

Willie Stewart Academy SCDM Council By-laws sy 2021 -2022



ARTICLE 1. Name

The name of this council shall be the Willie Stewart Academy SCDM Council, a representative body for the benefit of Willie Stewart Academy in Tacoma, Washington.

ARTICLE 2. Vision/Mission

To assure that members of the Willie Stewart Academy community are involved in decisions, which affect them, the Council will

- ♦ Assist Willie Stewart Academy in realizing the mission of Willie Stewart Academy:
“Empowering students to graduate.”
- ♦ Assist Willie Stewart Academy in realizing our vision:
Willie Stewart Academy will empower our students to become productive, confident, and contributing members of their communities by reengaging students in meaningful and measurable learning experiences. We will do this by
 - removing barriers
 - increasing access
 - providing multiple pathways
 - integrating community partnerships
 - ensuring career/college readiness.
- ♦ Enact Building Approved Initiatives.
- ♦ Provide a forum for discussion centered on increased student performance and improved staff effectiveness.
- ♦ Serve as a decision-making body for matters related to the program and operations of the school
- ♦ Provide input to administration in matters of budget and other decisions which impact the building.

ARTICLE 3. Membership

The voting membership of this Council shall be composed of

1. Principal*
2. TEA Union Representative*
3. SCDM President*
4. All other staff members of WSA
5. Two members from our community with efforts to have at least one former student.
6. Non-voting, advisory positions filled by student representatives.

*= represents the whole-school

- The staff members will be invited to the committee upon completion of hiring process.
- Former students/Community members will be added to the committee by SCDM invitation and vote.
- Interested students will be invited to attend meetings to give input.
 - When students are unable to attend, student voice and perspective will be sought using informal survey, communication with staff members, and questionnaires.

II. Officers

The officers of this Council shall be as follows: president, vice-president, and secretary. Officers shall be elected at the first scheduled meeting of the school year by the Council members.

III. Terms of Office

All officers will serve on a one-year basis. Member voting positions will be established on the Waiver Day before the start of the school year.

IV. Vacancies

Vacancies of officer positions shall be filled by a decision of the team within one month of the vacancy.

V. Member Responsibilities

- Members will be expected to attend all scheduled meetings.
- Members are responsible to research and get stakeholder input on SCDM proposals and topics to determine the representative will vote on proposals or other agenda items.

ARTICLE 4. Decision Making Process

I. Voting

Robert's Rules of Order shall be applicable. A quorum of at least 2/3 voting members must be present (virtually or physically) for votes to be taken. Motion will be decided by simple majority.

- Voting will either be done in person or via an online survey/form or email responses.

- When voting is done outside of an SCDM meeting, it is understood that some decisions will need to have short turn-around times in order to maintain the smooth operation of the school.

- II.** These by-laws may be amended by having the proposed amendment presented in writing at a regularly scheduled meeting. A two-thirds majority of the quorum present shall be required for passage of an amendment.

- III.** Each year we will review these by-laws, the school mission and vision, SCDM Building Approved Initiatives, and the SIP Plan.

ARTICLE 5. Meetings

The Council shall schedule at least one meeting per month during the school year and/or as needed.

I. Agendas/Meetings/Proposals

- All meetings are open to any school stakeholder who wishes to attend, although participation in official votes will be limited to the members of the Council.
- The agenda shall be made available to all staff members via e-mail, as well as representatives from all Council constituencies' at least 2 school days prior to the scheduled meeting time.
- Any interested parties may submit agenda items to the Chairperson at least 3 school days prior to a scheduled meeting time.
- If an agenda item which requires a vote is not submitted at least 3 school days prior to the scheduled meeting time it will be placed on the following month's agenda (except in cases where a more immediate response is necessary).

ARTICLE 6. Communications

I. Structure/Communication

- ♦ The Council shall act through a team structure for major school issues related to the Council's mission and purpose statements under article 2 of these by-laws.
- ♦ The Council shall hear reports from all members on a regular basis, and act upon team recommendations in a timely manner.
- ♦ Ad hoc committees may be formed as needed and will consist of the members able to participate at any given time. The required, standing committee is the Safety Committee, but others may be created such as climate and culture, faculty concerns, student concerns, parent concerns and community concerns, as well as school programming and curriculum.

ARTICLE 7. SCDM Assessment

I. An annual survey will be taken to assess the operations and efficiency of SCDM at Willie Stewart Academy. The instrument for the survey will be determined by SCDM.

Updated September 22, 2021