

Constitution / By-Laws of University High School (11/8/2011)

Originally ratified by UHS Faculty: March 1990

Amendments Ratified by UHS Stakeholder Groups: October/November 2011

ARTICLE I- MISSION STATEMENT

“ University High School is a special function high school which serves students who are academically focused and intellectually gifted and provides curriculum and social support not offered in the comprehensive high school.”

(Originally adopted by the T.U.S.D. Board of Education, April 1987; college preparatory accreditation status granted by the North Central Association, 1988.)

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 Reserved Statutes, and the Rules of the State Board of Education.
- B. To fulfill the mission of University High School.
- C. To confirm the belief in the efficacy of shared decision making at the school site; that decisions should be made by persons who both work in and are served by the school.

ARTICLE III- SCHOOL COUNCIL

A. Membership

1. Pursuant to Arizona State Statutes, a School Council must have an equal number of teachers and parents of pupils who attend the school and who are not employees of the school district. State Statutes also require that the teacher and parent groups together must comprise a majority of the School Council. The Statutes provide that the School Council must reflect the ethnic composition of the local community. The selection of representatives by each of the constituency groups must comply with these guidelines:

2. The School Council membership shall be selected by the following constituent groups

i. Parent Representatives

The University High School Parents' Association shall select eight (8) parents of pupils who attend University High School who are not employees of the school district to serve as members of the School Council. Selection procedures shall be the responsibility of that Association. A list of parent members shall be presented to the School Council prior to the first week of each term of service to duly confirm the U.H.S. Parents' Association representatives.

ii. Certified Representatives – Eight (8) Total

The members of the Instructional Council shall select two (2) University High School Department chairpersons who are certified faculty as representatives to serve as members of the School Council

The University high School certified faculty shall select Six (6) at-large certified members of the School council. The election shall be conducted according to procedures set forth in UHS Policy. The Instructional Council shall designate one of its two representatives on the School Council to be responsible for conducting any such election, and following a poll of eligible voters, shall submit the election results to the School Council prior to the first week of each term of service.

iii. Administrator Representatives

All persons designated as on-site administrators of University high School will have an automatic position as members of the School Council.

iv. Classified Representatives

The University High School classified staff shall select one (1) at-large University High School classified representative. The election shall be conducted according to procedures set forth in UHS Policy. The Instructional Council shall designate one of its two representatives on the School Council to be responsible for conducting any such election, and following a poll of eligible voters, shall submit the election results to the School Council prior to the first week of each term of service.

v. Student Representatives

The membership of the School Council shall include eight (8) University high students. The selection procedures shall be the responsibility of the University High School Student Activities Board (SAB). SAB will present a list of eight (8) student members to the School Council prior to the first week of each term of service.

vi. Community Representatives

The Board of Directors of the University High School Foundation and Alumni Association shall select three (3) members to serve as community representatives on the UHS School Council. The selection procedures shall be the responsibility of the Foundation/Alumni Association. The list of members shall be presented to the School Council prior to the first week of each term of service.

vii. All voting members, as duly selected representatives of their respective constituent groups, shall have the same rights and responsibilities on the School Council.

viii. No person may be selected from more than one of the aforementioned constituent groups for purposes of membership on the School Council.

B. Duties and Powers

The School Council shall be responsible for the control and 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 very by-laws.

C. Period of Service and Officers

Terms of service for all members of the School Council shall be one year with no term limits. The School Council shall determine the date in which the term of service begins. Except as otherwise provided by appropriate laws and this Constitution/By-Laws, the members of the School Council shall assume office the first week of each term of service. The categories for the selection of School Council members shall be those designated in Article III.A. The officers of the School Council shall consist of a Secretary, a Treasurer, and such other officers, including a Chair and an Assistant Chair, as the School Council may deem advisable. These officers shall be selected by the membership of the School

Council from the membership of the School Council. The School Council shall develop job descriptions for the School Council officers.

D. Manner of Acting

Except otherwise provided by this Constitution/By-Laws, at all meetings of the School Council, each member, present in person, shall have one vote.

E. Vacancies

Any vacancy in the School Council occurring by reason of an increase in the number of members shall be filled by an appropriate method determined by the School Council. Vacancies occurring by reason of death, removal, resignation, or an inability to act, shall be filled from the categories designated in Article III.A. – Membership. As a means to fill the unexpired portion of the term of any vacancy, that constituent group shall select a representative to fill that position.

F. Resignation

Any School Council member may resign at any time by giving written notice to the Chairperson. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt of the notice by the Council. The acceptance of the resignation shall not be necessary to make it effective.

G. Committees

The School Council, by resolution adopted by the majority of the entire Council, may from time to time, designate from among its members various standing committees, and may also designate from among its members and non-members, which shall include students, parents, staff and faculty such other committees as the School Council may deem desirable, such powers and authority as may be provided in a resolution. The standing committees shall include, but not be limited to, Agenda, Budget, Instructional Council, Personnel, and Student Placement Review.

H. Departments

The School Council, in consultation with the School Administration, by resolution, shall establish the academic departments for University High School. Each academic department shall elect a chair who shall be a member of the Instructional Council standing committee.

I. School Administration

The school Site Administration for University High School shall faithfully implement the policies, resolutions, and decisions of the School Council. The School Site Administration shall provide requisite information, including but not limited to school

budgetary and personnel issues, to the School Council so that the School council may fulfill its purpose as stated in Article II of this Constitution/By-Laws.

ARTICLE IV – MEETINGS

A. Authority to Act

1. Legislative Power

The legislative authority of University High School shall be vested in the School Council. The School Council shall make policy for University high 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 implemented.

2. Referendum

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

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 the 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 may not be suspended except by two-thirds (2/3) vote of the entire School Council.

C. Chairperson

At all meetings of the School Council, the Chairperson shall preside. The Chairperson and the other officers shall be elected by a majority of the entire School Council at the first meeting of each term of service.

D. Quorum

A majority of all members of the School Council must be present in person to constitute a quorum for official business. A member of the School Council may request a quorum count at any time during a meeting. If the number of members present in person at the time of the quorum count is less than a majority, then the meeting shall be adjourned.

E. 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 Committee 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.

F. Agenda

The development of the agenda for regular or special meetings shall conform to the following:

1. Development of the agenda for the School Council is the responsibility of the Agenda Committee. The Chairperson of the School Council shall also be the Chair of the Agenda Committee.
2. All items submitted for the agenda shall be in writing and may be provided by any member of the School Council. Other members of the administration, faculty, staff, parents, and students shall submit their items for the agenda to any School Council member for inclusion on the agenda.

G. Master Calendar

The School Council shall establish and maintain for each school year a master calendar of events for each of the committees conducting business as part of the site based management record of activities. Monthly updated copies reflect specific time lines, those events that occur annually, other Council and Committee activities, and responsibilities as they arise.

H. Schedule

The School Council may hold special meetings as it may determine and shall hold regular meeting at least once a month, except for such months that may be excluded upon the School Council's calendar of meetings that shall be formulated prior to the beginning of each term of service. The date, hour, and place for each regular meeting shall be fixed annually by resolution of the School Council. At least one week before a regular meeting, the Chairperson of the School Council shall announce and post the date, site, and time of that scheduled meeting. Special meetings may be held if at least fifty percent (50%) of the School council members sign a waiver of notice indicating the purpose, time, date, and site of any such meeting.

I. Permanent Committee records maintained

The School Council endorses full and ready access to the records of its actions and the actions of any of its committees. Towards that end, University High School shall compile and maintain the following records. The UHS Principal and School Council Chairperson shall be responsible for maintaining updated records of the proceedings of the School Council and Policies of University High School. With the approval of the School Council, they may designate an individual to assume any or all of the record-keeping responsibilities.

1. Annual calendar of events.
2. Monthly calendar of events (all committees).
3. Minutes of all official action on each agenda.
4. All current Standing committees with memberships and resolution which mandates scope of service.
5. All current advisory committees with memberships and resolution which mandates scope of service.
6. A roster of current School Council members.
7. An updated School Policy Document with the date of passage of each policy by the School Council.
8. An updated record of accreditation and other management related documentation.
9. Annual reports on student performance.
10. Such other records as required by subsequent action of the School council of other official acts.

K. Approval of Materials and Programs

The endorsement, approval, and/or adoptions of tests, projects, programs, curricula, reports, methods, procedures, and other materials is limited to those recommended to the School Council through appointed Standing Committees or other committees. Accordingly, materials and recommendations received from sourced other than the aforementioned committees shall be referred to the School Council for review and recommendations.

ARTICLE V – FISCAL YEAR AND TERMS OF SERVICE

The fiscal year of the School Council and membership terms of service shall be set by the School council from time to time, subject to applicable laws, rules, or policies.

ARTICLE VI – AMENDMENTS

Except as otherwise provided by this Constitution/By-Laws, statute, or rules, all of the Constitution/By-Laws of University high School shall be subject to alteration or repeal and amendments may be proposed, by a two-thirds (2/3) vote of the entire School Council, present in person that are entitles 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 the four (4) constituent groups who select members to the School Council: certified/classified faculty/staff; parents represented by the University High School Parents' Association; students represented by the University High School Student Activities Board, and community represented by the University High School Foundation and Alumni Association. The School Council shall determine the procedures and timeline for the ratification vote. To ratify an amendment, at least three of the four constituent groups must vote in support. Each constituent group shall determine its own procedures for the vote.