

**Bylaws of ~~Thomas~~
Drummond
Montessori Magnet
Local School
Council**

Effective July 1, 2008

Bylaws of ~~Thomas~~ the Drummond Montessori Magnet Local School Council

ARTICLE I – NAME AND AUTHORITY

Section 1. **Name.** The name of this Local School Council shall be the Drummond Montessori Magnet Local School Council (hereinafter “LSC”).

Section 2. **Offices.** The LSC shall maintain its offices and records at 1845 W. Cortland Avenue, Chicago, Illinois, 60622. Additional information can be found at the LSC’s website: www.drummondlsc.org.

Section 3. **Authority.** The LSC is a Local School Council organized under the authority of the Illinois School Code.

ARTICLE II – GOVERNANCE

These Bylaws, the applicable rules and regulations of the Chicago Board of Education and the Illinois School Code shall govern the operation of this LSC.

ARTICLE III – PURPOSE

The purpose of the LSC shall be to carry out its responsibilities pursuant to the Illinois School Code and Board Rules and to improve the quality of education at the attendance center.

ARTICLE IV – BASIC POLICIES

The following are basic policies of the LSC:

- a. The LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.
- b. The name of the LSC shall not be used in any manner to suggest LSC approval or endorsement except in those instances where the LSC has considered a matter over which ~~they have~~it has been granted authority to act and affirmatively approved by

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a majority vote of its membership. Nothing in this Article shall prohibit an LSC member from giving his or her independent endorsement. Any LSC member using his name for an independent endorsement shall so indicate in the endorsement. Nothing contained in this Article shall be construed to restrict the constitutional rights of an individual who is a member of the LSC.

c. The LSC will not devote or allow the use of its resources for the publication and distribution of statements or campaign material, in any political campaign on behalf of or in opposition to any candidate for public office.

d. Neither the LSC nor any of its members acting in their official capacity as members of the LSC shall directly or indirectly use or allow the use of any of its resources in any campaign for Local School Councils on behalf of or in opposition to any candidate for a Local School Council.

e. No member of the LSC or of an LSC committee shall take or receive either directly or indirectly, any money, or thing of value that is to serve as a means of influencing his or her action in his or her capacity as a member of the LSC or an LSC committee. No member shall solicit, accept, or agree to accept for personal gain any direct or indirect favor, gift, loan, free service, gratuity, entertainment, or other items of economic value if the donor has or is seeking to obtain contractual or other business or financial relations with the Board or with the LSC; has interests that may be substantially affected by the performance or nonperformance or the member's duties on the LSC; or is attempting to reward or influence the member's impartiality or give that appearance.

These prohibitions do not preclude: (a) acceptance of unsolicited advertising or promotional material of nominal value; or (b) acceptance of food, entertainment, and refreshments of nominal value of infrequent occasions in the ordinary course of a meeting, inspection tour, or training session in which the member is properly in attendance.

f. The LSC shall, to the maximum extent allowed by the law, participate in the decision-making process to improve the quality of education for the students of the school.

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ARTICLE V – MEMBERSHIP

Section 1. **General Powers.** The affairs of the LSC shall be managed by its Members. Actions taken by the LSC may be subject to approval by the Chicago Department of Schools and Community Relations.

Section 2. **Number, Tenure and Qualifications.** The LSC shall be composed of eight (8) elected members, two (2) teachers appointed by the Board, plus the principal of Drummond School. Each member shall hold office until the end of his or her term of office, until his or her death or resignation, or until his or her removal in accordance with the Illinois School Code. The eight (8) elected members of the LSC shall consist of (i) six (6) parents of students currently enrolled at Drummond School, who are not employees of the Board of Education; and (ii) two (2) community residents residing within the attendance area or voting district of Drummond School, who are not employees of the Board of Education and who have no children attending the school; plus there shall be (iii) two (2) teachers employed at Drummond School, who shall be appointed by the Board of Education following an advisory non-binding referendum of staff. The principal serves on the LSC and exercises those powers allowed by statute.

Section 3. **Nomination and Election.** The LSC shall conduct elections for LSC membership in accordance with the provision of the Illinois School Code and the guidelines and procedures adopted by the Board of Education to ensure fair and equitable elections. The LSC shall not adopt or use any other election guidelines or procedures.

Section 4. **Term.** Members of the LSC shall serve for a term of two (2) years. Any LSC member who wants to resign from the LSC during his or her term shall submit a written resignation to the LSC. Any LSC member who loses his or her eligibility to serve shall resign or be removed in accordance with Board of Education Rule 6-28, Board Rule 6-29, or Board Rule 6-30.

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Section 5. **Dues.** There shall be no obligation for any member of the LSC to pay dues or any type of membership fee.

Section 6. **Compensation.** Members of the LSC shall serve without compensation and without reimbursement of any expenses incurred in the performance of their duties, except as may otherwise be provided by the Board of Education.

Section 7. **Vacancies.** In the event a vacancy occurs during a parent or community member's term for whatever reason, the LSC shall appoint a person otherwise eligible for election to the vacant position to serve on the LSC for the remainder of that member's term. In the event that less than the minimum number of parent or community persons eligible are elected to the LSC at a regular LSC election, the LSC shall appoint eligible persons to serve as members of the LSC for terms consistent with the terms held by the elected members of the LSC.

Section 8. **Organizational Meeting.** The Organizational Meeting of the LSC shall be held no sooner than July 1 and no later than July 14 of each year. At the organizational meeting, the LSC shall elect a parent member as its chairperson and a secretary from among its members, each to serve terms of a one-year term. The time and place of the LSC's ~~regular~~ Organizational mMeetings shall be convenient to the public.

Section 9. **Regular Meetings.** Regular meetings of the LSC shall be held on an annual schedule determined by the LSC at its organizational meeting. The time and place of such meetings shall be convenient to the public.

Section 10. **Special Meetings.** Special meetings of the Local School Council may be called by the chairperson or by any four (4) members by giving notice to all LSC members in writing, specifying the time, place and purpose of the meeting. The LSC may only take action during special meetings on items listed on the agenda. Notice of special meetings (including the agenda items to be considered) shall be given in accordance with the provisions of Article V, section 12 of these Bylaws and the Open Meetings Act. The time and place of such special meetings shall be convenient to the public.

Section 11. **Participation.** All LSC meetings shall be open to the public, except during closed sessions as otherwise provided in the Open Meetings Act (OMA). Members of the public shall be afforded a reasonable opportunity to address the LSC on matters on the agenda, subject to appropriate time limits established at the discretion of the Chairperson. There also shall be an open forum during which members of the public shall be -afforded a reasonable opportunity to address the LSC on any other matter, subject to appropriate time limits established at the discretion of the Chairperson.

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Section 12. **Notice.** The School Code requires that public notice of LSC meetings be given in accordance with the OMA. The LSC must set a schedule of the time and place of its regular meetings at the LSC's first organizational meetings and publicize that schedule. An agenda must be posted at least 48 hours in advance of holding every regular meeting. The agenda must be posted at all public entrances to the school as well as on the bulletin board immediately adjacent to the door to the school office, and must be posted to the electronic bulletin board at the LSC's website. ~~thus generating an electronic notice to all persons signed up to receive such electronic notices.~~ The notice also should be sent to the Bucktown Community Organization ("BCO") via electronic mail (which notice shall be forwarded to the community by the BCO in its sole discretion). The LSC may only take action during meetings on items listed on the agenda, unless a motion to supplement the agenda is passed. All substantive motions to be considered during a meeting must be listed as specifically as possible in the Agenda. Notice of all substantive motions must be provided to the LSC seven days prior to a meeting where the motion will be considered. Additionally, ~~d~~Documentation in support of the following motions must be submitted to the LSC seven (7) days prior to the meeting where the motion will be considered: (1) Motion to Approve the Budget, (2) Motion to Approve the SIPAAA (3) Motion to Transfer Funds (4) Motion to Select a new principal, and (25) Request to the Chief Executive Officer to approve written dismissal charges against the principal.

If a change is made in the regular meetings dates, the LSC must publicize the change have at least 10 days in advance by means of a (i) notice that is sent home to all parents in students' backpacks, (ii) notice posted at the public entrances to the school and at the school bulletin board, (iii) electronic notice sent via the LSC's electronic bulletin board, (iv) an announcement posted to the school's marquee, and (v) notification to the

Bucktown Community Organization (“BCO”) via electronic mail (which notice shall be forwarded to the community by the BCO in its sole discretion).
~~notice of the change by publication in a newspaper of general circulation in the school community that the LSC serves. Notice of such change must be posted at the school.~~ The LSC must give public notice of any special, rescheduled, regular or reconvened meeting at least 48 hours before that meeting is held. The agenda of the meeting must be included in the public notice. These notice requirements do not apply to reconvened meetings if the meeting was open to the public and either the reconvened meeting is held within 24 hours after the original meeting or an announcement of the reconvened meeting was made at the original meeting and there was no change in the agenda. In addition to the public notice requirements above, notice of special meetings must also be given to LSC members pursuant to Section 34-2.2(a) of the Illinois School Code.

Section 13. **Quorum and Manner of Acting.**

(a) The LSC may only act when a quorum is present. Six (6) members constitute a quorum.

(b) The principal shall not be counted for purposes of determining whether there is a quorum present, and shall have no vote, when any of the following matters is before the LSC:

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- (1) Evaluation of the principal;
- (2) Renewal of the principal’s contract or the inclusion of any provision in, or modification of, the contract;
- (3) The direct selection of a new principal;
- (4) The determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal; or
- (5) The selection of a principal in cases where the Chief Executive Officer fails or refuses to make a selection after the LSC submits a list of candidates to the Chief Executive Officer.

(c) Generally, except as noted in subsection (d) below, whenever a vote is taken on any measure before the LSC, a quorum being present, the affirmative vote of a majority of the full membership then serving shall determine the outcome of that measure. For example, if the LSC’s full membership then serving is ten or eleven persons, a vote of at least six members is needed to determine the outcome of the measure pass a motion.

(d) Seven (7) affirmative votes are always required, regardless of the number of vacancies on the LSC, for the following actions:

- (1) Selection of a new principal.
- (2) Request to the Chief Executive Officer to approve written dismissal charges against the principal.

~~(e) Seven (7) affirmative votes are required, regardless of the number of vacancies on the LSC for~~ (3) The transfers of money within funds.

Section 14. **Non-functioning LSC Members** ~~Members~~. A Local School Council member may be removed from the council by a majority vote, if the council member has missed three (3) consecutive regular meetings or five (5) regular meetings in a twelve (12) month period. A vote to remove a council member shall only be valid if the council member has been notified personally or by certified mail, mailed to the person's last known address, of the council's intent to vote on the council member's removal at least 7 days prior to the vote. The council member in question shall have the right to explain the reasons for his or her absence and shall be eligible to vote on the question of his or her removal from the council. An LSC member may be removed pursuant to Board Rules for failure to disclose required criminal convictions and/or for failure to comply with the Ethics Code and/or failure to comply with the training mandate.

ARTICLE VI – OFFICERS

Section 1. **Enumeration and Qualifications**. The offices of the LSC shall

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be a chairperson and a secretary and such other officers as the LSC may decide to elect from among its members. The chairperson shall be a parent member of the LSC. Each officer shall each serve a term of one year.

Section 2. **Election of Office**. At the organizational meeting of the LSC, the LSC shall elect its officers.

Section 3. **Term of Office**. The term of office for officers of the LSC shall be one year provided that the term of office for a member who is filling the unexpired term of a vacant, resigned, or removed member shall be the remainder of the unexpired term.

Section 4. **Vacancies**. In the event a vacancy occurs during an officer's term for any reason, such vacancy shall be filled by appointment in the same manner as provided

for the original election of the officer.

Section 5. Chairperson. The chairperson shall preside at all meetings of the LSC. He or she shall have the authority to call special meetings of the LSC by giving notice to the other members of the LSC in writing, specifying the time, place, and purpose of the meetings, and by giving general notice in the manner provided in Article V, section 12. Subject to the direction and control of the entire LSC, the chairperson shall have general supervision, direction, and control of the business and affairs of the LSC and shall perform all duties incident to the office of chairperson and such other duties as may be assigned to him or her by the LSC. In consultation with the full LSC, the Chairperson shall determine the agenda for each regularly scheduled meeting and for each special meeting called by the chairperson. In the event Chicago Public Schools requires the Chairperson to sign official documents for the school, the Chairperson must be available to sign documents in person at the school, if necessary. The Vice Chair may sign documents for the Chairperson and perform the other duties assigned to the Chairperson if and only if the Chairperson is unavailable to attend to those duties. The Chair of the LSC shall be responsible for complying with the notification provisions in Article V, Section 12.

Section 6. Secretary. The secretary shall conduct the official correspondence, preserve all documents and communications, maintain an accurate record of the proceedings of the LSC in the minute books (maintain one minute book in the school office and duplicate minute book kept by the secretary), issue notices of regular and special meetings as required by these Bylaws, or perform all duties incident to the Office of the Secretary and such other duties as may be assigned to him or her from time to time by the LSC. Minutes shall contain the time, date and place of each meeting (open or closed), the names of all LSC members recorded as present, and a record of matters discussed and votes taken. Upon the expiration of his or her term, the secretary shall deliver to the LSC the books, records, papers, minute books, and other property of the LSC.

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Section 7. Other Officers. The LSC may elect such other officers as it determines are necessary for the proper operation of the LSC. In the event that such officers are elected, their terms shall expire at the same time that the terms of the chairperson and the secretary expire, and the LSC shall amend these Bylaws to describe the duties and responsibilities of such other officers.

