

Quest Elementary School Bylaws

Amended 5/10/17

ARTICLE I: Official Description

Section 1. Name.

The name of the organization is Quest Elementary School.

Section 2. Location.

The location of the Quest Elementary School facility shall be the 200 wing of the building located at 64 Sunset Drive, Ripon, WI.

Section 3. Address.

The physical address of Quest Elementary School is 64 Sunset Drive, Ripon, WI. The mailing address for Quest Elementary School is P.O. Box 991, Ripon, WI 54971.

Section 4. Purposes.

To give students a rigorous and challenging project based curriculum that allows them to explore and grow in a collaborative group environment.

The Governance Council has the dual responsibility for implementing statutory requirements pertaining to public charter school education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility

The Council declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with parents of Quest Elementary School students. The Board shall keep them informed of the progress and challenges of the school, and the parents shall be urged to bring their aspirations and concerns about the school to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for parents in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Governance Council has been assigned specific authority through statute, and the Governance Council shall not relinquish or fail to exercise that authority.

Section 5. Statute and Code.

Quest Elementary School operates in accordance with and under Section 118.40 of Wisconsin Statutes, and as an instrumentality of the Ripon Area School District.

Section 6. Non-discrimination.

Quest Elementary School does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the Districts premises during non-working hours, or any other characteristic protected by law in its employment practices.

ARTICLE II Members of the School Community

Section 1. Members of the School Community shall be as follows: students; all members of the Charter School's Governance Council; all parents/guardians of students in the Charter School; current staff; appointed business/community members; any other persons appointed as the board deems appropriate.

ARTICLE III Governance Council

Section 1. Qualifications.

To qualify as a parent member of the Governance Council, one must have a student enrolled in the charter school, and may not be employed nor have an immediate family member employed in a certified position by the district.

To qualify as a teacher member of the Governance Council, one must be employed as a teacher in the charter school.

To qualify as a community partner member of the Governance Council, one must live or work in the Ripon Area School District and have an interest in Quest Elementary School.

Section 2. Powers.

The Governance Council shall have all powers and authority, as designated in the Charter, for the management of the business, property, and to do such lawful acts as it deems proper and appropriate to promote the objectives and purposes of the school. The Governance Council may, by general resolution, delegate to committees of its own number, such powers as it may see fit for specified periods of time.

Section 3. Elections and Structure.

A. Structure

The Council is comprised of nine members of which no more than three are teachers and the remaining members are a combination of parents and community members. Each Council member has a full and equal vote. The principal of Quest Charter School acts in an advisory role to the Council but does not vote. The Council may appoint an additional community member to act in an advisory role to the Council for a three-year term. This community member does not vote and may be reappointed for additional terms by the Council. Per State Law Act 55, no more than

a minority of the Council's members can be employees of the school or employees or officers of the school district.

B. Roles and Responsibilities

A primary responsibility of the Council is to assist in the development and implementation of action plans to address goals and objectives of the educational program in the following areas: curriculum content, instructional strategies, scheduling, assessments, fundraising, and budgeting of the discretionary and charter grant funds.

C. Election

The names of the initial Governance Board members are set forth in the contract. All successor members shall be elected by the eligible voters of the school community at an election held each year at the annual meeting. Eligible voters shall be the parents or guardians of any children currently attending Quest Charter School, full-time staff of Quest Charter School, and past and present members of the Quest Governance Council. Elections shall be conducted using secret ballots. Voters shall be required to sign a Roster of Voters confirming their eligibility to vote. Each school family household shall be accorded one vote per available position, regardless of the number of children attending the school. Proxy voting is prohibited. Votes shall be tallied and announced at the meeting where the vote takes place. A group of volunteers, no fewer than three or more than five people, made up of eligible voters, but not those up for election, shall tally the votes. In the event of a tie vote for a position, a second ballot will be cast for that position only, with only the tied candidates participating on the ballot. Should a second tie vote occur, a result shall be obtained by flipping a coin with the person whose name is earliest in the alphabet calling a coin side first. Newly elected board members shall assume office at the first Governance Board meeting following their election.

D. Term

Council members shall be elected for two year terms. Terms shall be staggered so that no more than 5 seats shall be up for election in any year, unless a vacancy(ies) needs to be filled.

E. Term Limits

Council membership for parent and community members shall be limited to two consecutive two year terms. Teacher members shall serve one two-year term. Previous Board Members shall be eligible for election after a lapse of at least 1 year.

Section 4. Resignation and Removal.

A member may resign by submitting his or her resignation in writing to the President of the Governance Council. A member may be removed for cause at a meeting of members by an affirmative vote of two-thirds of the remaining board 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 Board regarding such action prior to any vote on such removal.

Section 5. Vacancies.

A vacancy on the Governance Council, including a vacancy caused by an increase in the number of board members, may be temporarily filled by a majority vote of the remaining members to elect a person(s) to fill the vacancy(ies) until the next annual meeting of Governance Council, at which time board members so elected must be re-elected as specified in the Bylaws or step down from the Board as soon as his or her qualified successor is duly elected.

Section 6. Compensation.

Board members receive no payment for their services. With Board approval, members may be reimbursed for out-of-pocket expenses incurred on approved board 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 board at the meeting immediately following the expenditure(s). Each year, at the annual meeting, the Governance Council shall set a schedule of allowable charges for meals, lodging, and mileage expended on board business. Reimbursements shall not exceed these limitations.

ARTICLE IV Meetings

Section 1. Annual Meeting.

An annual meeting of the Governance Council for the election of Board Members and Officers and such other business as may come before the meeting shall be held the first Monday in May of each year.

Section 2. Regular Meetings.

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

Section 3. Special Meetings.

Special meetings may be called by the Governance Council President, Principal of the charter school, or by a simple majority of Governance Council members. Notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Charter School office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board 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. A special meeting may be held without prior notice if all Board members are present and consent or each member consents in writing even if s/he does not attend.

Section 4. Quorum.

A simple majority of the full number of board members shall constitute a quorum of the Governance Council for the transaction of business. When a quorum is present, a majority of the members present may take any action on behalf of the Board, except to the extent that a larger number is required by law, by the Charter, or by these By-laws. A member shall be considered present if that member has given a written general proxy statement to another 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 Governance Council.

Section 5. Meeting Attendance. Members are expected to attend all Governance Council meetings. If a member cannot attend a meeting, they are asked to inform the Secretary of the Board before the meeting. If a member's attendance drops below 80% after the first 3 meetings of the year, it shall be the duty of the Secretary of the Board to inform the President of the Board. It shall then be the President's job to communicate with the member to ascertain the member's interest in retaining Board membership. Failure to provide an adequate response may qualify as sufficient cause for removal from the Governance Council.

ARTICLE V Committees

Section 1. Establishment.

The Governance Council may appoint such standing committees and/or ad hoc committees as it thinks necessary for the effective governing of the school.

Section 2. Standing Committees.

Each standing committee shall have a charge specific to its permitted activities and such charges shall be incorporated into the charter school policy manual. The function of any committee so established shall be fact-finding, deliberative, and advisory to the Governance Council. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. Each committee shall have one Governance Council serve as an ex-officio member. Standing committees shall be:

- **Parent/Community Partner Committee:** The Governance Council shall establish yearly a Parent/Community Partner Committee comprised of School Community members. The committee shall have at least 3 members who will serve a 1 year term to create/review marketing strategies, partner involvement in project-based learning and service learning, parent/partner participation opportunities, and other such activities as the Governance Council deems appropriate.
- **Fundraising Committee:** The Governance Council shall establish yearly a Fundraising Committee comprised of School Community members. The committee shall have at least 3 members who will serve a 1 year term to explore and implement ideas regarding fundraising for Quest Elementary School.
- **Volunteer Committee:** The Governance Council shall establish a volunteer committee comprised of School Community members. They shall have at least 5 members who will serve a 1 year term. This committee shall be responsible for helping to secure volunteers for Quest Elementary School.
- **Public Relations Committee:** The Governance Council shall establish a Public Relations Committee comprised of School Community members. The committee will have at least 3 members who will serve a one year term. The committee will work with the news organizations and families to communicate information about Quest Elementary School.
- **Social Events Committee:** The Governance Council shall establish yearly a Social Events Committee comprised of School Community Members. The committee will have at least 3 members who will serve a one year term to organize and oversee special events at Quest Elementary School.

- Recognition Committee: The Governance Council shall establish yearly a Recognition Committee comprised of at least 3 School Community Members who will serve a one year term. The committee shall be responsible for
 - Assessment Committee: the Governance Council shall establish yearly an Assessment Committee comprised of School Community members. The committee shall have at least 3 members who will serve a 1 year term to assess how the school is running, how we are progressing on our goals, and what can be done to improve on our progress.
- (Removed Grievance Committee)

Section 3. Ad Hoc Committees.

Each ad hoc committee, such as the Nominations Committee, shall have a charge specific to its permitted activities and that charge shall include the date on which the committee is to present its final report to the Governance Council and be 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 Governance Council. Ad hoc committees shall be made up of no less than 4 members. Governance Council members shall not be eligible to serve on ad hoc committees, since they have authority and responsibility to review the committee's recommendations and adopt them or not.

ARTICLE VI Officers

Section 1. Titles.

The Officers of the Governance Council are President, Vice President, Past-President, Secretary, and Treasurer. The Governance Council may create such other officer positions as it deems 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, except for President and Past President, shall be elected from among the Governance Council members at each annual meeting of the Governance Council and shall serve for one year and until their successors are elected and qualified.

Section 3. Terms. Governance Council members elected to the officer positions of Secretary and Treasurer may serve no more than three consecutive one-year terms. Governance Council members elected to the officer positions of President, Vice President and Past-President will serve one year terms. Former officers, after a break in service of two years, may be elected to another term as an officer.

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 Board Members, for the oversight of its business and affairs. He/she shall preside at all meetings of the Board. The President shall have full and equal vote as accorded to all Governance Council members. The President may delegate, as needed, to any other officer any or all

of the duties of the office of President. He/she shall have such other powers and duties as may be prescribed by the 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 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 Governance Council. After the term has ended for the Vice President, he/she shall serve as President the following year. He/she shall have such other powers and duties as may be prescribed by the Governance Council or by these By-laws.

(c) The Secretary shall cause notices of all meetings to be served to all members of the Governance Council and shall keep or the minutes of all meetings of the Board, 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 Governance Council members. He/she shall have such other powers and duties as may be prescribed by the 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 Governance Council members. He/she shall have such other powers and duties as may be prescribed by the Governance Council or by these By-laws.

(e) The Past-President position will be filled by last terms President, and is limited to a one term. The Past-President shall be an ex-officio member and will not be allowed a vote. The roll of the Past-President shall be to advise the President.

Section 5. Removal. Any officer may be removed from office, with cause, by the affirmative vote of two-thirds of the full membership of the Governance Council at any regular meeting or special meeting called for that purpose. Any officer proposed to be removed for cause shall be entitled to at least five business days' notice in writing by mail of the meeting of the Governance Council at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Governance Council at such meeting.

ARTICLE VII Fiscal Year and Check Signing

Section 1. Fiscal Year. The fiscal year of the Charter School shall be August 1st to July 31st.

Section 2. Purchase Deviations from Grant. Any purchases over \$1000.00 that deviate from the grant should be reported in the Treasurer's report.

ARTICLE VIII Amendments to By-laws

Section 1. Amendments. The Governance Council shall have the power to make, amend, or repeal the By-laws of the charter school, either in whole or in part. The By-laws may be amended at any regular meeting of the Governance Council or any special meeting

called for that purpose. Written notice stating the time and location of the special meeting must be given to all Governance Council Members not less than ten (10) days prior to the meeting at which such change(s) shall be proposed and voted upon. Any change shall require the approval by a two-thirds (2/3rds) vote of the full membership of the board.

ARTICLE IX 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 the 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 X Additional Provisions

Section 1. Students of Founding Members. Any child of the founding members shall, in accordance with WI state law, be guaranteed a spot in Quest Elementary School, regardless if there is need of a lottery. Founding members are:

Frank Cumberbatch
Janet Ernst
Phoebe Gray
Heather Hartling
Randy Hatlen
Shaunda Jennings
Noreen Johnson
Barb Korneli-Krueger
Melanie Oppor
Marguerite K. Parks
Amy Pick
Jill Puhlman-Becker
Jenny Reilly
David Scott
Tim Studt
Kathy Zeratsky
Richard Zimman
Dan Zimmerman

These by-laws were adopted by the Governance Council at its meeting held on _____ by a vote of _____.

Jill Puhlman-Becker, Council Secretary