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## **By-laws of Journey Charter School**

### **Article I: Charter School Description**

#### **Section 1: Name**

Journey Charter School

#### **Section 2: Location**

100 Ringstad Drive, Ripon, WI 54971

#### **Section 3: Mission**

Journey Charter School will empower students to problem solve and flourish in a global society

#### **Section 4: Statute & Code**

Journey Charter School is established under Wisconsin Statute 118.40.

#### **Section 5: Non-discriminatory policy**

The Ripon Area School District and Journey Charter School do not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap

### **Article II: Membership**

#### **Section 1: Membership.**

Members of the school community shall be as follows: students; all members of Journey Charter School's Council; all parents/guardians of students in Journey Charter School; current staff; appointed business/community members; any other persons appointed as the Council deems appropriate.

### **Article III: Journey Charter School Governance Council**

#### **Section 1: Powers and Duties.**

The Journey Charter School Governance Council shall have authority for independent oversight of the charter school, its vision, goals, and educational program, including budgets, personnel, curriculum, charter school policies, and the overall operation of the charter school. The Journey Charter School Governance Council shall have all powers and authority, as designated in the Charter and noted in the Contract. Journey Charter School Governance Council may, by general resolution, delegate to committees such powers as it may see fit for specified periods of time.

#### **Section 2: Number.**

Journey Charter School Governance Council shall be comprised of 8-10 members:

- Two to four parents/guardians of Journey Charter School students.
- Two to four community partners.
- One or two teachers from Journey Charter School.
- The principal of Journey Charter School

Each Journey Charter School Governance Council member will have a full and equal vote with the exclusion of the principal. Teachers will be exempt from voting in personnel matters; including, but not limited to hiring, discipline, dismissal, and transfers.

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**Section 3: Qualifications.**

- A To qualify as a parent member of the Journey Charter School Governance Council, one must have a student enrolled in the charter school, and may not be employed full-time at Journey Charter School.
- B To qualify as a teacher member of the Journey Charter School Governance Council, one must be employed as a teacher in the Journey Charter School.
- C To qualify as a community partner member of the Journey Charter School Governance Council, one must live or work in the Ripon Area School District and have an interest in Journey Charter School.

**Section 4: Term**

Journey Charter School Governance Council members shall serve three-year terms. In order to maintain council continuity, the founding Journey Charter School Governance Council members will be staggered equally between initial two year and three year terms. The lead teacher(s) shall serve on the Governance Council.

**Section 5: Election.**

The names of the initial Journey Charter School Governance Council members are set forth in the contract. All successor members shall be elected by the existing Council members by majority vote at the annual meeting. Persons interested in being on the Council shall submit an application by April 30. Applications are available on the Journey web page on the Ripon Area School District website and on the Journey Charter School Facebook page. Council member incumbents who are seeking another term are exempt from voting on the Council election. The Council is not bound to select a member from the candidates. Newly elected Council members shall assume office at the first Journey Charter School Governance Council meeting following their election.

**Section 6: Resignation.**

A member may resign by submitting his or her resignation in writing to the President of the Journey Charter School Governance Council. Such resignation shall take effect at the time specified therein. The acceptance of such resignation shall not be necessary to make it effective.

**Section 7: Recall & Removal.**

- A Any single Journey Charter School Governance Council member may be recalled. A petition signed by Journey Charter School Governance Council members, Journey staff, and/or parents or guardians of students enrolled at Journey Charter School must be presented to Journey Charter School Governance Council during a special meeting called for such purpose. The petition must contain signatures totaling at least fifty-one percent (51%) of the number of enrolled students as of the date of the petition. One parent/guardian per family household may sign the petition for each of their enrolled children. The Journey Charter School Governance Council, upon receiving the petition, shall verify its authenticity and schedule a special Journey Charter School Governance Council hearing, during which the recalled member may be removed as decided by two-thirds

(2/3) vote of the Journey Charter School Governance Council , at which the member targeted by recall will be allowed non-voting participatory rights.

- B A member may be removed for cause at a meeting of members by an affirmative vote of two-thirds of the remaining Council members. Members being considered for removal shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the Council regarding such action prior to any vote on such removal. Cause could be for ethical reasons or failing to adhere to the list of responsibilities and commitments expected from Council members. A member may be removed for unprofessional or disrespectful conduct during Council meetings or official school functions, or while dealing with staff, parents, or community members.

**Section 8: Vacancies.**

A vacancy on the Journey Charter School Governance Council may be temporarily filled by a majority vote of the quorum to elect a person(s) to fill the vacancy(ies) until the next annual meeting of Journey Charter School Governance Council, at which time Council members so elected must be re-elected as specified in the bylaws or step down from the Council as soon as his or her qualified successor is duly elected. Interested candidates shall submit a written letter of interest to the Journey Charter School Council or Journey Charter School Governance Council itself may nominate them. Letters and/or nominations must be submitted no later than one week prior to the next regularly scheduled Journey Charter School Governance Council meeting at which the candidates will be reviewed and voted on.

**Section 9: Compensation & Conflict of Interests.**

- A Council members receive no payment for their services. With Council approval, members may be reimbursed for out-of-pocket expenses incurred on approved Council business. Members must present receipts for all such expenses, which shall be for the member only, and shall be itemized and documented. Such expenses must be approved by a motion of the Council at the meeting immediately following the expenditure(s). Each year, at the annual meeting, the Journey Charter School Governance Council shall set a schedule of usual and customary charges for meals, lodging, and mileage expended on Council business. Reimbursements shall not exceed these limitations.
- B Council members shall not be a party to any transaction to sell materials or services, or to work under contract to the charter school. A person shall be deemed to have a "conflict of interest" in a contract or other transaction if she/he has, directly or indirectly, a significant financial or personal interest in a contract or transaction with Journey Charter School. Any contract or transaction entered into in violation of the Wisconsin Statute or failure to make the disclosure required by this law shall be cause for removal or termination. Any Journey Charter School Council member, officer, employee, or committee member having an interest in a contract or other transaction shall present such interest to the Journey Charter School Council, or a committee thereof for authorization, approval or ratification and shall make a prompt, full and frank disclosure of his/her interest to the Journey Charter School Council, or committee prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction, which might reasonably be construed to be adverse to Journey Charter School. Such transactions presented to a Journey Charter School Council committee will not be acted upon without Council approval.

**Article IV: Journey Charter School Governance Council Officers**

**Section 1: Titles.**

The Officers of the Journey Charter School Governance Council are President, Vice President, Secretary, and Treasurer. The Journey Charter School Governance Council may create such other

officer positions as deemed necessary. Each officer position shall have its duties and responsibilities specified and included in these By-laws. No Officer may hold more than one position at the same time.

**Section 2: Election.**

The Officers shall be elected from among the Journey Charter School Governance Council members at each annual meeting of the Journey Charter School Governance Council by a simple majority of votes cast by all eligible voters, and shall serve for one year and until their successors are elected.

**Section 3: Terms.**

Journey Charter School Governance Council members elected to the office positions of Secretary and Treasurer may serve no more than three consecutive one-year terms. Journey Charter School Governance Council members elected to the office positions of President and Vice President are eligible to serve single, non-consecutive one year terms in their current elected positions.

**Section 4: Duties.**

Officers shall have the duties and responsibilities belonging to their office, including those that follow:

- A The President shall be responsible, along with his/her fellow Journey Charter School Governance Council Members, for the oversight of its business and affairs. He/she shall preside at all meetings of the Journey Charter School Council and setting the agenda for each meeting of the Journey Charter School Governance Council. The President shall have full and equal vote as accorded to all Journey Charter School Governance Council members. The President may delegate, as needed, to any other officer any or all of the duties of the office of President, and shall have such other powers and duties as may be prescribed by the Journey Charter School Governance Council or by these By-laws.
- B The Vice President shall have such duties and responsibilities as may be delegated to him/her by the President. The Vice President shall have full and equal vote as accorded to all Journey Charter School Governance Council members. In the absence of the President, the Vice President shall perform all the duties of the President and, when so acting, shall have all the responsibilities of and be subject to all the restrictions as fall upon the President, including presiding at meetings of the Journey Charter School Governance Council. He/she shall have such other powers and duties as may be prescribed by the Journey Charter School Governance Council or by these By-laws. The Vice President position is a President-elect position. The person elected to the Vice President position will serve as President of the Council the following year.
- C The Secretary shall cause notices of all meetings to be served to all members of the Journey Charter School Governance Council and shall keep the minutes of all meetings of the Council, including the time and place, the names of those present, the actions taken, and the votes on such actions. The Secretary shall have full and equal vote as accorded to all Journey Charter School Governance Council members. He/she shall have such other powers and duties as may be prescribed by the Journey Charter School Governance Council or by these By-laws.
- D The Treasurer shall be responsible for the finances of the group. This person maintains the budget as well as working with the President and Vice President to work out the annual budget. The Treasurer shall have full and equal vote as accorded to all Journey Charter School Governance Council members. He/she shall have such powers and duties as may be prescribed by the Journey Charter School Governance Council or by these By-laws.

**Section 5: Removal.**

Any officer may be removed from the Journey Charter School Governance Council with due cause. Removal procedures shall follow those stated in these By-laws.

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## **Article V: Meetings**

### **Section 1: Annual Meeting.**

An annual meeting of the Journey Charter School Governance Council for the election of Officers and such other business as may come before the meeting shall be held the second Monday in June of each year. Business to be seen to at the Annual Meeting includes, but is not limited to:

- Election of Officers
- Approve a tentative budget for the upcoming fiscal year
- An annual and financial report
- Annual review by Journey Charter School staff, reporting on the prior year

### **Section 2: Regular Meetings.**

In addition to the Annual Meeting, Regular meetings of the Journey Charter School Governance Council shall be held once a month for at least ten months per year, excepting in the month of the Annual Meeting, and at such other times as the Council may, from time to time, determine.

### **Section 3: Special Meetings.**

Special meetings may be called by the Journey Charter School Governance Council President, Principal of Journey Charter School, or by majority vote of Journey Charter School Governance Council members. Notice of any special meeting shall be posted at least twenty-four (24) hours prior. A copy of said notice shall be served upon each member of the Council by personal delivery to the member or his/her residence, by first-class mail, or by electronic mail at least twenty-four (24) hours prior to the meeting.

### **Section 4: Open Meeting policy.**

Meetings shall be open to the public. Notice of meetings shall be provided to all Journey Charter School Governance Council members and be posted at least twenty-four (24) hours prior to the meeting.

### **Section 5: Closed Session**

The Journey Charter School Governance Council may convene in closed session provided notice of the closed session is included on the agenda, including the reason for closed session. Closed session meetings will be in effect through a motion made and carried by a majority vote during an open meeting, and announcement of a closed session shall be noted in the minutes. No business may be addressed in closed session except for the business necessitating the closed session and no vote will be taken on any matter during closed session. A meeting may return to open session if notice has been given on the agenda. A closed session may be called for any of the following reasons:

- A Deliberating any judicial action
- B Considering dismissal, demotion, licensing, or discipline of personnel
- C Considering employment or performance evaluation of personnel
- D Considering probation or extended supervision during investigation
- E Considering purchase, investment, competitive bids, or other business practices
- F Considering financial, medical, social or personal histories, or disciplinary data of specific persons
- G Conferring with legal counsel

### **Section 6: Quorum.**

A majority of the full number of Council members shall constitute a quorum of the Journey Charter School Governance Council for the transaction of business. When a quorum is present, a majority vote

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of the members present may take any action on behalf of the Council, except to the extent that a larger number is required by law, the Charter, or by these bylaws. A member shall be considered present if that member has given a written general proxy statement to another Journey Charter School Governance Council member who is present. The proxy statement shall be filed with the Secretary. Every act of a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Journey Charter School Governance Council.

**Section 7: Attendance.**

Attendance at regular meetings of the Journey Charter School Governance Council is expected. If a member must miss a regular meeting or leave a meeting early due to extenuating circumstances, the member must notify the Journey Charter School Governance Council President in advance, if possible. Unexcused absences at two (2) or more regular meetings in a row may result in removal from the Council.

**Section 8: Surrogate Council Members**

Council members who must miss a meeting may nominate a surrogate member to take their place at that meeting so long as the nomination is made at least three days before the meeting and is approved by a majority of the Journey Charter School Governance Council. The Journey Charter School Governance Council may maintain a list of pre-approved surrogates for this purpose.

**Article VI: Committees**

**Section 1: Establishment**

The Journey Charter School Governance Council may appoint such standing committees and/or ad hoc committees as deemed necessary for the effective governing of the school.

**Section 2: Standing Committees**

Each standing committee shall have a charge specific to its permitted activities. The function of any committee so established shall be fact-finding, deliberative, and advisory to the Journey Charter School Governance Council. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. Each committee shall be overseen by at least one Journey Charter School Governance Council member in an equal voting participatory role, and comprised of no fewer than three (3) additional community members, parents, or teachers of the Journey Charter School community. Standing committees shall be:

**A Planning & Policy Committee**

- Works with Council to define school’s mission and direction.
- Develops specific program goals and objectives.
- Develop and adopt written policies

**B Community Relations Committee**

- Promotes the charter school to parents and the general public, including serving as an emissary of the charter school to the broader community through direct involvement and public relations programs, including personal contact, descriptive program literature, and work with the media
- Promotes and markets the school to recruit students

**C Sustainability & Resource Development Committee**

- Assists in fund-development efforts
- Develops grants and other fund-raising applications, plans fund-raising events, and enters into business ventures to support the mission.

#### **D Academic Excellence Committee**

- The Academic Excellence Committee is commissioned by and responsible to the Journey Charter School Governance Council to assume the primary responsibility for working with the Journey Charter School principal to define academic excellence, ensure that all Journey Charter School Governance Council members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

#### **Section 3: *Ad Hoc* Committees**

Each *ad hoc* committee shall have a charge specific to its permitted activities. That charge shall include the date on which the committee is to present its final report to the Journey Charter School Governance Council after which it will be summarily dissolved. Members of *ad hoc* committees shall be drawn from those parents and staff of the school community who indicate interest in serving on the *ad hoc* committee and from such others as may be deemed appropriate by the Journey Charter School Governance Council. *Ad hoc* committees shall abide by the composition of standing committees to include at least one Journey Charter School Governance Council member as an equal participant.

### **Article VII: Fiscal Year and Funds**

#### **Section 1: Fiscal Year.**

The fiscal year of Journey Charter School shall be July 1<sup>st</sup> – June 30<sup>th</sup>

#### **Section 2: Property Funds & Assets.**

- A All operation funds shall be used for the support of Journey Charter School, as defined by the Journey Charter School Governance Council.
- B Money received by donations for specific purposes shall be expended only for the purposes specified by the donor, and shall meet the goals and objectives of Journey Charter School, as defined by the Journey Charter School Governance Council.

### **Article VIII: Dissolution**

#### **Section 1: Revocation of Charter.**

If, at any time and for any reason, the charter is revoked, all assets of the charter school, after satisfaction of all outstanding claims by creditors, will be distributed to the Ripon Area School District.

#### **Section 2: Voluntary Dissolution.**

Should Journey Charter School choose to dissolve for reasons other than the revocation of its charter or financial insolvency, all assets of the charter school, after satisfaction of all outstanding claims by creditors and governmental grantors will be distributed to the Ripon Area School District.

### **Article IX: Additional Provisions**

#### **Section 1: Students of Founding Members.**

Any child of the founding Journey Charter School Governance Council and Planning Grant Writing Team shall, in accordance with Wisconsin state law, be guaranteed a spot in Journey Charter School, regardless if there is need of a lottery. Founding Journey Charter School Governance Council members and Planning Grant Writing Team are:

- Michelle Beres
- Christine Damm
- Brett Long

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- Dr. Myra Mises-Krhin
- Shelly Kastenschmidt
- Betty Mortenson
- Carrie Naparalla
- Carrie Phillips
- Bethany Nodolf
- Amy Pollesch
- Carrie Tjernagel
- Wayne Webster
- Melissa Worthington

## **Article X: Amendments to the Bylaws**

### **Section 1: Amendments.**

The Journey Charter School Governance Council shall have the power to make, amend, or repeal the bylaws of Journey Charter School, either in whole or in part. The bylaws may be amended at any regular or special meeting of the Journey Charter School Governance Council called for that purpose. Written notice of the proposed amendment, including time and location of the special meeting must be given to all Journey Charter School Governance Council Members not less than five (5) days prior to the meeting at which such change(s) shall be voted upon. Any change shall require the approval by a two-thirds (2/3rds) vote of the full membership of the Council.