

**BY-LAWS**  
**HELEN C. PEIRCE SCHOOL OF INTERNATIONAL STUDIES**  
**LOCAL SCHOOL COUNCIL**

~~July 9, 2009~~

~~Revised December 18, 2013~~

~~Revised August 14, 2014~~

~~Revised September 13, 2018~~

~~ Revised September 16, 2019 (Approved November 18, 2019) ~~

~~ Revised September 17, 2020 (Approved October 15, 2020) ~~

**ARTICLE I ~ STATEMENT OF PURPOSE**

The purpose of the Local School Council (Council) of the Helen C. Peirce School of International Studies is to oversee the effective operation of the Helen C. Peirce School as provided in the Illinois School Code.

**ARTICLE II ~ POWERS AND DUTIES**

The powers and duties of the Local School Council shall be as prescribed by the Illinois School Code.

**ARTICLE III ~ ORGANIZATION**

Section 1 ~ The Local School Council shall consist of twelve members: six parents, two teachers, two community representatives, one non-teacher staff, and the principal of the school. Eligibility, selection of members, and terms of membership will be as provided in the Illinois School Code.

Section 2 ~ Vacancies

- a. Vacancies will be filled by the Council within sixty days, as prescribed by law.
- b. A vacancy will occur upon receipt of notification of resignation of any member.
- c. A vacancy by removal will occur, as prescribed by law, or shall be by a majority vote of the Council, if the Council member has missed three consecutive regular meetings, not including committee meetings, or five regular meetings in a twelve month period, not including committee meetings. 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 reason(s) for

his/her absence and shall be eligible to vote on the question of his/her removal from the Council.

Section 3 ~ Conflicts of Interest

- a. Neither of the Council nor any of its members acting in their official capacity as members of the Council may directly or indirectly devote or allow the use of any of its resources in any campaign for Local School Council on behalf of or in opposition to any candidate for a Local School Council.
- b. No member of the Council may be directly or indirectly interested in any contract, work, or other business of the Board of Education of Chicago or of any Council in the sale of any article, the expense, price, or consideration of which is paid by the Board or by any Council nor in the purchase or leasing of any real estate or property belonging to the Board.
- c. No member may take or receive or offer to take or receive, either directly or indirectly, any money or thing of value, which is to serve as a means of influencing his/her action in his/her capacity as a member of the Council.
- d. No member may solicit, accept, or agree to accept for personal gain any direct or indirect favor, gift, loan, free service, gratuity, entertainment, or other item 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 Council; has interests which may be substantially affected by the performance or nonperformance of the member's duties on the Council; is attempting to reward or influence the member's actions on the Council; or if acceptance of such items may affect the member's impartiality or give that appearance (as consistent with Board policy).

**ARTICLE IV ~ OFFICERS**

Section 1 ~ General

- a. The officers of the Local School Council will include a Chairperson, Vice-Chairperson, and Secretary. Only those persons, who signify their consent to serve if elected, will be nominated for or elected an officer.
- b. Officers will be elected as provided in the Illinois School Code.
- c. Failure of an officer to function in his/her duties for three consecutive meetings or for five meetings within a single school year may result in a forfeiture of that office through a majority vote of the Council. Such vacancies of office will be filled through the nomination and election process as provided for in the Illinois School Code.

Section 2 ~ Chairperson

- a. The Chairperson can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b. The duties of the Chairperson are:
  - 1) Develop agendas for all meetings;
  - 2) Preside over all meetings of the Council;

- 3) Sign documents on behalf of the entire Council membership, where the majority of the Council has approved; and
- 4) Ensure that Council functions are executed in a manner which is consistent with these By-Laws and the Illinois School Code.

Section 3 ~ Vice-Chairperson

- a. The Vice-Chairperson will be the parent or guardian of a child enrolled at Helen C. Peirce School of International Studies and will be elected to serve for a one-year period.
- b. The duties of the Vice-Chairperson are:
  - 1) Perform all duties of the Chairperson in the Chairperson's absence; and
  - 2) Preside over Public Forum meetings, at a frequency consistent with Article V of these By-Laws.

Section 4 ~ Secretary

- a. The Secretary can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b. The duties of the Secretary are:
  - 1) Take minutes of all Council meetings;
  - 2) Notify all members of both regular or special Council meetings;
  - 3) Provide to all members a copy of the minutes in advance of the next regular scheduled meeting;
  - 4) Read and incorporate edits into the minutes of the previous Council meeting and maintain the permanent file of minutes of all Council meetings;
  - 5) Provide a copy of approved minutes within 7 days of approval, if possible, to the Helen C. Peirce School of International Studies for posting on the school website; and
  - 6) Monitor and oversee the LSC email account and report back to the LSC prior at each meeting.

## **ARTICLE V ~ MEETINGS**

Section 1 ~ Notification of all Council meetings and forums will be given in a manner which is consistent with the Illinois School Code and the Illinois Open Meetings Act. An annual calendar of regularly scheduled meetings shall be posted to the Peirce website and communicated to the Peirce community. Notification of meetings, along with a copy of the proposed agenda, will be available on the Peirce Website and on Door #1 and Door #7, at a minimum, 48 hours prior to the meeting.

Section 2 ~ A majority of the full membership of the Council will constitute a quorum, and whenever a vote is taken on any measure before the Council, a quorum being present, the affirmative vote of a majority of the votes of the full membership then serving on the Council will determine the outcome.

Section 3 ~ The Council will provide a schedule of its meetings for the upcoming year. Regular Council meetings will be conducted on a monthly basis (except as agreed upon by the Council). Public Forums, which are considered regular Council meetings, will be held on a bi-annual basis in the evening.

Section 4 ~ All Council meetings attended by four or more Council members will be conducted in a manner, which is consistent with the Illinois Open Meetings Act.

Section 5 ~ Council agenda must reflect upcoming votes on 1) school budget, 2) school improvement plan, 3) principal evaluation/retention/hiring, and 4) changes in school policy and must be distributed to Council members no less than three (3) business days prior to the meeting at which the vote is to be taken. Documentation for all agenda items requiring a vote (e.g. fund transfers, budgets, etc.) shall be distributed or otherwise made available to Council members no less than three (3) business days prior to the meeting at which the vote is to be taken.

Section 6 ~ Public Participation at meetings will be welcomed and encouraged. Members of the public may speak at Council meetings and reasonable provisions will be made to allow comments from attendees.

Section 7 ~ Special meetings, other than regular Council meetings or public forums, will be scheduled and announced in a manner consistent with the Illinois School Code and the Illinois Open Meetings Act. Notification of special meetings, along with a copy of the proposed agenda, will be available on the website and posted at doors #1 and #7, at a minimum, 48 hours prior to the meeting.

## **ARTICLE VI ~ COMMITTEES**

Section 1 ~ Standing committees will be established and activated as needed and desired by the Council. Committee Chairpersons will be elected by members of the committees. Active Committees shall have a representative attend meetings to provide a report to the LSC.

- a. Membership on the following standing committees will be limited to Council members, not to exceed three, except where desired by the Council:
  - 1) By-Laws ~ Drafts recommended changes to the By-Laws;
  - 2) Council Education ~ Acts as a clearinghouse and identifies and makes recommendations of training opportunities;
  - 3) Executive ~ Develops meeting and forum agendas and develops and maintains a schedule of Council responsibilities and deadlines;
  - 4) Principal Review Committee ~ will gather information in order to help the LSC evaluate how well the Principal is following the criteria as delineated in the Principal Evaluation Form and in the goal areas set forth in the Principal Evaluation.

- b. Membership on the following standing committees will not be limited to Council members:
- 1) Parent Advisory Council ~ Serves as an advisory committee. The Chairperson and a majority of the members of the Parent Advisory Council (PAC) will be parents/guardians of students served by Title I Federal Funds. Parents/Guardians on the Parent Advisory Council (PAC) will be selected by the parents/guardians of students served by Title I Federal Funds; and
  - 2) Bilingual Advisory Council~ Serves as an advisory committee. The Chairperson and a majority of the members of the Bilingual Advisory Council (BAC) will be parents/guardians of students in the Bilingual Education Program. Parents/Guardians on the Bilingual Advisory Council (BAC) will be selected by the parents/guardians of students in the Bilingual Education Program; and
  - 3) The LSC Communication Team will be chaired by an LSC member and will consist of interested Council members, parents/guardians, as well as teachers and community members of students attending Helen C. Peirce School of International Studies. The Committee Chairperson shall be the parent or guardian of a student enrolled at Helen C. Peirce School of International Studies and shall be elected to a one-year term. The Communication Team will work to develop and improve efficient communication methods among the school community and community at large.
  - 4) The LSC Safety and Security Committee (SSC) will be chaired by an LSC member and will consist of interested Council members, parents/guardians, as well as teachers and community members of students attending Helen C. Peirce School of International Studies. The Safety and Security Committee will work in partnership with the Council, the school principal, and other community leaders to make Helen C. Peirce School of International Studies and its surrounding perimeter a safer place for its students. The SSC will work to understand the kinds of safety and security needs that students, teachers, and parents face at school and what makes a school safe (or unsafe). The SSC will develop an action plan. The plan will spell out specific safety and security improvements at the school and how to implement those needs.

Section 2 ~ Ad Hoc committees will be formed and structured by the Council as needed and will be consistent with the law. Committee Chairpersons will be elected by the committee.

- a. Membership on these committees will be made up of Council members (one being mandatory), parents, teachers, and community members, with no more than three Council members sitting on a given committee, except where desired by the council.
- b. Duration of any committee will be determined by need, but committees can only be disbanded by Council Vote.

Section 3 ~ All committee functions/proposals must be ratified by a simple majority of the full Council membership.

Section 4 ~ All committee meetings shall be scheduled in advance and announced in a manner consistent with the Illinois School Code and the Illinois Open Meetings Act. Notification of meetings, along with a copy of the proposed agenda, will be available on the Peirce website and posted to Doors #1 and #7, at a minimum, 48 hours prior to the meeting.

## **ARTICLE VII ~ CHANGING BY-LAWS**

The By-Laws of the Local School Council of Helen C. Peirce School of International Studies will be changed where necessary. The following procedures will be followed:

- a. A proposed change to the By-Laws will be submitted by a Council member to the By-Laws Committee; and
- b. The By-Laws Committee will review the proposed change, formalize a By-Laws amendment, and submit the proposed change to full Council membership. Notice of the language of the proposed amendment will be given to all members of the Council at least ten (10) days prior to the regular meeting, at which such amendment is to be considered; and
- c. Discussion of the By-Laws change will take place at a regular Council meeting as an agenda item. Following discussion, a vote for the By-Laws change will be taken. Eight affirmative votes of Council members will be required for an amendment to pass.

## **ARTICLE VIII ~ PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of the LSC Handbook will govern the Council firstly; in cases absent of direction, Robert's Rules of Order will govern and in which they are not inconsistent with these By-Laws and any special rules of order which the Council may adopt. In this regard, a parliamentary practice or procedure, or error or lack thereof, may be challenged only during the meeting in which the action or infraction occurred, otherwise the right to challenge is waived.

Final: October 16, 2020