

# By-Laws of the San Diego Cooperative Charter School Parent Staff Association (SDCCS PSA)

## ARTICLE I – NAME

**Section 1.1** -The name of the organization shall be the San Diego Cooperative Charter School Parent Staff Association (SDCCS PSA).

## ARTICLE II – PURPOSES

**Section 2.1** –The SDCCS PSA is a collaboration of teachers and parents who work to:

**Section 2.1.A** - Provide input to the School Principal and the Board of Directors of the Theresa Hessling Charter School Project on school operations.

**Section 2.1.B** -Increase parental awareness and support of school activities, policies, and programs.

**Section 2.1.C** - Create and operate the Parent Education and Resource Center to give parents, students, faculty, administration, and Board members opportunities to exchange ideas and work together with other members of the community toward the advancement of the school.

**Section 2.1.D** -Serve as a support mechanism for various facets of SDCCS, including planning and conducting fundraising efforts and volunteer coordination.

## ARTICLE III – MEMBERSHIP

**Section 3.1** -All parents and/or guardians with students enrolled at SDCCS are automatically members of The SDCCS PSA.

**Section 3.2** –The SDCCS PSA establishes and implements all policies without regard to race, color, creed, gender, or national origin. The SDCCS PSA is non-partisan, non-sectarian, and non-political.

**Section 3.3** -A copy of these By-Laws shall be made available for all members of the Parent Staff Association at the beginning of each school year.

**Section 3.4** – Membership dues shall be paid on a voluntary basis by the general membership of the SDCCS PSA. The suggested amount for membership dues for the following year shall be determined by vote at the final SDCCS PSA general membership meeting at the end of each school year.

## ARTICLE IV - RELATIONSHIP TO THERESA HESSLING CHARTER SCHOOL PROJECT

**Section 4.1** -The SDCCS PSA operates in coordination with SDCCS and is not a separate incorporated entity. All activities of The SDCCS PSA shall be conducted within the mission, policies, and procedures of the school as approved by the Board of Directors of the Theresa Hessling Charter School Project.

## ARTICLE V – OFFICERS

**Section 5.1** -The Officers of the Parents Association shall be: Elected Officers; Two Co-Presidents, Secretary, Treasurer; Appointed Officers: Two Co-Staff Representatives

**Section 5.1.A** – One person may hold more than one Office in the SDCCS PSA, although at least three (3) of the Officers of the SDCCS PSA shall be different persons.

**Section 5.2** -The duties of the officers shall include:

**Section 5.2.A** –The Co-presidents will share and/or divide the following responsibilities: attend and run all SDCCS PSA general

membership meetings and Executive Committee meetings; act as liaison to the SDCCS Board of Directors, the School Advisory Council, and the Principal; attend meetings and serve as a voting member of the Board of Directors of the Theresa Hessling Charter School Project and the School Advisory Council; direct the management and activities of The SDCCS PSA, chair the SDCCS PSA Nominating Committee, participate in the annual SDCCS PSA budget process and submit a proposed budget for The SDCCS PSA for the following year.

**Section 5.2.B** -The Secretary shall attend and record minutes of all SDCCS PSA general membership meetings and Executive Committee meetings. The Secretary will be responsible for notifying the membership of all meetings and distribution of all meeting agendas and minutes of previous meetings. The Secretary also may be responsible for SDCCS PSA correspondence and other duties that may be assigned by The SDCCS PSA Executive Committee.

**Section 5.2.C** - The Treasurer will attend all SDCCS PSA general membership meetings and Executive Committee meetings. The Treasurer will oversee the budget of The SDCCS PSA and coordinate the expenditure of all funds with The SDCCS PSA Executive Committee and the SDCCS Business Office. The Treasurer will prepare financial reports for the membership of the SDCCS PSA as provided by Section 8.4, and shall file an annual final written financial report with the SDCCS Business Office as provided in Section 8.5. The Treasurer will attend meetings and serve as a member of the Budget Subcommittee of the Board of the Directors of the Theresa Hessling Charter School Project. The Treasurer also may be responsible for other duties that may be assigned by The SDCCS PSA Executive Committee.

**Section 5.2.D** - The Co-Staff Representatives shall be appointed by the SDCCS staff. The Co-Staff Representatives will share and/or divide the following responsibilities: attend SDCCS PSA general membership and Executive Committee meetings to provide input from the SDCCS staff.

**Section 5.3** – Any SDCCS PSA Officer may resign effective upon giving written notice to a Co-President, Secretary, or Executive Committee.

**Section 5.3.A** - If any SDCCS PSA Officer fails to attend two consecutive meetings of the SDCCS PSA (either general membership or Executive Committee) without excuse, they will be considered to have resigned.

## ARTICLE VI - COMMITTEES AND TASK FORCES

**Section 6.1** -The SDCCS PSA Executive Committee shall consist of at least three (3) and no more than ten (10) members, namely the two Co-presidents, Secretary, Treasurer, and the two Co-Staff Representatives. A Co-President shall serve as chair of the Executive Committee.

**Section 6.1.A** -The Executive Committee may meet as often as necessary. Minutes shall be recorded for all meetings.

**Section 6.1.B** – In the event that an Elected Officer position becomes vacant during the course of a school year and/or in the event that a new Elected Officer position is created during the course of a school year, the Executive Committee shall appoint a person to that vacant Office.

**Section 6.2** -The SDCCS PSA Nominating Committee should consist of at least three members, one of which shall be a Co-president. A Co-president shall serve as chair of the Nominating Committee.

**Section 6.2.A** -The Nominating Committee shall organize and oversee the election of Elected Officers.

**Section 6.2.B** -The Nominating Committee should present a list of candidates for election as Elected Officers for the following year to the

# **By-Laws of the San Diego Cooperative Charter School Parent Staff Association (SDCCS PSA)**

general membership of The SDCCS PSA not less than fourteen (14) days prior to the final meeting of the general membership at the end of each school year.

**Section 6.3** -Other Committees and/or Task Forces may be formed and/or abolished by The SDCCS PSA Executive Committee to fulfill such duties and/or to support such activities as may be determined by the Executive Committee.

## **ARTICLE VII – FUNDRAISING ACTIVITIES**

**Section 7.1** – All fundraising efforts which are endorsed and/or conducted by the SDCCS PSA must be reviewed by the Executive Committee, or general membership of the SDCCS PSA.

**Section 7.2** – All fundraising efforts which are endorsed and/or conducted by the SDCCS PSA must state clearly how the proceeds will be allocated (i.e. to fund a specific item or event, to contribute to the general fund of the Theresa Hessling Charter School Project, or to contribute to the general fund of the SDCCS PSA).

## **ARTICLE VIII – BUDGET**

**Section 8.1** -The Board of Directors of the Theresa Hessling Charter School Project shall include The SDCCS PSA in its annual budget for SDCCS. The fiscal year shall commence on 1 July of each year and end on 30 June of the following year.

**Section 8.2** - All undesignated funds within the annual budget of The SDCCS PSA shall be considered general funds that may be allocated to support SDCCS as determined by the Officers, or general membership of The SDCCS PSA.

**Section 8.2.A** -The expenditure of any general and/or allocated funds provided for under Section 8.2 requires the approval of either the Treasurer or a Co-President. Expenditures in excess of \$250 require the approval of two members of the Executive Committee, one of which shall be either the Treasurer or Co-president.

**Section 8.3** -The SDCCS PSA Treasurer shall provide a financial report at all SDCCS PSA meetings.

**Section 8.4** -The SDCCS PSA Treasurer shall file a final written annual financial report with the SDCCS Business Office on 30 June.

## **ARTICLE IX – MEETINGS**

**Section 9.1** -The general membership of The SDCCS PSA should meet at least six (6) times annually during the school year. Other meetings may be held.

**Section 9.1.A** -All general membership meetings should be announced at least fourteen (14) days prior to the meeting date.

**Section 9.1.B** -Minutes shall be recorded for all meetings of the general membership.

**Section 9.1.C** -Elections of Elected Officers for the following year should be held at a final meeting of the general membership of the SDCCS PSA at the end of each school year.

**Section 9.1.D** - A quorum of the SDCCS PSA general membership consists of six (6) members, two (2) of whom must be officers. No business shall be considered by the SDCCS PSA at any meeting at

which the required quorum is not present, and the only motion which the Co-President shall entertain at such meeting is a motion to adjourn.

**Section 9.2** -The Executive Committee may meet as often as necessary. All Executive Committee members must be notified of Executive committee meetings at least three days prior to the meeting date. Minutes shall be recorded for all meetings.

**Section 9.2.A** -A quorum of the Executive Committee consists of three (3) members. No business shall be considered by the Executive Committee at any meeting at which the required quorum is not present, and the only motion which the Co-President shall entertain at such meeting is a motion to adjourn.

## **ARTICLE X- ELECTIONS**

**Section 10.1** -Elections of SDCCS PSA Elected Officers for the following year should occur at a final meeting of the general membership of The SDCCS PSA at the end of each school year.

**Section 10.2** -The Nominating Committee should present a slate of candidates to the membership as provided in Section 6.2.B.

**Section 10.3** -Elections shall be by majority vote of those members present at the general meeting. Any SDCCS PSA member who cannot attend the meeting at which Officers are elected shall be entitled to cast their vote by written proxy submitted to the Secretary no less than 24 hours prior to the meeting.

**Section 10.4** -Officers will serve one-year terms beginning 1 July of each year. Officers may serve more than one term and may serve consecutive terms.

**Section 10.5** - In the event of the resignation of a SDCCS PSA Officer, as provided in section 5.3, an interim officer may be nominated and elected by the general membership at the next general membership meeting following the date of resignation.

**Section 10.5.A** - Interim Officers shall retain their office until the next general election, as provided in sections 10.1-10.3.

## **ARTICLE XI - AMENDMENT OF BY-LAWS**

**Section 11.1** -These By-Laws may be amended at any general meeting of the SDCCS Parent Staff Association membership.

**Section 11.1.A** -All proposed additions, deletions, or alterations of these By-Laws shall be provided in some form to the entire membership of The SDCCS PSA at least fourteen (14) days prior to the meeting date.

**Section 11.1.B** -All amendments to these By-Laws shall require a majority vote of those members present at the meeting.