

Bylaws
Lakeside School Site Council
Revised 11.13.06

Article I
Duties of the School Site Council

The School Site Council of Lakeside School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review the proposed Single Plan for Student Achievement with all appropriate 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 governing board 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 governing 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 trimester), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the SSC by the district governing board and by state law.

Article II
Members

Section A: Composition

The SSC shall be composed of no less than 8 members, selected by their peers, as follows:

- 2 Classroom teachers
- 1 Other school staff member
- 1 School principal
- 4 Parents or community members

SSC members chosen to represent parents may be employees of a school district so long as they are not employed by Lakeside Joint School District.

Section B: Term of Office

SSC 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 SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Election of Members

Annually the SSC will establish an Election Committee to oversee the election of council members. Notice of nomination shall be May 1 through the day before Back-To-School night. Ballots will be distributed on the day of Back-To-School and counted at the conclusion of the Back-To-School event.

Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee and/or proxy ballots shall not be permitted.

Section E: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Unexcused absence of a member for three consecutive meetings constitutes a resignation from the SSC. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

Section F: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section G: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by appointment of the SSC for the period of time until the next regular election.

Article III **Officers**

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC.
- Sign all letters, reports and other communications of the SSC.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the SSC.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC, recording attendance, discussions, recommendations, and actions.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the SSC, including but not limited to: election records, official correspondence, agendas/minutes of SSC, meetings, evidence of input from school advisory committees, copies of prior year school plans.
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the SSC.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SSC and shall serve for one year, 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 SSC, for the remaining portion of the term of office.

Article IV **Committees**

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership, selected by majority vote, to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

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 SSC.

Section C: Membership

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section E: 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 F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. 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 SSC shall meet on the second Monday of each school month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC 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 SSC.

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 at the school office, in the Lakeside Letter, and www.lakesidelosgatos.org.

Section D: Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC 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(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council. Meetings shall be conducted according to established *SSC Meeting Norms*.

Section F: Meetings Open to the Public

All meetings of the school site council, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present.

Article VIII
Prohibition of Discrimination

District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.