

Oasis Community Council Bylaws

Approved 5/1/2012 by OCC 5/29/2012 by UCEN

Article I – Name

The name of the organization shall be the Oasis Charter Public School (OCPS) Community Council, commonly shortened to Oasis Community Council (OCC).

Article II – Purpose

The purpose of the OCC shall be to guide, direct, provide leadership, and promote the OCPS community in accordance with the mission and vision as stated in the Charter and to advise the Under Construction Educational Network (UCEN) Board of Directors. The UCEN has delegated to the OCC the responsibility to carry out all Board adopted policy and provide support that will facilitate the day-to-day operations of the school as defined with in the Charter.

Furthermore, the OCC shall promote closer understanding and cooperation between the community, parents, teachers, staff and students. The focus shall be to make leadership decisions that further the education of our students toward our mission of “helping students become responsible citizens in a democracy.”

Article III– Authority

The OCC is defined and mandated by the Oasis Charter Public School Charter (Revised); specific roles, operations and governance are further clarified through the OCC By Laws as approved by the UCEN; and include the following:

The UCEN Board of Directors reserves the right to alter the size and/or composition of the Oasis Community Council.

The Board of Directors of UCEN maintains the right to veto any decision of the Community Council by a majority vote of the members of UCEN Board of Directors.

Oasis maintains in effect general liability and board errors and omissions insurance policies.

Responsibilities of the Council

- Create bylaws (subject to approval by the UCEN Board of Directors) for the operation of the Oasis Community Council
- Carry out the policies set for Oasis by the UCEN Board of Directors and provide support that will facilitate the day-to-day operations of the school as defined with in the Charter.
- Identify need for additional policies which affect the school
- Recommend (to the UCEN Board) amendments to the bylaws of the Council
- Work with the school Directors (of Education and Operations) to create an annual budget, subject to approval by the UCEN Board of Directors
- Operate as an advisor to the Director of Education on the development of curriculum

Article IV – Membership and Composition

The Director of Education and Assistant Director of Education shall serve as liaisons between the OCC and the UCEN Board of Directors.

Oasis Community Council meetings are open to all adult family members and staff in the community. Members of the Council are the only members of the community who are eligible to vote.

1. Composition of the Council

- a. Voting Members (each carry one vote)
 - i. One teacher or other staff member elected by the staff*
 - ii. Ten parents and four alternates (with ten votes amongst them) as elected by the community**
- b. Non-Voting Members may include but are not limited to:
 - i. The Director of Education or Assistant Director of Education of the school*
 - ii. One representative of the Alisal Union School District, (appointed by the Alisal Union School District Board of Trustees)*
 - iii. All adult members of the OCPS community are welcome and encouraged to attend OCC meetings.*
 - iv. Student representation and participation as is appropriate**

2. Elections to the Council

- a. During the required school community All Family Meeting in the fall, within the first 5 weeks of each school year, elections shall be held to fill any council vacancies.*
- b. Nominations
 - i. Families shall be notified of potential council vacancies through an OCC newsletter distributed with enrollment forms during the first week of school.*
 - ii. Nominations shall be taken at least 1 week prior to the evening of the Fall All Family Meeting, allowing ample opportunity to voice (to a designated contact) their desire to run for an elected Council position.**
- c. Election Procedures
 - i. Nominees shall be introduced at the all family meeting prior to collection of secret ballots.*
 - ii. All individuals who are interested in running for a position on the committee will be listed on one ballot. Voters will be directed to list nominees in order of preference. Ballots will be distributed at the beginning of the All Family Meeting and collected at the end of the meeting.*
 - iii. Positions will be filled by the candidates receiving the greatest number of votes in ascending order until all vacant positions are filled. Voting positions will be filled first and then the alternate positions. Candidates may indicate preference for “voting only” or “alternate only” position.*
 - iv. In case of a tie the OCC will act as tie-breaker. By majority vote the OCC will appoint the committee member.**

3. Terms

- a. Length: 2 years*
- b. Failure to attend 2 meetings in a row with-out prior notice may constitute forfeiture of council seat and any Office title held.*

4. Vacancies

- a. Mid-term vacancies of any elected Council seat will be filled by one of the voting or alternate members, elected by the voting members of the council. The interim member shall serve until the next regularly scheduled election.*

Article V –Members, Officers and Elections

1. Officers

a. Officers shall be selected from the Voting and Alternate members of the OCC.

b. Officer positions will be limited to two consecutive terms.

c. Officer Positions

i. President

1. Eligibility

a. May only be held by voting member

2. Term length

a. 2 years

3. Duties

a. Post agenda at least 72 hours prior to the meeting

b. Serve as facilitator at all OCC meetings

c. Serve on the Solutions Committee as needed

d. Serve as ex officio member on all committees (Article VII)

ii. Treasurer

1. Eligibility

a. May be held by voting or alternate member

2. Term length

a. 1 year term for 2012-13 school year and then a 2 year term thereafter

3. Duties

a. Receive all funds of the OCC

b. Keep an accurate record of receipts and expenditures

c. Pay out funds in accordance with Article VIII

d. Present a financial statement at every meeting and at other times of the year when requested by the UCEN, and make a full report at the end of the year

e. Treasurer is subject to background check

iii. Secretary

1. Eligibility

a. May be held by voting or alternate member

2. Term length

a. 1 year

3. Duties

a. Prepare and distribute minutes of all Oasis Community Council meetings within one week of the meeting

b. Maintain an accurate contact list including name, position, emails, phone # and address of all OCC members.

b. Maintain an OCC binder with all Agendas and Minutes from previous OCC meetings and pass on a complete binder to the next person to serve in the office

c. Will maintain and update contact list and email group

d. Assume the responsibility of the president in their absence

e. Serve on the Solutions Committee in the event that the President is unable to do so

2. Officer Elections

a. Officers shall be elected by consensus of the Council at the first OCC meeting following the Fall All Family Meeting and general election; they shall take office at the following meeting.

i. Each person elected shall hold only one office at a time.

ii. There shall be no limit on the number of terms a council member may serve, with the

exception that every member and alternate must have a student currently enrolled at Oasis in order to be a representative on the Council.

iii. The OCC President shall be elected at the final meeting of the school year for the following term.

iv. If the newly elected president or treasurer has completed a two year council member term prior to election, their term will automatically be extended to cover the length of their officer term.

b. Vacancies

i. Mid-Term vacancies of any Officer position shall be filled by vote of the Council

c. Removal from Office.

i. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI – Meetings

1. Regular meetings

a. The regular meetings of the OCC shall be held on the first Tuesday of each month during the school year at 6:30 p.m. or at a time and place determined by the OCC at least one month before the meeting.

b. All meetings shall be open to the OPCS Community and invited public guests.

c. Notice of all meetings shall be posted in the school office and school newsletter at least 72 hours prior to the meeting.

d. Members are requested to advise the secretary at least 24 hours in advance if unable to attend.

2. Special meetings

a. Special Meetings may be called by the President, or any five members of the Council submitting a written request to the Secretary.

b. Emergency meetings may be called at the discretion of the President with 24 hours' notice

3. Quorum

a. Fifty-percent of the current membership of the council shall constitute a quorum. Members may attend in person, via conference call or via video conference. A Quorum is required to make any actions or vote on issues.

Article VII – Committees

1. Committees may consist of OCC members and board member as well as any adult family members or staff, with the president acting as an ex officio member of all committees.

2. Committees serve at the pleasure of the Council and are accountable to the council for their work.

3. All activities planned by committees are subject to approval by the Oasis Community Council.

4. The OCC may create and supervise ad hoc committees as needed

Article VIII – Finances

Fundraising done by:

OCC leadership and parent volunteers.

Fundraising Account:

Oasis Golden 1 checking account will be used exclusively for fundraising activities.

<i>Seed money:</i>	<i>\$1,000 beginning balance at start of school year. This amount will be replenished before any purchase are made and will be the ending checkbook balance at year-end.</i>
<i>Seed money usage:</i>	<i>Thought out business plan on how / why the investment of these dollars will have a high probability of producing a multiple of earnings with a reasonable low risk of loss.</i>
<i>Expenses:</i>	<i>Fundraising cost of sales or fundraising expenses will be paid with this checking account</i>
<i>Sales:</i>	<i>All sales / income will be deposited into this account.</i>
<i>Checkbook signer:</i>	<i>Director of education will be named signer as will OCC Treasurer.</i>
<i>Designated Funds:</i>	<i>First \$10,000 of NEW fundraising (after expenses) pair to General Fund for budgeted equipment / supply purchases.</i>
<i>Uses of funds over\$10k:</i>	<i>Computers, IT up-grades, approved software or books, playground equipment, or other purchases that affect most of not all the students and/or staff.</i>
<i>Non-appropriate uses:</i>	<i>Items, equipment or field trips for only one class of group of people unless approved by UCEN Board.</i>
<i>Funds over \$10,000:</i>	<i>Split 50/50 as far as control of the funds. OCC members' majority vote on items they recommend to be purchased with 50% of the NEW funds over \$10,000. These items will then be purchased by the Directory of Education provided they are in the school's best interest and address the current needs of the total school. Oasis management chooses the other 50%.</i>
<i>Minimum balance:</i>	<i>Purchases will only be paid with funds above the \$1,000 seed money after all expenses have been paid.</i>
<i>Areas of Dispute:</i>	<i>UCEN Board will have final say on mediating issues that produce disagreement.</i>
<i>Account review:</i>	<i>Every October the OCC treasurer will make a report to the UCEN to discuss the effectiveness of the fundraising and financial status of the account.</i>

Article IX – Standing Rules

Standing rules may be approved by the OCC, and the secretary shall keep a record of the standing rules for future reference.

Article X – Amendments

Amendments to these bylaws may be presented to the OCC at any time, and must be voted into approval. All amendments must be approved by the UCEN as the overarching authority.

Article XI – Conflict of Interest Policy

1.Procedures for Addressing a Conflict of Interest:

An interested person representing an outside entity desiring to collaborate with the OCC may make a presentation at the council meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the arrangement involving the possible conflict of interest.