

# BYLAWS OF TREE OF LIFE CHARTER SCHOOL CHARTER BOARD CABINET

## ARTICLE I. NAME, LOCATION, AND FISCAL YEAR

SECTION 1. NAME. The name of the organization shall be Tree of Life Charter School (TOL).

SECTION 2. LOCATION. The location of the facility shall be in the Ukiah Unified School District, in the County of Mendocino, State of California.

SECTION 3. FISCAL YEAR. The fiscal year of TOL shall coincide with the fiscal year of the Ukiah Unified School District.

## ARTICLE II. CHARTER BOARD CABINET

SECTION 1. COMPOSITION. TOL shall have a Charter Board Cabinet consisting of eight voting members, and one ex-officio member from Ukiah Unified School District. The Board of Directors of The Beginning Project, the school's founding entity with financial oversight, will select one representative; the school staff will be represented by the Principal and one staff member elected each semester by the staff; the students will be represented by a student, age 11 or older, elected each semester by the student body; the parents will be represented by two parents elected biannually by the Parents' Council, who are elected in alternate years; the community at large will be represented by two members appointed annually by the Charter Board Cabinet, and who have no child attending the school, and who have no immediate family member employed by the school; and the school district is entitled to appoint a representative to serve as an ex-officio member of the Board.

SECTION 2. TERM. The Beginning Project representative will serve a term of one year, which may be renewed annually. The Principal will serve for as long as he or she holds that position. The staff representative will serve for one semester. The student representative will serve for one semester. The parent representatives will serve for two years. The community at large representatives will serve a term of one year, which may be renewed annually.

SECTION 3. VACANCIES. Vacancies on the Charter Board Cabinet shall exist on the death, resignation, or removal of any director, or when term of a current Cabinet Board Member is up and the Member elects not to renew his/her term. Upon such a vacancy, the Charter Board Cabinet will solicit letters of applications from members of the public interested in serving on the Charter Board Cabinet. Vacancies on the cabinet may be filled by consensus of the Charter Board Cabinet, regardless of whether the number of Charter Board Cabinet Members remaining constitutes a quorum. A Charter Board Cabinet member filling a vacancy shall serve until the following June 30.

SECTION 4. GENERAL POWERS AND DUTIES. The property, business, and affairs of TOL shall be managed by the Charter Board Cabinet with oversight by the Board of Directors of The Beginning Project. Without limiting the generality of the foregoing, the Charter Board Cabinet may exercise all such powers of TOL as are provided by the State and Federal law and these Bylaws. It will support the educational mission of the school and oversee its day-to-day operations.

SECTION 5. COMPENSATION. Members of the Charter Board Cabinet shall receive no compensation for their services as members of the TOL Charter Board Cabinet.

SECTION 6. RESIGNATIONS AND REMOVAL. Any Board Cabinet Member may resign at any time by giving written notice to the Chairperson of the Charter Cabinet Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. Any Member of the Charter Board Cabinet may be removed at any time, with or without cause, by an affirmative vote of a majority of the remaining Charter Board Cabinet Members whenever, in their judgment, the best interests of TOL are served by the removal.

SECTION 7. PROCEDURAL GUIDELINES. The Charter Board Cabinet shall strive to govern by consensus except where otherwise noted in these Bylaws. If consensus cannot be achieved, a two-thirds majority will carry the motion.

SECTION 8. BOARD MEMBER CONFLICTS OF INTEREST. Public office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of this Bylaw to maintain public confidence and prevent the use of public office for private gain. In order to avoid conflicts of interest, it is the policy of the Charter Board Cabinet not to employ Charter Board Cabinet Members, other than the staff representative, or engage in any action that would result in economic gain for an individual Charter Board Cabinet Member. Charter Board Cabinet Members shall notify the Charter Board Cabinet of any potential conflict of interest prior to the time set for discussion on any such transaction. The written disclosures will be attached to the minutes of the meeting in which Charter Board Cabinet action occurred relating to the matter disclosed. Charter Board Cabinet Members with a potential conflict of interest will abstain from voting in such matters.

SECTION 9. OFFICERS. Members of the Charter Board Cabinet will elect a Chairperson annually who is a member of the Charter Board Cabinet. Committee Chairpersons will be appointed as needed, and may or may not be members of the Charter Board Cabinet.

ARTICLE III.  
MEETINGS OF THE CHARTER BOARD CABINET

SECTION 1. MEETINGS. The Charter Board Cabinet will meet at least seven times during the school year, and at least once over the summer holiday period, to discuss TOL operations and to hear reports and updates from Charter Board Cabinet Members and committees; to consider and to adopt or change policy; and to consider requests and concerns from parents or guardians, students, and staff. Meetings shall include representation from the staff of the school.

SECTION 2. NOTICES. Tree of Life Charter Board Cabinet shall comply with the provisions of the Brown Act. Notice, including specific agenda information where possible, of regular meetings of the TOL Charter Board Cabinet at which time adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the Charter Board Cabinet is or is expected to be in attendance, will be posted at least seventy-two hours in advance at a public location. The posting of such notice shall be one means of providing full and timely notice to the public of such meetings. Special meeting notice will be posted at least twenty-four hours in advance. Emergency meeting notice will be given by phone to the local media at least one hour in advance.

SECTION 3. QUORUM. For the purpose of transacting business at meetings of the Charter Board Cabinet, a quorum shall consist of a majority of the members in office immediately before the meeting begins.

SECTION 4. CLOSED SESSIONS. All regular and special meetings of the Charter Board Cabinet shall be open to the public, except that a closed session may be held to discuss any one or more of the following: (1) specified personnel matters, (2) pending litigation, (3) labor negotiations, (4) real estate negotiations, (5) public security, (6) and student discipline. Only those persons invited by the Charter Board Cabinet may be present during the closed session. Matters discussed during closed sessions shall remain confidential among those attending. A member of the Charter Board Cabinet shall maintain topical minutes of all closed sessions.

SECTION 5. MINUTES. The school's Business Manager/Secretary, who will also facilitate any correspondence, shall take minutes of meetings, except for closed sessions. The Business Manager/Secretary shall attend the meetings of the Charter Board Cabinet and shall act as clerk thereof and record all the acts and votes and the minutes of all proceedings in one or more books to be kept for that purpose. The Business Manager/Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and shall perform such other duties as may be assigned by the Chairperson or by the Charter Board Cabinet.

ARTICLE IV.  
ADVISORY COMMITTEES TO THE BOARD

SECTION 1. MEMBERSHIP. The composition of the advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Members will be selected from school community members who have an interest in and commitment to the mission of Tree of Life Charter School.

SECTION 2. INSTRUCTION AND RESPONSIBILITY. Each committee shall be clearly instructed as to the length of time each member is being asked to serve; the services the Charter Board Cabinet wishes the committee to render, the extent and limitations of responsibility, the resources the Charter Board Cabinet will provide, and the approximate dates on which the Charter Board Cabinet wishes to receive major reports.

SECTION 3. COMMITTEE POWERS AND PREROGATIVES. The Charter Board Cabinet possesses certain legal powers and prerogatives which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Charter Board Cabinet for official action. The Charter Board Cabinet shall have the power to dissolve any advisory committee and shall reserve the right to exercise this power at any time during the life of any committee.

ARTICLE V.  
PROCEDURE TO AMEND THE BYLAWS

The Bylaws may be amended, altered, or repealed and new Bylaws adopted upon the affirmative vote of the majority of the Charter Board Cabinet.