

**Constitution and Bylaws
For the
DOOLEN SITE COUNCIL
DOOLEN MIDDLE SCHOOL COMMUNITY**

I. Philosophy

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

II. Mission Statement

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

Go Thunderbirds!

III. The DOOLEN Site Council

A. DEFINITION OF THE DOOLEN SITE COUNCIL

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

B. MEMBERSHIP OF THE DOOLEN SITE COUNCIL

The Doolen Site Council will be composed of the following:

1. One parent (Non-Doolen employees with a child at Doolen Middle School)
2. One Community member (representing businesses or the community)
3. Three teachers, one of which must be a counselor
4. One Educational Support Staff with one educational staff
5. Principal, Assistant Principal, or Principal Designee
6. Facilitator, (Non-voting member)

C. PROCEDURES FOR ELECTING THE DOOLEN 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.

D. DUTIES OF THE DOOLEN SITE COUNCIL

1. The Doolen 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 Doolen Site Council will assist in developing, implementing, and evaluating objectives of the focus groups to support the philosophy and mission of Doolen Middle School Community described in Article I and II of this document.
3. The Doolen 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 Doolen Middle School Community.
4. The Doolen 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 Doolen Site Council will create temporary focus groups as needed and act on recommendations from these groups.
6. The Doolen Site Council will elect a Doolen Site Council Facilitator who will ensure that minutes are recorded and that the meeting follows the pre-determined agenda.
7. The Doolen 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.

E. MEETING OF THE DOOLEN SITE COUNCIL

1. A meeting of the Doolen Site Council must have a quorum of five members to vote on an issue.
2. The Doolen Site Council will be held once a quarter. Each meeting will occur on the same day(s) that PTO meet.
3. The Doolen Middle School Community will be notified of regular meetings through the Doolen Announcements. Notice of meetings and minutes are posted in the administration hallway and the Doolen Site Council website.
4. Notification of special meetings will be made when necessary.
5. The Doolen Site Council Facilitator will establish and maintain for each fiscal year a master calendar of regularly scheduled meetings and will ensure that notification occurs.

F. AGENDA FOR DOOLEN SITE COUNCIL MEETINGS

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

IV. Method of Operation

A. AUTHORITY TO ACT

1. The legislative authority of Doolen Middle School shall be vested in the Doolen Site Council. The Site Council shall make policy for Doolen Middle School but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the Doolen Site Council shall retain such supervisory powers to ensure 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 Doolen Site Council and Focus Groups will be made by consensus whenever possible.

4. The Site Administration for Doolen Middle School shall implement the policies, resolutions, and decisions of the Doolen 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 Doolen Middle School Community. The Doolen Middle School Community is defined as the Doolen PTO, Site Council, Student Council, and Faculty.

2. Amendments to the Constitution and Bylaws

a. With consensus of the Doolen Site Council the Constitution and Bylaws can be amended as needed.

b. Any member of the Doolen Middle School Community can propose an amendment to the Doolen Site Council Constitution and Bylaws. Written/verbal rationale for the proposed amendment will be presented to the Doolen Site Council.

c. The Doolen Site Council will decide whether to ratify the amendment by consensus of the Site Council or to call for a vote of the Doolen Middle School Community. A two-thirds vote of the ballots cast by the Doolen Middle School Community is needed to ratify an amendment to the constitution and bylaws.

V. Doolen Middle School Community Structure

A. EXISTING COMMITTEES

1. Doolen Middle School Site Council

B. EXISTING FOCUS GROUPS

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