

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 2.2 - Provide input to the School Principal and the Board of Directors of the Theresa Hessling Charter School Project on school operations.

Section 2.3 -Increase parental awareness and support of school activities, policies, and programs.

Section 2.4 -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 staff, teachers, 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 on the school's website.

ARTICLE IV – RELATIONSHIP TO THE 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 SDCCS PSA shall be: Elected Officers; President, Vice-President, Secretary, Treasurer and Volunteer Coordinator; Appointed Officers: Two Co-Staff Representatives. The SDCCS PSA may also have at its discretion a Community Events Coordinator, Gala/Fundraising Chair, Outreach Coordinator, and other officers with titles and duties as determined by the SDCCS PSA Executive Committee.

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, but are not limited to the duties listed in Sections 5.2.A – 5.2.F. Outgoing officers shall deliver all records to their successors when the successors take office. Officers may be responsible for other duties as assigned by the SDCCS PSA Executive Committee:

Section 5.2.A -The President will have the following duties: attend and run all SDCCS PSA general membership meetings and Executive Committee meetings; act as liaison to the Principal. Direct the management and activities of The SDCCS PSA. Participate in the annual SDCCS PSA budget process. Serve as back-up liaison to the SDCCS Board of Directors; and in the event of the Vice President's inability to attend a SDCCS Board meeting, attend said meeting in their stead, with full voting rights.

Section 5.2.B – The Vice-President will have the following duties: Attend all SDCCS PSA general membership meetings and Executive Committee meetings, act as an aide to the President, In their designated order, perform the duties of the President in the absence or inability of that officer to act. The Vice-President will act as liaison to the SDCCS Board of Directors, and will attend all meetings of the SDCCS Board of Directors and serve as a

voting member of the Board of Directors of the Theresa Hessling Charter School Project.

Section 5.2.C -The Secretary shall attend and record minutes, including attendance, 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.

Section 5.2.D - 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, income, and tracking of all SDCCS PSA designated and undesignated funds. The Treasurer will provide financial reports for the membership of the SDCCS PSA as provided by Section 8.3, and shall file an annual written financial report to the SDCCS PSA as provided in Section 8.4. 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 must maintain and provide, as necessary, complete financial records, to be subject to internal and/or external audit.

Section 5.2.E – The Volunteer Coordinator will attend all SDCCS PSA general membership meetings and Executive Committee meetings. The Volunteer Coordinator will serve as a liaison back to Room Parents. The Volunteer Coordinator will maintain a list of prospective volunteers to recruit volunteers as necessary to help with school wide events, etc.

Section 5.2.F - 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. Act as Liaison between the SDCCS staff and the SDCCS PSA.

Section 5.3 - Any SDCCS PSA Officer may resign effective upon giving written notice to the 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.

Section 5.3.B – If any SDCCS PSA Officer fails to fulfill the duties of their position, they can be recalled from that position at the discretion of the SDCCS PSA Executive Committee.

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 President, Vice-President, Secretary, Treasurer, and the two Co-Staff Representatives, and other officers as determined by the SDCCS PSA Executive Committee, under Section 5.1. The 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.B – A list of candidates for election as Elected Officers for the following year will be provided to the general membership of The SDCCS PSA not less than fourteen (14) days prior to the May meeting of the general membership.

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 SDCCS fundraising efforts must be reviewed and approved by majority vote of the SDCCS PSA Executive Committee, or general

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

membership of the SDCCS PSA.

Section 7.2 – All SDCCS fundraising efforts must state clearly how the proceeds will be allocated.

ARTICLE VIII - BUDGET

Section 8.1 –The SDCCS PSA 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 held by 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 funds provided for under Section 8.2 requires the approval of either the Treasurer or President. Expenditures in excess of \$50 require the approval of two members of the Executive Committee, one of which shall be either the Treasurer or President.. Expenditures in excess of \$250 require the approval, by majority vote, of the Executive Committee. Expenditures in excess of \$1,000 require approval, by majority vote, at a general membership PSA meeting.

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 provide a written annual financial report at the final general membership PSA meeting of each school year.

ARTICLE IX - MEETINGS

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

Section 9.1.A -All general membership meetings shall be announced at least fourteen (14) days prior to the meeting date. Agendas shall be posted at least seven (7) 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 the May meeting of the general membership of the SDCCS PSA.

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 President shall entertain at such meeting is a motion to adjourn.

Section 9.1.E – Robert’s Rules of Order shall be the authority in questions of procedure at all meetings of the general membership of the SDCCS PSA.

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 (3) 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 President shall entertain at such meeting is a motion to adjourn.

Section 9.2.B – Any action required or permitted to be taken by the officers of the Executive Committee may be taken without a meeting if a majority of officers consent to such an action. Such consent shall have the same effect as a majority vote of the Executive Committee and shall be filed with the minutes of the proceedings of the Executive Committee.

Section 9.2.C – Robert’s Rules of Order shall be the authority in questions of procedure at all meetings of the Executive Committee of the SDCCS PSA.

ARTICLE X - ELECTIONS

Section 10.1 -Elections of SDCCS PSA Elected Officers for the following year should occur at the May meeting of the general membership of The SDCCS PSA.

Section 10.2 -A slate of candidates will be presented 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 May general membership 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 shall serve one-year terms, from July 1st through June 30th of each Fiscal year. There shall be a transition period from the May meeting through July 1st, during with time all newly elected officers shall attend all PSA general membership and Executive Committee meetings. 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 will be appointed by the Executive Committee.

Section 10.5.A - Interim Officers shall retain their office until the next general election, as provided in sections 10.1-10.4.

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.