

**Constitution and Bylaws**  
**For the**  
**SABINO SITE COUNCIL**  
**SABINO HIGH SCHOOL COMMUNITY**

**I. Philosophy**

The philosophy of the Sabino Site Council shall be to implement the mission of Sabino High School Community. This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members.

**II. Mission Statement**

The mission of Sabino High School, as a professional learning community, is to graduate all students. Our students will value cultural diversity, collaboration, and life-long learning. Sabino students will exhibit quality character, academic excellence, mental and physical skills, and talents necessary to become successful participants in a democratic and global society.

Character  
Academics  
Talent  
Success

*Go Cats!*

**III. The Sabino Site Council**

**A. DEFINITION OF THE SABINO SITE COUNCIL**

The Sabino Site Council is a representative body of eleven people and a site council facilitator elected from the Sabino High School Community according to article III.C.

**B. MEMBERSHIP OF THE SABINO SITE COUNCIL**

The Sabino Site Council will be composed of the following:

1. Three parents (Non-Sabino employees with a child at Sabino High School)
2. One Community member (representing businesses or the community)
3. Three teachers, one of which must be a counselor
4. Two students (Student Body President and one other student)
5. One Educational Support Staff
6. Principal, Assistant Principal, or Principal Designee
7. Facilitator, (Non-voting member)

**C. PROCEDURES FOR ELECTING THE SABINO SITE COUNCIL MEMBERS**

1. The Site Council Facilitator will communicate vacancies of the council to the constituencies of all voting bodies by the second week of school.
2. The Site Council Facilitator will accept nominations in writing during the designated nomination period.
3. Each faculty member may cast one vote for each available position in their respective constituency. If any candidate does not receive a 51% majority of the votes cast based on the

number of faculty members voting, there will be a run-off election between the top two nominees.

4. The Sabino Site Council Facilitator will oversee the election of new certified and classified Sabino Site Council members by secret ballot. The results of the election will be reported to the Facilitator prior to the end of the current school year.
5. The Parent Teacher Student Association will elect the community member. No member can represent more than one constituency.
6. The Site Council Facilitator will be a currently serving teacher on the Site Council. The facilitator's term of office will be for a period of two years. The facilitator will be elected by Site Council.

#### **D. TERMS OF OFFICE**

1. The Principal, the Facilitator, PTSA President, Student Body President, and elected student will be permanent positions of the Sabino Site Council.
2. All other Sabino Site Council members will be elected for a four-semester term. Members can be elected for no more than two consecutive terms. Regular elections will be held before the end of each school year.
  - a. Odd year election
    - 2 – Teachers
    - 1 – Parents
    - 1 – Classified staff
  - b. Even year election
    - 2 – Teachers
    - 1 – Parent
    - 1 – Community Member

#### **E. ATTENDANCE AT SABINO SITE COUNCIL MEETINGS**

1. Non-Member Attendance  
Any Community member may attend any Sabino Site Council meeting as per open meeting law; these members may express concerns as recognized by the chair.
2. Member Attendance  
Regular attendance or notification of absence is required. Non-attendance for two consecutive meetings may imply an inability to serve. The Facilitator of the Sabino Site Council shall communicate with said member to determine her/ his intent to serve. After three consecutive absences a member may be deemed unable to serve and may be replaced according to article III. F. 2.

#### **F. VACANCIES AND REPLACEMENT ON THE SABINO SITE COUNCIL**

1. Any Council member may resign at any time by giving written notice to the Council. Unless otherwise specified in such written notice, the resignation shall take effect upon the receipt of the notice.
2. Any vacancy during the school year will be filled by appointment of the Sabino Site Council. The new member must be a representative of the same constituency and will complete the school year until the regularly scheduled elections.

## G. DUTIES OF THE SABINO SITE COUNCIL

1. The Sabino Site Council is a decision making body and shall be responsible for the control and the management of the affairs, property and interests of the school, and 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 expressly limited by appropriate laws, rules, policies, or by these Bylaws.
2. The Sabino Site Council will assist in developing, implementing, and evaluating objectives of the focus groups to support the philosophy and mission of Sabino High School Community described in Article I and II of this document.
3. The Sabino Site Council will conduct all meetings in accordance with Arizona Open Meeting Law and all other applicable state laws, as well as R7-2-101 of the State Board Rules. Minutes of each School Council Meeting will be distributed to the Sabino High School Community.
4. The Sabino Site Council will decide to refer issues to focus groups or to act on issues not referred to focus groups as well as to act on recommendation of focus groups.
5. The Sabino Site Council will create temporary focus groups as needed and act on recommendations from these groups.
6. The Sabino Site Council will elect a Sabino Site Council Facilitator who will ensure that minutes are recorded and that the meeting follows the pre-determined agenda.
7. The Sabino Site Council will appoint a Secretary from within the Site Council to record minutes, or Site Council members will record the minutes on a rotational basis.

## H. MEETING OF THE SABINO SITE COUNCIL

1. A meeting of the Sabino Site Council must have a quorum of seven members to vote on an issue.
2. The Sabino Site Council will be held no less than five times each school year. The first meeting of each school year will be held by August 30<sup>th</sup> of each year.
3. The Sabino High School Community will be notified of regular meetings through the Sabercat Pride, Sabino Site Council website and Sabino Tracker. Notice of meetings and minutes are posted in the administration hallway and the Sabino Site Council website.
4. Notification of special meetings will be made when necessary.
5. The Sabino Site Council Facilitator will establish and maintain for each fiscal year a master calendar of regularly scheduled meetings and will ensure that notification occurs.

## I. AGENDA FOR SABINO SITE COUNCIL MEETINGS

1. The Sabino Site Council Facilitator will determine an agenda for meetings to include: attendance, review of minutes, non-member comments, announcements, and other issues deemed necessary by the Sabino Site Council.
2. The Sabino Site Council meeting will include an opportunity for members and non-members to address new issues for consideration of future agendas.
3. Agenda's for the upcoming Sabino Site Council Meetings will be posted in the administrative hallway.

## IV. Method of Operation

### A. AUTHORITY TO ACT

1. The legislative authority of Sabino High School shall be vested in the Sabino Site Council. The Site Council shall make policy for Sabino High School but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the Sabino Site Council

shall retain such supervisory powers to insure that its policies, resolutions, and decisions are implemented.

## **B. CONSENSUS**

### **1. Definition of Consensus**

Consensus is defined as general agreement among all members in attendance, on an issue. It occurs when a group reaches a conclusion, which has blended the best into a decision that everyone in the group can support. Consensus will be accomplished through a process of discussion and compromise.

### **2. Operation of Consensus**

If consensus is met, the issue passes. If consensus is unattainable, a two-thirds vote of the quorum at the meeting will determine the outcome of an issue. The Site Council Facilitator is a non-voting position. In the event of a tie vote the facilitator will vote to break the tie.

### **3. All decisions by the Sabino Site Council and Focus Groups will be made by consensus whenever possible.**

### **4. The Site Administration for Sabino High School shall implement the policies, resolutions, and decisions of the Sabino Site Council.**

## **C. CONSTITUTION AND BYLAWS: PROCEDURES FOR ACTION**

### **1. Ratification of the Constitution and Bylaws**

To take affect this document must be ratified by a two-thirds vote of the ballots cast by the Sabino High School Community. The Sabino High School Community is defined as the Sabino PTSA, Site Council, Student Council, and Faculty.

### **2. Amendments to the Constitution and Bylaws**

- a. With consensus of the Sabino Site Council the Constitution and Bylaws can be amended as needed.
- b. Any member of the Sabino High School Community can propose an amendment to the Sabino Site Council Constitution and Bylaws. Written/verbal rationale for the proposed amendment will be presented to the Sabino Site Council.
- c. The Sabino Site Council will decide whether to ratify the amendment by consensus of the Site Council or to call for a vote of the Sabino High School Community. A two-thirds vote of the ballots cast by the Sabino High School Community is needed to ratify an amendment to the constitution and bylaws.

## **V. Sabino High School Community Structure**

### **A. EXISTING COMMITTEES**

#### **1. Sabino High School Site Council**

### **B. EXISTING FOCUS GROUPS**

1. The Principal will add or delete focus groups based on the needs of Sabino High School. A list of the current focus groups is located in the Principal's office.