

AMERICAN RIVER CHARTER SCHOOL BYLAWS

Article I

Duties of the ARCS Charter Council

The ARCS Charter Council of American River Charter School, hereinafter referred to as the ARCS Charter Council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Local Control Accountability Plan (LCAP).
- Develop and approve the LCAP and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the LCAP and expenditures to the Board of Trustees of BOMUSD for approval.
- Provide ongoing review of the implementation of the LCAP with the site administrator, teachers and other school staff members.
- Make modifications to the LCAP whenever the need arises.
- Submit the modified LCAP to the Board of Trustees of BOMUSD for approval whenever a material change (as defined in district Board policy) is made in planned activities or related expenditures.
- Evaluate the progress made toward LCAP goals to raise the academic achievement of all students three times per year.
- Carry out all other duties assigned to the ARCS Charter Council by the Board of Trustees of BOMUSD and by state law, including but not limited to:
 - Recommendations for modifications to the ARCS Charter petition, if necessary. Any ARCS council recommendations to amend the ARCS Charter petition must be approved by the Board of Trustees of BOMUSD prior to implementation.
 - Provide a training, conducted by the Board of Trustees of BOMUSD Charter Council Liaison, on the Brown Act for Charter Council members annually.

Article II

Members

Section A: Composition

The ARCS Charter Council shall be composed of **9** members, selected by their peers, as follows:

- 3 Staff Members: 2 teachers and 1 associated staff member who represents the remaining staff.
- 2 Parents
- 1 Representative appointed by the Board of Trustees of BOMUSD.
- 1 Community Member who is the liaison to the community.
- 1-2 High School Student who represent the student body.

- The ARCS Charter Director shall be an ex-officio member of the ARCS Charter Council.

ARCS Charter Council members elected 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

ARCS Charter Council members shall be elected for 2-year terms by their peers in an open election during the first month of the school year. 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 each school year, each member's current term of office shall be recorded in the minutes of the meeting.

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 ARCS Charter Council. Council members must be present to vote.

Section D: Termination of Membership

The ARCS Charter 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 ARCS Charter Council chairperson.

Section E: Transfer of Membership

Membership on the ARCS Charter Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the ARCS Charter Council occurring during the term of a duly elected member may be filled by appointment from the council for the period of time until the next regular election.

(Examples: regular elections; appointment of the ARCS Charter Council for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)

Section G: Attendance

If a member misses 3 meetings within the school year, the council has the option of terminating the member and appointing a new member with 2/3 of the members vote.

Article III

Officers

Section A: Officers

The officers of the ARCS Charter Council shall be a chairperson, vice-chairperson, secretary, parliamentarian and other officers the ARCS Charter Council may deem desirable.

The chairperson shall:

- Preside at all meetings of the ARCS Charter Council.
- Sign all letters, reports and other communications of the ARCS Charter Council.
- Perform all duties pertaining to the office of the chairperson.
- Have other such duties as are prescribed by the ARCS Charter Council.
- Communicate with the ex-officio member to create meeting agendas.

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 ARCS Charter Council.
- Transmit true and correct copies of the prepared minutes to the ex-officio member after all regular and special meetings of the ARCS Council for record keeping and distribution as required.
- Perform other such duties as are assigned by the chairperson or the ARCS Charter Council.

The Parliamentarian shall:

- Ensure that the rules and procedures for the Council are followed.
- May be used to control timing of discussions.

The Ex-Officio Member shall:

- Transmit true and correct copies of the minutes of such meetings to members of the ARCS Charter Council and to the following other persons: post for public on website, hard copy to Black Oak Mine Board of Trustees and Superintendent.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the ARCS Charter Council.
- Keep a register of the names, addresses, emails and telephone numbers of each member of the ARCS Charter Council, the chairpersons of school advisory committees, and others with whom the ARCS Charter Council has regular dealings, as furnished by those persons.

Section B: Election and Terms of Office

The officers shall be elected annually, at the August meeting of the ARCS

Charter Council 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 simple majority vote of all the members if an officer misses 3 meetings in a row or for other valid reasons.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the ARCS Charter Council, for the remaining portion of the term of office.

Article IV Committees

Section A: Ad hoc Committees

The ARCS Charter Council may establish and abolish subcommittees of its own membership to perform duties prescribed by the ARCS Charter Council. At least one member representing teachers and one member representing parents may make up the ad hoc Committees. No ad hoc Committees may exercise the same authority as the ARCS Charter Council. All committees must have at least three members.

Section B: Membership

Unless otherwise determined by the ARCS Charter Council, the ARCS Charter 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 ARCS Charter 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 ARCS Charter 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 ARCS Charter 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 ARCS Charter Council

Section A: Meetings

The ARCS Charter Council shall meet regularly on the ~~first~~ third Tuesday of the month four – five times each year. A tentative calendar of meeting dates will be approved at the first regular meeting of the school year. Special meetings of the ARCS Charter Council may be called by the chairperson or by a majority vote of the ARCS Charter Council.

Section B: Place of Meetings

The ARCS Charter 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 ARCS Charter 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 the following venues: website, school site, and district office.

All required notices shall be delivered to ARCS Charter Council and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

The act of a majority of the members will be the act of the ARCS Charter Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the ARCS Charter Council. A majority of the members of the ARCS Charter Council shall constitute a quorum. According to **Robert's Rules**, a **quorum** is the minimum number of voting members who must be present at a properly called meeting in **order** to conduct business in the name of the group. A **quorum** should consist of “as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad.”

Section E: Conduct of Meetings

Meetings of the ARCS Charter Council shall be conducted in accordance with the rules of order established by the California Education Code, Robert's Rules of Order and with *the Brown Act*. Ed Code

Section F: Meetings Open to the Public

All meetings of the ARCS Charter Council, and of committees established by the ARCS Charter Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section G: Conflict of Interest

The American River Charter Council will adopt the conflict of interest policies of the Black Oak Mine Unified School District as required by California Government Code 87300-87313 and BOMUSD BP 9270.

Article VI Amendments

An amendment of these bylaws may be made at any regular meeting of the ARCS Charter Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to ARCS Charter Council members at least 5 days prior to the meeting at which the amendment is to be considered for adoption.

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