

**The Family School Association of
The Ethical Community Charter School of Jersey City
By-Laws**

Article I – Name, Purpose and Authority

Section 1: **Name.** The name of the family association shall be The Family School Association of The Ethical Community Charter School of Jersey City (FSA).

Section 2: **Purpose.** The purpose of the FSA shall be to provide support to The Ethical Community Charter School (TECCS) with the goal of enabling every student to enjoy success at the school. The FSA will work closely with the school administration, teachers and Board of Trustees to achieve this goal.

Section 3: **Authority.** The FSA shall be established and conduct its affairs in conformance with state and federal regulations.

Article 2 – Membership

Section 1: **Membership.** Membership in the FSA shall be granted automatically to all parents of students enrolled at TECCS and all adult caregivers who reside at a student’s residence. If a child divides their time between more than one residence, the adult caregivers at each residence shall be granted membership in the FSA. Membership will be granted on an annual basis, with the year beginning in July 1 and ending on June 30.

Section 2: **Dues.** The FSA will not collect annual dues or any other membership fee from its members.¹

Article 3 – Meetings

Section 1: **Regular Meetings.** The FSA will hold an open meeting once a month to discuss FSA business. The meeting will be open to all members. The meeting will be chaired by the FSA President or by another officer of the FSA if the President is unavailable or unable to chair the meeting. These meetings will be held on school grounds at a time outside the typical working hours of 9:00 AM to 5:00 PM Monday through Friday.

Section 2: **Notice of Meetings.** Meetings will be announced at least one week in advance on the TECCS website or via e-mail. A schedule will also be posted on a school bulletin board for members who do not have e-mail or web access.

¹ This policy is established to ensure that no caregiver of a TECCS student is excluded from membership in the FSA for financial reasons.

Section 3: **Quorum.** The attendees at the meeting will constitute a quorum for the purposes of any decisions to be made at an open meeting. Decisions shall be made by simple majority. The sole exceptions shall be decisions to disburse FSA funds, which shall be made by a simple majority vote but which are subject to a veto by either the President, or the Vice President or the Treasurer and decisions to remove an officer, which are described below.

Section 4: **Meeting Minutes.** The Recording Secretary or a delegate shall keep minutes of each open meeting. Draft Meeting Minutes will be posted on the TECCs website within one week of the meeting. Finalized Meeting Minutes will be posted on the TECCs website within one week of the subsequent meeting. (The sole exception to this shall be the minutes from the last meeting of the school year.)

Section 5: **Back to School Night:** On or before October 15, the FSA shall schedule a Back to School Night. The purpose of the session shall be:

- to orient new parents to the school;
- to inform all parents about the school's programs;
- to publicize the FSA and its activities; and
- to encourage parents to become active members of the FSA.

Article 4 – Officers

Section 1: **Officers.** The Officers of this organization shall be: President; Vice President; Treasurer and Recording Secretary

Section 2: **President.** The President shall preside at all meetings of the FSA. The President shall be elected for a two-year term. The President shall be limited to a maximum of two consecutive terms.

Section 3: **Vice President.** The Vice President shall, in the event of the absence or inability of the President to exercise that office, become Acting President of the FSA. The Vice President shall be elected for a two-year term. The Vice President shall be limited to a maximum of two consecutive terms.

Section 3: **Treasurer:** The Treasurer shall have the care and custody of all monies belonging to the organization and be responsible for the funds of the organization, which this person shall deposit in the name of the organization in a regular bank or trust company.

The Treasurer and the President shall each have the authority to sign checks for the organization if the amount is less than \$2000. Checks in the amount of \$2000 or more shall be signed by both the President and the Treasurer.

The Treasurer shall keep accurate books of account and shall be able to render an account of all financial transactions and the financial condition of the organization.

The Treasurer will make available an annual report to be posted on the TECCs web site that shows:

- a. For each FSA fund raising activity, the expenses associated with the event and the amount raised. (Expenses associated with a fund raising activity will be deducted from the funds raised by that activity)
- b. A listing of all FSA expenditures other than those required to hold fund raising activities

The Treasurer shall be elected for a two-year term. The Treasurer shall be limited to a maximum of two consecutive terms.

Section 4: **Recording Secretary.** The Recording Secretary shall keep the minutes of all meetings and prepare their web posting and their distribution for approval at subsequent meetings.

The Recording Secretary shall be elected for a two-year term. The Recording Secretary shall be limited to a maximum of two consecutive terms.

Section 5: **FSA Representative to the TECCS Board of Trustees.** The President of the FSA shall be the FSA representative to the TECCS Board of Trustees and shall serve on the Board during the period that they serve as President of the FSA²

If the FSA President is unable to assume this role, a Representative to the TECCS Board of Trustees will be elected for a term that overlaps the term of the President.

This position is open to all members of the FSA, including the elected Vice President, Treasurer or Recording Secretary.

The presence of an FSA Representative on the TECCS Board of Trustees is not intended to suggest that other parent representatives may not also be included on the Board of Trustees.

In the event that the Board of Trustees increases its membership to 10 or greater, another parent representative must be nominated to serve.

Section 6: **Election of Officers.** A general notice will be sent to all FSA members canvassing for self nomination for the FSA officer positions in April of each school year. Elections will be held at the open FSA meeting in May. All candidates will be expected to attend the May meeting to discuss their candidacies. If a candidate cannot attend the meeting, they have the option of providing a one page document describing their goals in running for an FSA office. Election shall be by a simple majority.

² The FSA President is proposed as TECCS Board of Directors Representative because the FSA President is presumed to have the most complete of the opinions, concerns and needs of the FSA membership. Although this is in conflict with the By-Laws of the Board of Trustees, we hope to have this resolved in the coming year. We will move forward under the assumption that we can proceed in this manner.

The sole exception to this shall be the FSA Representative to the TECCs Board of Trustees. Since the need for this position can only be determined after the President has been chosen, this position shall be elected at the June meeting following the election of other officers.

Terms: All officers shall be elected to two year terms. The President and Recording Secretary shall be elected in odd numbered years, as shall the Representative to the Board of Trustees, if needed. The Vice President and Treasurer shall be elected in even numbered years.³

Section 7: Special Consideration for the 2010 Election. For its inaugural year, the officers of the FSA were appointed. Elections will begin with the 2010 - 2011 school year. To establish staggered terms for officers, the President, Recording Secretary and Representative to the Board of Trustees (if needed) elected in 2010 will serve a term of one year while the Vice President and Treasurer shall serve a term of two years.

For the President, Recording Secretary and Representative to the Board of Trustees, the 2010 – 2011 school year shall be considered the first of their two allowable consecutive terms in office.

Section 8: Removal/Replacement of Officers. Two conditions may arise in which an officer may be removed or replaced before the end of their term.

If an officer resigns or is unavailable to perform their duties for a period of three months, the remaining officers may call a “Special Election” to fill the position. This election will be held at the next monthly meeting. People elected by “Special Election” shall serve the remainder of the term of the officer they replace. If this is longer than three months, it shall be considered the first of their two consecutive terms in office.

If members of the FSA have concerns about the performance of an officer, the members may petition for that officer’s removal. If a petition for removal is signed by the parents of 25% or more of the students enrolled at TECCs, a discussion of removing that officer will be held at the next open monthly meeting. The officer must be present to discuss why they should not be removed. The officer can then be removed by a two thirds vote of the attendees at the meeting. If an officer is removed, a Special Election will be called. The position will be open to all candidates except the removed officer.

Failure to attend this meeting shall be considered a resignation by the officer in question and a Special Election to fill the position shall be called.

Article Five – Committees

³ This staggering of terms is put in place to avoid a situation in which all officers are replaced in a single year.

Section 1: **Committees.** The FSA will establish committees to pursue its aims. Membership in committees will be voluntary.

Section 2: **Chairpersons.** Each committee shall decide whether to have a Chairperson or Co-Chairpersons. The Chairperson shall be responsible for calling meetings of the Committee and reporting on Committee activities at monthly meetings

Help me out here. DO we want to list committees or allow this to be dynamic??? Bess thinks dynamic. I do not think that needs to be in the by-laws, as committees will be formed as needed.

Article Six – Funds

Section 1: **Transparency**

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. As described above, the Treasurer shall be responsible for maintaining records of all fund raising and all disbursements that can be reviewed by any member of the FSA.

Section 2: **Disbursements.** All disbursements greater than \$200 shall be reviewed and approved by vote at a public meeting of the FSA. No disbursement will be made without a receipt or proper request in writing.

Article Seven -- Gifts

Section 1: **Gifts.** The Treasurer may accept monetary gifts on behalf of the association. Gifts will be spent by the organization only for their designated purpose, if such a purpose is identified by the gift giver.

Approval of the By-Laws

Section 1: **Approval of the By-Laws.** These by-laws will be made available by e-mail and paper distribution to all FSA members for a period of no less than two weeks prior to an open meeting of the FSA. Proposed changes to the by-laws may be submitted by e-mail or in paper to the President of the FSA. All proposed changes will be reviewed at an open meeting of the FSA. Each change will be voted up or down by a simple majority. The amended by-laws will then be voted up or down by a simple majority.

Amendments to the By-Laws

Section 1: **Amendments to the By-Laws.** After the initial By-Laws are adopted, any member of the FSA may propose amendments to the by-laws. Proposals must be sent via e-mail or on paper to the FSA President or Recording Secretary. Any proposed change will be circulated to all members of the FSA via paper and e-mail at least two weeks prior to the next open meeting of the FSA. Proposed amendments will be discussed at the next open meeting. Any proposed By-Law change will pass if it receives a

majority of the votes of those present and the votes at least two of: the President, Vice-President, Treasurer and Recording Secretary of the FSA.