

Harriet Johnson Primary School
Constitution/ByLaws

ARTICLE 1 – MISSION STATEMENT

Harriet Johnson Primary School is a community of students, families, and educators that is committed to a high level of academic achievement for all students as determined by state and national standards. Our mission is to provide each student a diverse education in a safe, supportive environment. Our vision is we will ensure the success of each student through the delivery of a high-quality standards-focused curriculum.

ARTICLE II – PURPOSE

The purpose of the School Council shall be:

- A. To fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education.
- B. To fulfill the mission of Harriet Johnson Primary School.
- C. 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 twelve (12) members:

- 1. Administrator Representative – One (1) Total
- 2. Parent Representative – Four (5) Total
 - a. Parents shall have children who attend Johnson Primary School.
 - b. Parents shall not be employees of Johnson Primary School.

3. Certified Representative – Four (4) Total
 - a. One (1) Kindergarten Classroom Teacher
 - b. One (1) First-Grade Classroom Teacher
 - c. One (1) Second-Grade Classroom Teacher
 - d. One (1) Third-Grade Classroom Teacher
 - e. One (1) At-Large Representative
4. Classified Representative – Two (1) Total
5. Community Representative – One (1) Total

B. Manner of Selection

1. The Principal of Harriet Johnson Primary School shall have an automatic position on the School Council.
2. At separate public meetings called by the Principal, each constituent group shall select its own representatives according to procedures it establishes.

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, polices, or by this Constitution/Bylaws.

D. Term of Service

1. Term of service for all members of the School Council shall be one year with no term limits.
2. The School Council shall determine to date on which the term of service begins.
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, Assistant 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

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.

I. School Administration

1. The School Site Administration for Harriet Johnson Primary 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. Constitution/Bylaws.
2. School Council members.
3. School Council meeting dates.
4. Agendas.
5. Minutes of all meetings, including official action on each agenda.
6. Committee members and responsibilities.
7. Other required records.

ARTICLE IV – MEETINGS

A. Authority of Act

1. As legislative authority of Harriet Johnson Primary 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 polices.

2. Any questions of procedure not otherwise covered shall be governed by Robert's Rules of Order or a procedure determined by the School Council.

C. Quorum

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 and the Chairperson.
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 regular meetings at least twice each semester.
2. The date, time, and place for each regular meeting shall be fixed annually by resolution of the School Council.
3. Special meetings may be called as necessary.

ARTICLE V – AMENDMENTS

A. Proposed Changes

1. This constitution/Bylaws shall be subject to alteration within the limits of applicable laws, statues, 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 Staff, Classified Staff, and Parents.
2. The School Council shall determine the procedures for the ratification vote.

ARTICLE VI – RATIFICATION

The ratification of this Constitution/Bylaws of Harriet Johnson Primary 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 Staff, Classified Staff, and Parents.

*The Harriet Johnson Primary School Certified Staff, Classified Staff, and Parents ratified the Constitution/Bylaws on September 27, 2023.

*The Harriet Johnson Primary School Certified Staff amended this constitution/Bylaws on September 27, 2023.