheduled meetings.

Section 10.02. The school community at-large will receive information monthly through the "Museum Magnet Great News" newsletter.

Section 10.03. Agendas will be distributed [three \(3\) days](#) prior to the meeting.

Section 10.04. All Site Council meetings are open to all constituents.

ARTICLE XI - COMMITTEES

Section 11.01. To encourage effective communication and greater participation by the staff and community, the Site Council shall appoint task oriented standing and ad hoc committees as necessary.

Section 11.02. The Site Council will work collaboratively with the school's [SCIP](#) committees and parent organizations, in order to improve student achievement by developing the school's effectiveness, efficiency, communication and collaboration. The Council and committee will report to each other and work together on projects.

ARTICLE XII - DECISION MAKING

Section 12.01. Anyone (being defined as: teacher, student, parent, community member or a person with Site Council permission) may present an issue to the Site Council in writing through a representative, and may make a brief personal presentation at a Site Council meeting.

Section 12.02. The Site Council will review all issues placed before it and provide an opportunity for all interested parties to be heard prior to taking action. The Site Council shall, with majority agreement of quorum and based upon School Board policy, then forward the issue, with notations, to the appropriate committee.

Section 12.03. The committees, when presented with an issue with reference to the notations from the Site council, shall formulate a recommendation. The recommendation shall be presented to the groups, represented by the Site Council for feedback.

Section 12.04. After reviewing the feedback, the Site Council shall vote to approve or to reject the recommendation presented. A majority, two-thirds (66%), vote of the quorum shall be required for passage. If rejected, the issue may go back to the sponsoring committee for further consideration.

ARTICLE XIII - AMENDMENTS TO THE BY-LAWS

Section 13.01. These Bylaws may be amended by majority vote of the Site Council upon recommendation of those respective areas: staff, parents, community.

Revised 9/26/00, 4/11/02, [3/15/07](#)