

Quest Elementary School Governance Council Bylaws

ARTICLE I OFFICIAL DESCRIPTION

Section 1. Name and Location

The name of the organization is Quest Elementary School (“Quest”). Its location is the 200 wing of the building located at 64 Sunset Drive, Ripon, WI. The mailing address of Quest is P.O. Box 991, Ripon, WI 54971.

Section 2. Purpose of Quest and Governance Council

The purpose of Quest is to give students a rigorous and challenging project-based curriculum that allows them to explore and grow in a collaborative group environment.

The Quest Governance Council (“the 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 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 Council has been assigned specific authority through statute, and the Council shall not relinquish or fail to exercise that authority.

Section 5. Statute

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.

ARTICLE II MEMBERS OF THE COMMUNITY

Members of the Quest Community shall be as follows: students; all members of the Council; all parents/guardians of students; current staff; appointed business/community members; any other persons the Council deems appropriate.

ARTICLE III GOVERNANCE COUNCIL

Section 1. Number

The Council shall be comprised of nine members of which two are current Quest teachers and the remaining seven are a combination of Quest parents and community members. The principal of the charter school shall be an advisor to the Council. The principal shall be allowed to act as a member in all aspects except voting.

Section 2. Qualifications

To qualify as a parent/guardian member of the Council, one must have a student enrolled in the charter school at the time of the election. The parent/guardian may not be employed nor have an immediate family member employed in a certified position by the school.

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

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

Section 3. 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.

Section 4. Powers

The 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 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 5. Election

The names of the initial Council 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. The positions of those members whose

terms have expired shall be open to be filled by those members eligible to vote. Eligible voters shall be the parents or guardians of any children currently enrolled in Quest Elementary School. 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 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. 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 Council meeting following their election.

Section 6. 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 7. Resignation and Removal

A member may resign by submitting his or her resignation in writing to the President of the 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 8. Vacancies

A vacancy on the 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 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 9. 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 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 Council for the election of Board Members and Officers and such other business as may come before the meeting shall be held at the first meeting following the election.

Section 2. Regular Meetings

In addition to the Annual Meeting, Regular meetings of the Council shall be held at least nine times per year, and at such other times as the Board may determine.

Section 3. Special Meetings

Special meetings may be called by the Council President, Principal of the charter school, or by a simple majority of 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 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 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 Council.

Section 5. Meeting Attendance

Members are expected to attend all 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 Council.

ARTICLE V COMMITTEES

Section 1. Establishment

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

Section 2. Coordinators

Each Coordinator shall have a charge specific to its permitted activities and such charge shall be incorporated into the charter school policy manual. The Coordinator will be a member of the Council or appointed by the Council. The Coordinator may function individually or appoint other members as needed.

The Council may appoint Coordinators for the following areas: Fundraising, Publicity and Community Outreach, and such other areas it deems necessary.

ARTICLE VI OFFICERS

Section 1. Titles

The Officers of the Council may include President, Vice President, Secretary, and Treasurer. The 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 and Term

The Officers shall be elected from among the Council members at each annual meeting of the Council.

Council members elected to the officer positions of Secretary and Treasurer may serve no more than three consecutive one-year terms. Council members elected to the officer positions of President and Vice 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 3. 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 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 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 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 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 Council or by these By-laws.

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

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 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 Council at which such removal is to be voted upon and shall be entitled to appear before and be heard by the 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. Reporting

Any purchases over \$1000.00 that deviate from any grant should be reported by the principal to the Council.

The Principal or designee shall provide access to or a copy of the Council's monthly bank statement to the Council at each meeting.

ARTICLE VIII AMENDMENTS TO BY-LAWS

The 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 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 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

Section 2. Children of Quest teachers

Children of current Quest teachers shall also be guaranteed a spot in Quest.

Any grandchild of a founding member shall be guaranteed a spot in Quest Elementary School, regardless if there is a need for a lottery.

These by-laws were adopted by the Governance Council at its meeting held on October 18, 2018, by unanimous vote.