

**Hilltop Heritage Middle School
SCDM Council By-laws**

The name of this council shall be the Hilltop Heritage SCDM Council, located at Hilltop Heritage Middle School in Tacoma, Washington.

Article I: Mission/Purpose

A. Vision

Within 3 years, Hilltop Heritage will be the preeminent middle school AVID National Demonstration site and a national model for restorative justice and whole child practices.

B. Mission

We believe in empowered students. To do this, Hilltop Heritage strives to make our students academically, socially, and emotionally whole. Our students will be prepared for college and post-secondary learning through Hilltop Heritage's commitments to AVID, restorative justice, and human rights.

Article II: Membership

The voting membership includes: one ~~certificated~~ representative from each department.

A. Membership

1. *ELA/Librarian
2. *Social Studies
3. *Math
4. *Science
5. *Enrichments (PE/Health, Glass, Spanish, Art, Band/Drumline, Orchestra)
6. *Student Services (ELL, RISE, LRC, ACCESS)
7. *One Office Staff (Registrar, Office Coordinator, Attendance)
8. *One Administrator
9. *One ESA – Educational Staff Associate (Counselor, Nurse, Psychologist, PT, OT, SLP, Audiologist, Vision)
10. *One ESP – Education Support Professional
11. *One Security/Nutrition/Custodian
12. ASB Advisor
13. AVID Coordinator
14. Parent
15. Student

*Indicates voting members

B. Details:

1. The voting members will be elected by the constituents of the group they are to represent. Any member of that group is eligible to be elected as the voting member.
2. Voting will either be done in person or via an online survey.
3. The representative will be a member of the constituents they are representing.

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4. Cabinet members can be any member of the staff that is nominated and voted in by the majority of SCDM.
5. There shall be no overlap of people in the identified SCDM positions.

C. Officers

The officers of this Council shall be as follows: chairperson, vice-chairperson, and secretary. The role of the chair will always be fulfilled by the vice chairperson for the following year. The vice-chair will be nominated by staff each June.

D. Terms of Office

All officers will serve on a two-year basis. The chair, in year 2, will facilitate SCDM meetings and send agenda/meeting notice out to staff. The co-chair, in year 1, will shadow the chair, prepare the meeting notes and support in notetaking during meetings. If the chair is absent, the co-chair will fulfill the duties of the chair. Member voting positions will be established on Waiver Day before the start of the school year.

E. Vacancies

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

F. Member Responsibilities

1. Members will be expected to attend all scheduled meetings.
2. Members are also responsible for finding their own substitute to attend meetings if they are unable to do so.
3. Members are responsible to bring SCDM proposals and topics to the constituents they represent to discuss how the representative will vote on proposals or other agenda items.

Article III – Decision-making Process

A. Voting

The Standard Code of Parliamentary Procedure (Sturgis) shall be applicable. A quorum of at least 2/3 voting members must be present for votes to be taken. Motion will be decided by simple majority. A member may delegate a substitute to vote by proxy.

B. Amendments

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.

C. Review Mission & Initiatives

Each year we will review the school mission and SCDM Building Approved Initiatives.

Article IV – Meetings

The Council shall schedule two meetings ~~at least one meeting~~ per month during the school year

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and/or as needed.

A. Agendas/Meetings/Proposals

1. The first meeting will introduce and discuss proposals, provide committee updates and discuss other agenda items with SCDM members to take back to teams for discussion/feedback.
2. The second meeting of the month will consist of feedback/concerns regarding proposals, voting on any proposals and any other agenda items.
3. Any agenda items that are not discussed due to time constraints will be tabled and added to the beginning of the agenda for the next meeting.
4. 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.
5. The agenda shall be made available to all staff members via e-mail, as well as representatives from all Council constituencies' at least ~~7 school days~~ 3 school days prior to the scheduled meeting time.
6. Any Interested parties may submit agenda items to the Chairperson at least ~~8 school days~~ 5 school days prior to a scheduled meeting time.
7. All new business will be presented in a proposal format. If a proposal is not submitted at least ~~8 school days~~ 5 school days prior to the scheduled meeting time it will be placed on the following month's agenda.

Article V: Communication Process

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 teams on a regular basis, and act upon team recommendations in a timely manner. Members of the Council shall report to their respective team/grade level meetings and their representative constituencies.

Ad hoc committees may be formed as needed. The standing committees will include Culture and Climate/Management/Safety, but may also include Faculty Concerns, student concerns, parent concerns and community concerns, as well as school programming and Curriculum.

Article VI – Evaluation Process

An annual survey will be taken to assess the operations and efficiency of SCDM at Hilltop Heritage Middle School. The instrument for the survey will be determined by SCDM. All staff members and participants in the SCDM will have an opportunity to participate in the assessment.