

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

Article 1- 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.

Section 4. Business Purpose.

To enhance and support the educational experience at our school to develop a closer connection between school and home by encouraging parent involvement and to improve the environmental our school through volunteer and financial support.

Said organization is organized exclusively for charitable, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Notwithstanding any other provision in this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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.

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 9:00AM 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.

Section 3: Quorum.

The attendees at the meeting will constitute a quorum for the purpose of any decisions to be made at an open meeting. Decisions shall be made by simple majority. The sole exceptions shall be decisions to remove an officer, which are described below; and 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.

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, Recording Secretary and a Member-at-Large which will automatically be the outgoing President, unless unwilling or unable to perform this duty_ All officers will be elected to a one-year term with an automatic second-year renewal if officer so desires and the duties of the position are being fulfilled-for a total term limit of three years. If duties are not being met, see Section 8 of this article (Article 4).

Section 2: President.

The President shall preside at all meetings of the FSA.

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.

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: 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) A listing of all FSA expenditures other than those required to hold fundraising activities

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.

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 FSA

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, the candidate has the option of providing a one page document describing his/her

goals in running for an FSA office. Election shall be by a simple majority of those in attendance at the May FSA meeting.

The sole exception to the Election of Officers shall be the FSA Representative to the TECCS Board of Trustees. Since the need for this position can only be determined after the FSA Executive Board has been chosen, this position shall be elected or appointed at the next meeting following the election of other officers.

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, the TECCS board or the school administration have concerns about the performance of an officer, they must present evidence of wrongdoing or other justification for their concerns in writing to the FSA president (or to the Vice-president, if the President is the subject of the concern). Examples of performance concerns that would warrant this process are: mismanagement of funds; falsification of minutes or other documents; failure to perform the duties of one's position as stated in Article 4, Sections 2-5. The President and the other members of the FSA board will determine if sufficient evidence or justification exists to merit continued inquiry.

If such evidence or justification exists, the non-implicated FSA board will compile it and request a response from the officer who is the subject of the concern. If the officer provides evidence or justification that the concern is not warranted, the matter will be considered closed. If the officer declines to provide a response, or if the response is not adequate to address the concerns, the other FSA officers will vote to remove that officer. A Special Election will be held as soon as possible to replace the officer.

Article Five-Committees

Section 1: Committees.

The FSA will establish committees to pursue its aims. Committees are not listed here as they will likely evolve with the needs of the organization. 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

Article Six- Funds

Section 1: Transparency

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 3. Asset Distribution.

Upon dissolution, all assets are to be distributed to The Ethical Community Charter School of Jersey City. If at the time of dissolution The Ethical Community Charter School of Jersey City 1) Ceases to exist 2) Does not accept the distribution OR 3) Is not exempt under 501(c)(3) or is not a public school at the time of dissolution, the assets shall then be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

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 e-mail at least two weeks prior to the next open meeting of the FSA and will be available on the website. 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, Recording Secretary, and Member at large.

(signed)

(Date)

(Officer title)