



BYLAWS
OF
THE GOVERNING COUNCIL OF THE

Southwest Secondary Learning Center (SSLC)

ARTICLE 1: Governing Council Powers and Responsibilities

The Governing Council of SSLC retains and reserves unto itself the powers and duties conferred upon and vested in it by New Mexico State Statutes (including those prescribed in NMSA 1978, § 22-8B-4). The primary powers and duties of the Governing Council are to set school policy, review, approve, and monitor the budget for SSLC, and to hire the Head Administrator.

ARTICLE 2: Governing Council Member Authority

The Governing Council shall not be bound by any statement or action on the part of an individual Governing Council Member who has not been delegated by the Council to take such action or make such statement on behalf of the Council.

ARTICLE 3 Governing Council Membership and Conduct of Business

Per the School's Charter Contract with the Public Education Commission the SSLC Governing Council shall consist of 5 members. The Governing Council shall comply with the New Mexico Open Meetings Act in the notification and conduct of its meetings. Where the Open Meetings Act is silent the Council shall utilize parliamentary procedure.

Duties of the Governing Council President:

1. Works in close collaboration with the Head Administrator in achieving the school's mission;
2. Provides leadership to the Governing Council;
3. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator;

4. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns;
5. Reviews with Head Administrator any issues of concern to the Governing Council;
6. Monitors financial planning, financial reports, and academic performance;
7. Takes the lead in formally evaluating the Head Administrator;
8. Participates annually in the required Governing Council training;
9. Serves as the school's ambassador to the community; and
10. Performs other responsibilities as assigned by the Governing Council.

Governing Council Member Duties

1. Attending Governing Council meetings;
2. Participating on a Governing Council committee (or committees);
3. Reading school or Governing Council related material and preparing for meetings;
4. Attending events at SSLC, related legislative sessions or events and other tasks as required;
5. Attending Governing Council related training to support more effective governance of the school's operation;
6. Monitoring financial planning, financial reports, and academic performance;
7. Volunteering for assignments and completing them on time;
8. Preparing well for meetings, reviews and comments on minutes and committee reports;
9. Working in good faith to build effective working relationships with other Governing Council Members, the SSLC administration and the SSLC staff;
10. Playing a role in formally evaluating the Head Administrator; hiring and firing of the Head Administrator
11. Participating in required Governing Council training;
12. Performing other responsibilities as assigned by the Governing Council President; and
13. Serving as the school's ambassador to the community.

If three meetings or more are missed by a member within any consecutive twelve-month period, the Member may be removed from the Council by a majority vote of its members. If any member is found to be out of compliance with training required of Council members under the law that non-compliance shall constitute an automatic removal from the Council.

Absences when it is "difficult or otherwise impossible" for a member to attend in person (NMSA 10-15-1) may be accommodated by participation via teleconference or similar communication equipment pursuant to the New Mexico Open Meetings Act cited above.

If a Governing Council Member believes that his duties to SSLC and its Governing Council can no longer be fulfilled, it shall be that Member's responsibility to submit a

written resignation to the Governing Council President. The resignation shall not be considered final until submitted to the President.

ARTICLE 4 Governing Council Vacancies

The SSLC Governing Council may appoint a subcommittee of less than a quorum of the Council to solicit nominations to fill Governing Council vacancies. The Head Administrator may not serve on the committee.

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the School's website, bulletin board, and through email to the parents of students. Interested individuals will be asked to submit their name, qualifications, and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council to the President of the Governing Council. Once candidates have been identified, notice shall be posted on the School's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session.

ARTICLE 5 Orientation of New Governing Council Members

The Governing Council President, or designee, will provide orientation to new Governing Council Members prior to the next regular scheduled Governing Council meeting after the new Governing Council Member has been elected to serve on the Governing Council.

ARTICLE 6 Governing Council Member Evaluation

The Governing Council President will provide each Governing Council Member with an annual evaluation regarding attendance at meetings, committee participation, and general involvement with Governing Council activities.

ARTICLE 7 Governing Council Member Conflict of Interest

Conflicts of interest will not be permitted nor tolerated. All conflict of interest laws including the Charter Schools Act, the Governmental Conduct Act, and Prohibited Sales from School Personnel will be complied with faithfully.

ARTICLE 8 Governing Council Committees

The SSLC Governing Council shall establish a Finance Committee and an Audit Committee as two separate committees. The membership of Finance Committee and Audit Committees shall be as is prescribed by law under NMSA § 22-8-12.3.

The purpose of the Finance Committee is to review monthly with the Business Manager the financial transactions of the school. The Finance Committee reports monthly regarding this meeting to the Governing Council.

The purpose of the Audit Committee is to ensure that the school's public accountability is maintained. The Audit Committee meets at times required by its function.

The SSLC Governing Council may create other committees as deemed necessary for the effective operation of the Governing Council and achievement of the charter.

ARTICLE 8 Governing Council Meetings

Meetings of the Governing Council will be held at a time and place designated by the Governing Council's current Open Meetings Act Resolution or by the notice for the meeting.

ARTICLE 9 Governing Council Meeting Agenda

The agenda for any Governing Council meeting shall be reviewed by the school's attorney and approved by the Governing Council President before it is posted. Any member of the Governing Council who would like to have an item put on the agenda may contact the Governing Council President to communicate the item he wishes to place on the agenda.

ARTICLE 10: Governing Council Minutes

Pursuant to the Open Meetings Act draft minutes will be available no more than 10 days after the meeting. Official minutes of the Governing Council shall be kept on file at the school and published to the SSLC website.

ARTICLE 11: Parliamentary Authority

Roberts' Rules of Order will govern the Governing Council, except where otherwise required by law. Actual procedures will be left to the discretion of the Governing Council President or Committee chairs.

Approved by the Southwest Secondary Learning Center Governing Council on June 4th, 2018.