

**Tucson High Magnet School**  
**Shared Decision Making Site Council**  
**Constitution / By-Laws**

Original Constitution August 17, 1995  
Amended September 10, 1996 and July 1998  
Revised May 16, 2001  
Revised January 16, 2002  
Revised May 11, 2005

**PREAMBLE**

We the members of the Tucson High Magnet School (THMS) community in accordance with the Laws of the State of Arizona, establish the THMS Shared Decision Making Site Council (SDMSC, School Council) for the purpose of providing the best education possible for students and improving student achievement.

We recognize that the THMS student population is widely diverse and it is critical for all members of the THMS community to recognize and appreciate such diversity.

We believe the School Council is an appropriate venue for dialogue about these issues and that through this process consensus can be built, allowing the THMS community to unite and meet the challenges of education.

**ARTICLE I: OBJECTIVES**

The objectives of the SDMSC are:

1. To foster relationships of mutual assistance and cooperation among THMS employees, students, parents, and community members.
2. To actively promote an environment of equity, excellence, safety, and achievement for THMS students and employees.
3. To improve the lives of all members by celebrating diversity and understanding how it enriches our lives.
4. To establish and coordinate focus groups and committees according to Article VII: Focus Groups and Committees.
5. To facilitate forums that provide opportunities for THMS Staff and community to have open dialogue on issues of concern.

**ARTICLE II: AUTHORITY TO ACT**

1. Legislative Power

The legislative authority of Tucson High Magnet School shall be vested in the School Council. The School Council shall make policy for Tucson High Magnet School but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the School Council shall retain such supervisory powers

to insure that its policies, resolutions, and decisions are implemented.

2. Referendum

For any action, the School Council may refer final decision making authority to any or all constituent groups. The School Council shall determine the procedures for the referendum vote.

3. Conduct

Meetings shall be conducted in accordance with the Arizona Open Meeting Law and all other applicable State laws, as well as R7-2-101 of the State Board Rules. Any question of procedure not otherwise covered by statute, State Board Rule, or Tucson Unified School District policies shall be governed by the current procedure of the School Council and may not be suspended except by two-thirds (2/3) vote of the entire School Council.

4. THMS Administration

The Administration shall faithfully implement the policies, resolutions, and decisions of the School Council. The Administration shall provide requisite information to the School Council so that the School Council may fulfill its purpose as stated in the Preamble and Article I of this Constitution.

### **ARTICLE III: MEMBERSHIP**

Section 01: The full SDMSC shall be composed of member classes including representation as follows: (term of office is indicated in parentheses)

- a. Student members elected by the student body or student council. (1 Year) [Max. 5]
- b. Parent members elected by the parent community. (2 Years) [Max.- 9]
- c. Community members with an affiliation to THMS neighborhoods to represent the community (2 Years) [Max. - 2]
- d. Tucson High Alumnus member (2 Years) [1 only]
- e. Faculty members elected from the faculty (2 Years) [Max. - 9]
- f. Members elected from the school staff: Discipline/Security, Teacher Aide, Clerical, Custodial/Maintenance, and Food Service. (2 Years) [Max. - 5]
- g. The School Principal. [1 only]
- h. One EX-Officio member from the Instructional Council. (One Year)
- i. One EX-Officio member from administration

Section 02: The numbers of the SDMSC shall be set for the next school year by the first week in June by a vote of the SDMSC and will have a maximum number

of 34 members. The majority of the members (as per State Law) will be made of equal numbers of parents and teachers.

Section 03: The selection of non-elected members and their replacements/alternates to the SDMSC shall be at the discretion of the respective member class group. Replacements/alternates to the SDMSC for the elected member classes shall be at the discretion of the respective member class group between regular elections.

Section 04: Names of the members shall be submitted each year to the SDMSC by the first scheduled meeting in September, or as soon thereafter as practicable.

Section 05: Members regularly elected or selected shall serve a term as designated in Section 1 or until such time as a successor is selected or otherwise designated.

Section 06: Regular attendance of a member shall be required. Three unexcused absences at meetings may be considered cause for removal.

Section 07: An affirmative vote of 70% of members present at any meeting of the SDMSC shall be sufficient to recommend removal of a member for cause. The SDMSC shall forward such recommendation to the appropriate member class group for its action.

Section 08: A vacancy occurring from resignation or other cause shall be filled for the remainder of the term by a replacement (ref. Sec 03 above). Member class groups shall endeavor to fill a vacated position before the next meeting of the SDMSC following notice of resignation or other loss.

Section 09: A quorum of the SDMSC shall consist of eight members.

#### **ARTICLE IV: OFFICERS**

Section 01: The officers of the SDMSC shall be the Chairperson, Vice-Chairperson, and Secretary.

Section 02: The Chairperson shall:

- a. Preside over all regular and special meetings of the School Council.
- b. Represent the SDMSC at all outside functions and before the TUSD Governing Board.
- c. Inform appropriate authorities or THMS committees of SDMSC decisions
- d. Appoint and or request volunteers to all committees and be an ex-officio member of each committee.
- e. Appoint a member from the SDMSC to each focus group.

- f. Call regular and special meetings of the SDMSC and, with the secretary, prepare the agenda.
- g. Oversee and direct the drafting and maintenance of bylaws defining procedures and operational policies of the SDMSC.

Section 03: The Vice-Chairperson shall assume the duties and powers of the chairperson in the absence of the Chairperson and succeed to the office on loss of the Chairperson.

Section 04: The Secretary shall:

- a. Insure that minutes are taken at all meetings and keep a record of resolutions apart from the minutes.
- b. Insure that members receive notification of meetings.
- c. Maintain a copy of the constitution with amendments, by-laws and any other important documents.
- d. Furnish oversight and direction to any paid assistant and/or recorder.

## **ARTICLE V: ELECTION OF OFFICERS**

Section 01: The election of officers shall occur each year no later than the end of September. Only members of the SDMSC shall be eligible for election.

Section 02: In the event the Vice-Chairperson or Secretary separates from the SDMSC for any reason, the Chairperson shall appoint an interim Vice-Chairperson or Secretary to serve until the next school year.

Section 03: Elections shall be by a simple majority vote by secret ballot.

Section 04: An officer shall assume office immediately upon election and shall serve for a period of 1 year. Where an office is filled by special election the term of office is from the special election to the next regular election.

## **ARTICLE VI: MEETINGS**

Section 01:

- a. There shall be at least one regular meeting of the SDMSC each academic quarter.
- b. A special meeting may be called by 20% of the members of the SDMSC or by any officer or Principal.

Section 02: Members of the SDMSC shall be notified in advance of all meetings by mail, e-mail, phone contact, or by personal contact with the Chairperson, V-Chairperson, or Secretary.

Section 03: Meetings will conform to the State Open Meetings procedures.

## Section 04: Voting

Except as otherwise provided by statute or this Constitution / By-laws, any School Council action, other than the removal or selection or election of School Council members and voting on amendments to this Constitution / By-laws, taken to a vote of the members, shall be authorized by a majority of the eligible votes cast at each meeting. To pass a resolution, a simple majority of the voting members of the School Council, present in person at a meeting, shall be required. The Chairperson may vote on all resolutions placed before the School Council.

## **ARTICLE VII: FOCUS GROUPS AND COMMITTEES**

Section 01: The SDMSC or members of the THMS community may establish appropriate focus groups or committees to explore solutions for issues at THMS

Section 02: Focus group or committee membership shall be made up of volunteers from the constituent groups. The focus group or committee shall designate a member to serve as liaison to the School Council.

Section 03: Focus groups and committees shall have no fewer than four members, one of whom shall be elected chair at the first meeting of the focus group or committee.

Section 04: The duties of a focus group or a committee shall include:

- a. Identification and assessment of issues, needs, and concerns appropriate to the focus group or committee.
- b. Making specific documented (written) recommendations to the SDMSC for review, modification and/or endorsement.
- c. Collaborative review of focus group or committee activity with the SDMSC periodically.

Section 05:

. A focus group or committee shall cease to exist once the purpose has been accomplished as determined by the SDMSC.

## **ARTICLE VIII: AMENDMENTS OF THE CONSTITUTION**

Section 01: Amendments to the constitution may be proposed by a forum, a committee, or focus group designated for that purpose.

Section 02: The Constitution may be amended at a quarterly meeting of the committee called for that purpose. Proposed amendments shall be mailed to SDMSC members at least two weeks before the meeting.

Section 03: Except as otherwise provided by this Constitution / By-laws, statutes, or rules, all of the Constitution / By-laws of Tucson High Magnet School

shall be subject to alteration or repeal, and amendments may be enacted, by a two-thirds (2/3) vote of the entire School Council, present in person that are entitled to vote, provided that the notice of the meeting and the proposed changes are set forth in full. The School Council must refer for ratification any proposed amendments to any constituent group deemed appropriate. The SDMSC shall determine the procedures for the ratification vote.

## **ARTICLE IX: ADMINISTRATIVE ASSIGNMENTS**

Section 01: Administrative assignments at THMS shall have a posted job description, with an opportunity for review and recommendations by the SDMSC prior to publishing by TUSD Administration.

Section 02: SDMSC shall conduct the interview process and shall make a hiring recommendation to the TUSD Governing Board and the Superintendent.

Section 03: An evaluation tool to provide input into the assessment of THMS Administration staff shall be developed and administered collaboratively by the SDMSC and the TUSD Administration.

Section 04: A recommendation by the SDMSC for continuation of an administrative assignment at THMS shall depend on positive evaluation results.

**[ARTICLES X THROUGH XIV ARE CONCERNED WITH FUNCTIONS OF THE COMMITTEE IN HELPING TO RUN THE SCHOOL AS MANDATED BY THE DISTRICT "STANDARDS FOR ACCREDITING SCHOOL COUNCILS." THESE WILL BE PHASED IN AS THE SCHOOL IS ACCREDITED TO THE LEVEL DESIGNATED TO THAT TASK. BEGINNING PHASE FOR THAT TASK IS NOTED IN THE TEXT.]**

## **ARTICLE X: ADMINISTRATIVE PRACTICES AND POLICIES (PHASE 2)**

Section 01: The SDMSC will participate cooperatively with the THMS Administration in the development of policies intended for school-wide implementation in order to improve student performance.

Section 02: Administrative decision affecting administrative practices and/or school-wide policies made on an emergency basis shall be shared with and reviewed by the SDMSC in a timely manner.

## **ARTICLE XI: STAFFING (PHASE 3)**

Section 01: Advertisements for position at THMS, certified and classified, shall be written in alignment with the goals and objectives of this Constitution.

Section 02: Screening, interviewing, and recommending of applicants, as supplied by the TUSD Administration, shall be conducted by a committee selected, using TUSD Administration guidelines, by representatives of the SDMSC.

Section 03: Applicants shall be informed of and agree to abide by the THMS Constitution.

Section 04: All full time equivalent allotments, regardless of funding source, shall be submitted to the SDMSC for approval. Changes made after original approval shall be made collaboratively with the THMS Administration.

### **ARTICLE XII: BUDGET (PHASE 3)**

Section 01: In cooperation with the SDMSC, the THMS Administration shall develop a budget allocation and distribution plan.

Section 02: The Principal and the SDMSC shall designate a budget control administrator.

Section 03: Budgetary decisions made by THMS regarding funds thereto shall not be altered by the TUSD Administration.

### **ARTICLE XIII: CURRICULUM STANDARDS**

The SDMSC reserves the right to establish curriculum standards and exit criteria, which may exceed the standards set by TUSD for awarding credit for courses.

### **ARTICLE XIV - RATIFICATION**

The ratification of this Constitution / By-laws of Tucson High Magnet School was effective upon a two-thirds (2/3) vote of the entire certificated staff and the Parent Teacher Association of the school in January 1995.

### **DEFINITIONS:**

Community members of SDMSC means those persons residing and/or working in the general Tucson Area and who are not THMS students or their parents.

- THMS Administration means the Principal and those Assistant Principals under his/her supervision.
- TUSD Administration means the Superintendent and those persons and processes under his/her direct responsibility.
- EX-Officio means non-voting.
- Focus group means a group which include members from the wider community population, and will include at least one voluntary or appointed School Council member.
- Committee means a group comprised of School Council members only.

**ABBREVIATIONS:**

1. TUSD means Tucson Unified School District
2. THMS means Tucson High Magnet School
3. SDMSC means Shared Decision Making Site Council