

Chatsworth High School
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Chatsworth High School By-Laws

Article I – Name

The name of this organization shall be Chatsworth High School Compensatory Education Advisory Council, also known as the Title One Committee.

Article II - Purpose

The purpose of this council shall be to:
Plan and implement meetings for parents of children participating in the Title One program to explain the programs and activities funded at the school by the Improving America's Schools Act of 1994, Title One.

Participate in planning, implementation, evaluation and review of the school's educational plan for compensatory education.
Provide advice and make recommendations to the school regarding programs that meet the special needs of educationally deprived children.
Encourage the school community to support the District's instructional program so that educationally deprived students will improve their achievement in English Language Arts and mathematics.

Article III – Membership

Section A – Composition of the council and mode of selection.

1. Parents/guardians representative who have children at the school must comprise at least fifty-one percent or more of the council of a minimal total of nine.
 - a. Parents/guardians representative are elected to the council by parents/guardians whose children are participating in the schools compensatory education program.
 - b. Parent/guardians representatives may by LAUSD employees that have their students enrolled in Chatsworth High School.
2. Teachers' representatives are selected by the principal and the Title One Committee.
3. Education Aides and/or school employed Community Representatives are selected by the Principal and the Title One Committee.
4. Classified representative may be elected to the Title One Committee.
5. Community members (residents of the Chatsworth High School area) may be elected to the Title One Committee.
6. Students may be elected to the Title One Committee.
7. The Principal of Chatsworth High School is a non-voting member.

NOTE: Combined membership of persons mentioned in Article III, Section A, Items 2 through seven, must not exceed 49% of the council.

Section B – Tenure of Membership

1. Parents/guardians and community members shall be elected for a one year term.
2. All other members shall serve a one year term.

Section C – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Compensatory Education Advisory Council (CEAC).

Proxy voting and absentee ballots shall not be permitted.

Section D – Termination of Membership

1. Membership to the council shall terminate when a member ceases to qualify under the category in which that member was elected (See: Article II, Section A).
2. Membership shall be automatically terminated for any member who is absent from three (3) consecutive regular meetings.

Section E – Transfer of Membership

Membership in the council is not transferable or assignable.

Section F – Resignation

Any member may resign without prejudice by submitting a written resignation to the council and or the Principal of Chatsworth High School.

Section G – Vacancy

Vacancies which occur after the regularly scheduled council election and before the next scheduled election will not be filled unless either the council membership drops below nine (9), or majority of the members are not parents/guardians.

Vacancies may be filled in an election groups identified in Article III, Section A, in the following manner:

1. Special election dually noticed.
2. Election of alternates at the regular or special council elections.

Section H – Election of Membership

1. Election of parents/guardians and community members (residents of the Chatsworth High School attendance areas) for the ensuing school year shall take place at an open general meeting by the second Wednesday of October. Notice of the meeting shall be sent to all parents/guardians and shall be publicized in the community with ten or more working days prior to the election.

2. Election of all “Others” shall be conducted annually. Nomination and election procedures shall be determined by each group and shall be fair and democratic. These members shall be seated with all voting rights at the next council meeting.

Article IV – Officers

The officers of the council shall consist of a chairperson, vice-chairperson, secretary, and such other officers as the council may deem desirable. Parliamentary may be voted on if the newly elected chairperson chooses not to appoint their own.

Section A – Election

1. Officers shall be elected by council members only after the council has been fully constituted
2. All duly elected council members are eligible to be elected to any office.

Section B – Term of Office

Officers shall serve for one year or until their successors are elected.

Section C – Removal

A vacancy in any office due to resignation, termination of membership, removal or any other person must be filled by election of council of membership for the unexpired portion of the officer’s term. A five (5) days’ notice shall be required for a regular meeting or a special election meeting.

Article V – Duties of Officers

Section A – Chairperson shall:

1. Preside at all meeting of the council.
2. Be fair an impartial.
3. Plan agendas for meetings with assistance of other officers, Title One Coordinator and Principal if necessary.
4. Be an ex-officio member of all committees.
5. Form necessary committees and appoint committee chairpersons.
6. Involve the council in all school Compensatory Education transactions.
7. Sign all papers relative to the Compensatory Education Program.

Section B – Vice-Chairperson shall:

1. Assist the chairperson.
2. Perform the duties of the chairperson in his/her absence.

Section C- Secretary shall:

1. Keep an up-to-date council membership roster.
2. Prepare, read, and file accurate minutes for all the council meetings.
3. File agendas of council meetings.

4. Perform other related duties as delegated.

Article VI – Sub-Committees

The council, in order to promote its goals and objectives, may from time to time establish and abolish such standing and special sub-committees as it deems desirable. Each member of each such sub-committee shall be a member of the council. No standing or special sub-committees may exercise the authority of the council, unless otherwise specifically authorized by the council.

Article VII – Meetings

Section A – A minimum of six (6) regular meetings shall be held during the school year. The date, time, and place will be decided by the council.

Section B - Special meeting may be called by the council chairperson or by a majority of the council members.

Section C – Notification of all regular and special meetings shall be duly publicized not less than five (5) days prior to the meeting.

Section D - All regular and special meetings shall be open to the public.

Section E - A quorum shall consist of 51% of the elected council membership.

Article VIII – Zone Compensatory Education Advisory Committee

- A. A representative and an alternate to the Zone Compensatory Education Advisory Committee shall be elected at each school by parents of children receiving compensatory education services at the school. It is encouraged that the representative be a parent of a child attending the school where the election is to be held.
- B. The chairperson may serve as the Zone representative by vote of the parents of children receiving compensatory education services at the school.
- C. The elected representative may be any member of the CEAC.
- D. An alternate shall represent the school on the Zone Compensatory Education Advisory Committee only when the elected representative is absent.

Article IX – Parliamentary Authority

Robert’s Rule of Order (revised) shall govern the council in all cases in which they are not in conflict with these bylaws or legal authority.

Article X – Amendments

The bylaws may be amended at any regular meeting of the council by two-thirds (2/3) vote, provided such amendments are submitted by mail to the membership one (1) week prior to the meeting.

Article XI – Bylaws

The bylaws shall be declared adopted when passed by two-thirds (2/3) of the council.

Legal/Compliance References

Public Law 103-382 Improving America’s School Act (IASA Title I) October 20, 1994.

Federal Register (IASA), May 1, 1995.

Assembly Bill 283, May 17, 1982.

Board Rule 1370, Office of the Associate Superintendent, Business and Personnel Services, 4-16-90.

Advisory Committees and School Site Council, Bulletin No. 6 (Rev.) August 12, 1994, Office of the Deputy Superintendent.

Assembly Bill, 507, September 30, 1980.

“Procedures for Implementing Requirements of the District Lau Plan and AB 507 in Elementary Schools,” Office of the Associate Superintendent, Instruction, Bulletin No. 41, December 30, 1982; and Procedures for Implementing Requirements of the District Lau Plan and AB 507 in Grades 6-7-8 Junior High Schools and All Secondary and Continuation High Schools,” Bulletin No. 42, December 30, 1982.