BY LAWS FOR
LUPIN HILL ELEMENTARY SCHOOL SITE COUNCIL

Article 1
Duties of the School Site Council

The school site council of Lupin Hill Elementary School, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain, recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the LVUSD Board of Education for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for LVUSD board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties as assigned to the school site council by the district governing board and by state law.
- The council's deliberations shall be limited to matters, which directly relate to the school improvement plan exclusive of selection and evaluating of personnel.
- The improvement plan developed and recommended by the school site council shall be consistent with the school district's philosophy, goals and instructional objectives, policies, procedures and employee contracts.

Article II
Members

Section A: Composition

The school site council shall be composed of 7 members, selected by their peers, as follows:

- 3 classroom teachers selected by teachers at the school.
- 1 Office Manager or designee
- 3 Parents or community members elected by Lupin Hill parents.
- The school principal shall be an ex officio member of the school site council.

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

School site council members shall be elected for 2-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the

minutes of the meeting. Elections will be held at the beginning of the year with a new board put in place by September 30th. The previous board will maintain responsibility until the new board is seated on or before September 30th.

Section C: Voting Rights
Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership
The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership
Membership on the school site council may not be assigned or transferred.

Section F: Vacancy
Any vacancy on the school site council occurring during the term of duly elected members shall be filled by appointment of the school site council for the period of time until the next regular election.

Article III
Officers

Section A: Officers
The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

The chairperson shall:
- Develop agenda with school site Principal.
- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

The Principal will chair the meeting in the absence of the chairperson.

The secretary shall:
- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Notify members and community of dates and times of upcoming meetings.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.

- Perform other such duties as are assigned by the chairperson or the school site council.

Section B: Election and Terms of Office
The officers shall be elected annually, at the first meeting on or before September 30th and shall serve for two consecutive years or until each successor has been elected.

Section C: Removal of Officers
Officers may be removed from office by a two–thirds vote of all the members.

Section D: Vacancy
A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

Article IV
Committees

Section A: Subcommittees
The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittees may exercise the authority of the school site council.

Section B: Other Standing and Special Committees
The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

Section B: Membership
Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section C: Terms of Office
The school site council shall determine the terms of office for members of a committee.

Section D: Rules
Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section E: Quorum
A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V
Meetings of the School site council

Section A: Meetings
The school site council shall meet regularly with a minimum of once a trimester. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council. All meetings of the site council, and the committees established by the site council, shall be open to the public.

Section B: Place of Meetings
The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings
Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in one of the following venues: Office Bulletin Board, LED sign, the monthly PFA calendar and the school web site.
All questions and concerns shall be submitted in writing to school site council and committee members no less than 72 hours in advance of the meeting.

Section D: Quorum
The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

Section E: Conduct of Meetings
Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147©, and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Article VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of he proposed amendment must be submitted to school site council members at least three days prior to the meeting at which the amendment is to be considered for adoption.