

Manzo Elementary School

Constitution/Bylaws

ARTICLE I - VISION STATEMENT

Manzo is a shared decision-making community of students, parents, faculty, staff and principal who collectively make decisions in the best interest of student achievement. Our goal is to continue to improve in the areas of safety, cultural sensitivity, social, emotional, physical, aesthetic, and intellectual needs of our children through developmentally appropriate practices.

ARTICLE II- PURPOSE

The purpose of the School Council shall be:

- A. To ensure that Manzo Elementary School is consistently improving in teaching methods and remains committed to staff and faculty development.
- B. To ensure that student's academic progress is closely monitored, is measurable and shows progress.
- C. To ensure that all decisions will be made in accordance with Article XI of the Arizona constitution, title 15 of the Arizona Revised Statutes, and the rules of the State Board of Education.

D. To encourage full participation of the Holladay community to achieve these goals and promote awareness of Manzo Elementary School within the community.

E. 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 eleven (11) members:

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

Total B. Manner of Selection

1. The Principal of Manzo Elementary School shall have an automatic position on the School Council.

2. Parents – Representatives from the School Council shall call a public meeting to select their appointees for their own established procedures.

3. Certified/Classified – A separate meeting held by certified and classified staff shall select its own appointees according to Article III section 3 using procedures they have established.

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. Term of Service

1. The Principal will be a permanent member of the School Council.

2. All other School Council members will serve for the full calendar year (August 2023 -May 2024) and may need to meet during the summer. This may include one half of the council serving for a two year term, and the other half of the council serving for a one

year term. For example: 2 Parent Representatives, 2 certified Staff, and 1 Classified Representative.

3. The members of the School Council shall assume office the first week of each term of service.

E. Officers

1. The officers of the School Council shall consist of a 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

1. Any vacancy in the School Council shall be filled by the appropriate constituent group selecting a new representative to complete the term of service.

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 Holladay Magnet 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, which 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 Site Plan.
9. Documentation that supports the implementation 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 Holladay Magnet 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 ensure that its policies, resolutions, and decisions are implemented.
3. 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.

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 the School Council.

C. Quorum

1. 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 the School Council members 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, Chairperson, and at least one other member of the Council.

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 the meeting.

F. Schedule

1. The School Council shall hold a minimum of four regular meetings per school year.
2. The date, time, and place for each regular meeting shall be fixed annually by resolution of the School Council.
3. Interim meetings may be called as needed.

ARTICLE V – AMENDMENTS

A. Proposed Changes

1. This Constitution/Bylaws shall be subject to alteration within the limits of applicable laws, statutes, or rules.

2. Amendments to this Constitution/Bylaws 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 and classified staff, parents, and community.

3. The School Council shall determine the procedures for the ratification vote.

ARTICLE VI - RATIFICATION

The ratification of these Constitution/Bylaws of Manzo 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 and classified staff, parents, and community.

The Manzo Elementary School Certified Staff, Classified Staff, and Parents ratified this Constitution/Bylaws August 2023