

Family Partnership Charter School

FPCS Bylaws

13th Amendment

30 Mar 20

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Article I - School

Section 1 - Name

The name of the school shall be Family Partnership Charter School, herein referred to as FPCS.

Section 2 - Office

The principal office of FPCS shall be located in the City of Anchorage and the State of Alaska. The registered office may be, but need not be, identical with the principal office in the City of Anchorage, State of Alaska, and the address of the registered office may be changed from time to time by the Academic Policy Committee/Board of Directors herein referred to as APC.

Section 3 - Fiscal Year

The fiscal year of FPCS shall begin on the first day of July and end on the last day of June of each year.

Section 4 - Governance

FPCS shall have one governing body, the APC. As much as possible the APC shall govern using this input to enable decisions to be made in light of the needs of Parents, Teachers and Staff for the accomplishment of achieving the schools mission. In the event that there is a disagreement on policy or procedure between bodies that cannot be worked out through consensus (including but not limited to emergency actions), the APC shall prevail.

Article II – APC

Section 1 – APC General Powers

FPCS shall have an APC which is the primary governing body designated to govern all aspects of the school. The APC shall be a single body. In addition to governing FPCS the APC shall fulfill the duties prescribed in A.S. 14.03.250 *et. seq.*, and as set forth in these bylaws and shall perform the following functions:

1. The APC shall uphold the mission statement as stated in the FPCS IAP dated 2012 and oversee accountability in academics, legal/risk management, finances, operations/maintenance, ASAA activities, and capital budgeting issues of FPCS;
2. The APC shall ensure that FPCS operates as a nonpartisan, noncommercial and nonsectarian organization. The names of the members of the APC or the name of FPCS or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interest of for any purpose not appropriately related to the promotion of the responsibilities of the APC;
3. No members of the APC shall act on his or her own in the name of the APC, either to external entities such as but not limited to the ASD or State of Alaska, local business, vendors, PTSO or other schools or school districts, unless so authorized by these bylaws or by resolution of the APC;
4. The APC shall promote professional conduct in accordance with ASD policy;
5. The APC shall select a Principal and assign duties as required for the administration of FPCS;
6. The APC shall monitor and approve the school budget to ensure fiscal responsibility;
7. The APC shall select qualified directors or coaches for ASAA activities in FPCS;

8. The APC shall review contracts upon the request of the Principal.

Section 2 – Members

The APC shall be comprised of eleven (11) voting members, six (6) of the members shall be eligible parents and two (2) of the members shall be eligible teachers, two (2) shall be high school students, and one (1) shall be eligible classified staff (which includes the Business Manager and Administrative Assistants). One (1) of the six (6) parent seats may also be a vendor for the school. Students and classified staff will not be included in executive sessions that focus on personnel issues. The Principal shall be an ex-officio member of the APC but shall not have voting rights. The Anchorage School District may select one (1) ex-officio member of the APC to represent the ASD but such representation shall not have voting rights. (Revised 3/31/2014) (Revised 3/7/2019)

Section 3 - Term

The term of the parent, teacher and classified voting seats will be for three (3) years. The term of the Student Seats will be for one year. The Principal of FPCS shall hold the Principal seat for the duration of their position. All expiring Terms of APC members shall terminate on the last day of May in the year of expiration. (Revised 3/7/2019)

Section 4 - Term limitations

No member of the APC shall serve no more than two (2) full consecutive terms and one partial term, with the exception of the Principal and the student seats. (Revised 3/7/2019) (Revised 3/30/2020)

Section 5 – Vacancies

Vacancies due to early departure

Vacancies due to early departure shall be any kind of vacancies that permanently removes a member from their seat. Examples include, but are not limited to, resignation, removal, or disqualification. Vacancies due to early departure shall be filled by majority vote of the remaining members of the APC, not the majority of a quorum. All vacancies shall be announced publicly within 48 hours of the seat becoming vacant. Eligible candidates shall be required to complete the APC Board application and submit to the APC Chair. The application shall then be reviewed by the APC. An Executive Session will be called at the next Monthly Meeting of the APC where applicants will be invited to attend and can be interviewed by the APC. The APC then may vote in open meeting to appoint applicants to fill the vacancies. Members appointed by the APC to vacated/empty APC seats shall hold the appointed seat until the expiration of that seat. (Revised 4/24/2014)

If it is deemed necessary to vote on replacement APC members in a Special Meeting any member(s) can call such meeting in accordance with the outlined procedures in these Bylaws. The meeting and its Executive Session must also be properly noticed as per all applicable Open Meeting Act Laws.

Vacancies not filled by election at the end of a term

Vacancies not filled by the annual election shall be seated in accordance with the guidelines for vacancies due to early departure.

Section 6 – Compensation

Members of the APC shall not receive any salaries or compensation for their services. Nothing contained herein shall be construed to preclude any member of the APC from serving FPCS in any other capacity and receiving compensation relative to that service.

Section 7 – Resignation

Any APC member may resign at any time by given written notice to the Chair or Secretary of the APC. Such resignation shall take effect at the time specified therein and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

Section 8 - Attendance

FPCS APC members are expected to attend the annual meeting and all monthly meetings. Although absences at times cannot be avoided, an APC member that misses three (3) consecutive monthly meetings or four (4) monthly meetings within a school year will be automatically removed from the APC.

Section 9 - Informal Action by Members

No members of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC. Infractions of this policy would be deemed grounds for immediate removal in the cases of legal issues, public relations where deliberate actions are damaging to the APC or schools reputation, and/or deliberate defamation of character of any member of the school.

Section 10 - Conflict of Interest

Service on the APC is a trust created in the interest of the common good and for the benefit of the School. It is the intent of these Bylaws to maintain confidence and prevent the use of this membership for the private gain or any other improper purpose. To avoid a conflict of interest, excepting the two teachers, one classified staff, one parent vendor, and Principal, no voting member of the APC shall be a paid staff member of the School and/or any other person who receives any monetary compensation from the School. The parent vendor will be automatically recused from voting on vendor related issues. In addition, if the vendor has a voting student who is also on the board, that student will be recused from voting on vendor related issues. (Revised 3/31/2014) (Revised 11/4/2019)

Section 11 – Removal

Any member of the APC can be removed by a majority vote of the entire APC (not majority of a quorum) or when a board member is in violation of any part of these bylaws where it is stated that an infraction is subject to removal.

In the case of a violation of these Bylaws where it is stated that infractions are subject to removal the process for removal shall be as follows.

A board member may be removed from the Board for any of the following:

1. Missing more than three (3) consecutive or four (4) total regular meetings in a school year;
2. A significant undisclosed conflict of interest;
3. Derogatory, slanderous, and/or unprofessional behavior;
4. Being arrested for any crime while serving as a board member;
5. Unauthorized informal actions as defined in Article II Section 9

If a member is charged with any of the above allegations, by majority vote of the APC, the APC shall appoint an impartial investigative committee of five (5) persons to investigate the allegations and bring the decision of the committee to the board. The charge must be in writing and state the exact nature of the charge and be submitted at a regular meeting of the Board.

The APC shall have ten (10) working days to convene an impartial investigative committee. The investigative committee must be comprised of impartial persons who are neither members of the APC nor employees of the school. The investigative committee's recommendation shall be submitted in writing to all APC members three days prior to the regular meeting at which the Academic Policy Board will act on the recommendation. If the investigative committee finds that there is no basis for the removal from the

APC, then the charges shall be dropped. Any person being investigated shall not be allowed to vote on issues at any meeting, regular or special, until the investigation has been completed.

Article III - Election of Members

Section 1 - Elections Committee

In November of each year, the APC shall elect an election committee. At a minimum, the committee shall have three APC members, preferably a parent, teacher and student. The committee need not be limited to APC members. The election committee shall oversee the election process for positions on the APC.

Elections shall culminate at the annual meeting of FPCS. The election committee shall do the following:
(Revised 5/14/18)

1. Publicly announce (by electronic notification via email and on the FPCS web site) upcoming open seats on the APC, purpose and responsibilities of the board, timeline for election and election events to the entire FPCS population by December.
2. Accept applications from and verify eligibility of candidates for membership to the APC. Nominations begin January 1 and close March 31.
3. In its discretion, nominate individuals who have not submitted an application as candidates for positions on the APC. All individuals nominated must grant their permission.
4. The committee will compile an information packet to be given to all candidates which will contain, but is not limited to, the following information; timeline for election, list of resources for acquiring information pertinent to FPCS specifically and charter schools in general, list of questions and information needed to compile the voter's election guide. (Revised 5/14/18)
5. Prepare a voter's election guide, which will include a brief statement not to exceed two typewritten pages from candidates. Copies shall be available at the principal office of FPCS and sent by electronic notification via email and on the FPCS website by mid-April. (Revised 3/30/2020)
6. Prepare a paper or electronic ballot listing the candidates. No write-in votes will be counted. (Revised 3/31/2014)
7. Ensure that an up-to-date master list of qualified voters is compiled and verified by the FPCS registrar and Principal within one week preceding the election.
8. Distribute the ballots according to accepted election procedures and oversee the election so that it is conducted in a fair manner.
9. Advise the candidates and the APC of the election results in writing. In case of a tie, a coin toss will decide who will be seated. (Revised 4/24/2014) (Revised 5/14/18) (Revised 3/7/2019) (Revised 3/30/2020)
10. Prepare a report stating the results of the election which report shall be kept at the principal office of FPCS and be made available for review by interested parents, students, teachers, or staff members of the FPCS.
11. Announce the election results the day after the Annual Meeting by contacting the new members personally and posting on the school website. (Revised 5/14/2018)
12. Newly elected APC members will be seated in the first meeting in June following the elections. (Revised 5/14/2018)

Section 2 - Eligibility to Vote

Eligibility to vote in elections for members of the APC shall be as follows:

1. Parents. Parents or legal guardians of one or more students enrolled in the FPCS one week prior to the election, with the exception noted below are eligible to vote for parent representatives.

Parents who are Alaska certified teachers and are otherwise eligible to enter into contracts with FPCS families are not eligible to vote for parent seats on the APC.

2. Teachers. Anchorage School District teachers having one or more contracts with FPCS students are eligible to vote for teacher representatives on the APC. A parent or legal guardian who has the credentials to serve as a FPCS teacher is eligible to vote for teacher representatives. A teacher whose children are enrolled in the school is eligible to vote for teacher representatives but not parent representatives.
3. Students. Students in grades 6th through 12th who are enrolled in the FPCS one week prior to the election are eligible to vote for student representatives.
4. Classified Staff. The business manager and all classified staff employed one week prior to the election are eligible to vote for the classified staff representative. (Revised 5/6/19)

Section 3 - Casting of Ballots

The electronic or paper voting will take place from the last week of April through the close of the annual meeting, generally in the second week of May. The election committee will be responsible for the implementation of the voting mechanism and validation of the results to ensure a fair process. (Revised 4/7/2014)

Article IV - Officers

Section 1 – Officers

The officers of FPCS shall be Chair, one Vice-Chair, and a Secretary, each of which shall also serve as a member of the APC. The APC may elect such other officers, including one or more assistant secretaries, as it shall deem desirable. Such officers to have the authority and perform the duties prescribed, from time to time, by the APC.

Section 2 - Elections and Terms of Office

The officers of FPCS shall be elected annually by the APC at the June Monthly meeting, following the seating of newly elected APC members. If the June Monthly meeting cannot be convened, election of officers will take place at the next Monthly Meeting. The term of officers is one year.

Section 3 – Removal of Officers

Any officer elected or appointed by the APC may be removed from office (but not from the APC), using the same criteria in [Article II section 11](#). Removal shall be by a majority vote of the full APC, not a quorum.

Section 4 – Vacancies

A vacated office may be filled by a majority vote of the full APC, not the majority of a quorum, for the unexpired portion of the term. Members appointed by the APC to vacated/empty APC seats shall hold the appointed seat until the expiration of the seat. The procedure will follow the same guidelines as outlined in [Article II Section 5](#). (Revised 4/24/2014)

Section 5 - Chair

The Chair shall be a parent member of the APC. The Chair shall be the presiding officer at all meetings of the APC. The Chair shall set the APC meeting agenda in coordination with the other APC members. The Chair is the point of contact for the APC and responsible for communication with the School community on APC actions. The Chair shall facilitate action through consensus. The Chair shall have such authority

and perform such duties as shall be directed by the APC from time to time. The Chair is a voting member of the APC. (Revised 10/14/2015)

Section 6 - Vice-Chair

The Vice-Chair shall orient all newly elected or appointed members of the APC and provide them with copies of these Bylaws, the APC Code of Ethics, the APC Member Agreements, and other materials the Vice-Chair deems relevant. The Vice-Chair shall serve as timekeeper in meeting of the APC. In the absence of the Chair, or in the event of his/her death, inability or refusal to act, the Vice-Chair or other APC member designated by the Chair shall perform the duties of the Chair. When so acting, shall have all the powers of, and be subject to all the restrictions upon the Chair. Any Vice-Chair shall perform such other duties that may be assigned to him/her by the APC. (Revised 3/31/14)

Section 7 - Secretary

The Secretary shall maintain public access to all APC documents including these Bylaws, the APC Code of Ethics, the APC Member Agreements, meeting agendas and minutes, policy and procedure documents, and reports in computer files and/or one or more books provided for that purpose. The secretary shall see that all notices and agendas are duly given and posted in accordance with the provisions of these Bylaws or as required by law. The secretary shall keep an updated list of the contact information for APC members. The secretary shall be custodian of the FPCS APC records and of the seal of the school and see that the seal of the school is affixed to all documents, which require a seal. The secretary shall maintain a record of appointments, elections, and term rotations of all APC members, and in general perform other duties that may be assigned to him/her by the APC.

Section 8 – Student Seat

The student seat must be filled by a high school student. (Revised 7/8/2014) (Revised 3/7/2019)

Article V - Meetings

Section 1 – Annual Meeting

The Annual Meeting of FPCS APC shall be held in May of each year for the purpose of announcing the election of members of the APC and for the transaction of urgent business as may come before the meeting. (Revised 10/14/2015)

Section 2 - Regular Meetings

The APC shall also meet monthly. Parents, students, teachers, staff members of FPCS and the public shall be invited to the meetings and a notice of the meeting date or dates shall be posted at the principal office of FPCS and on the web page maintained by FPCS. All laws concerning Open Meeting Act shall also be observed. (Revised 10/14/2015)

Section 3 - Special Meetings

Special meetings of the APC may be called by the Chair or any three members of the APC. Notice shall be given as specified in [Article V, Section 5](#).

Section 4 - Place of Meetings

The APC may designate any place within the City of Anchorage as the place of meeting for any annual meeting, regular meeting or for any special meeting. If no designation is made or if the special meeting is otherwise called, the place of meeting shall be the principal office of FPCS.

Section 5 - Notice of Meetings

Notice of monthly or special meetings stating the place, day, hour, and agenda of any meeting shall be delivered, either personally, by mail or by e-mail, to each member of the APC not less than one week before the date set for such meeting. The APC should post a notice of the meeting and the agenda 7 days in advance but if extenuating circumstances dictate then the 48 hour deadline (OMA guideline) may be enacted with the agreement of the principal and the APC chair or designees. Families will be emailed with the updated agenda. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. (Revised 7/8/2014)

Section 6 – Quorum

A Quorum shall be constituted as greater than fifty-percent (50%) of the eleven (11) voting seats of the APC, whether filled or vacant. Under these Bylaws this number is six (6) members. (Revised 3/7/2019)

Section 7 - Manner of Acting

The act of a majority of the members of the APC at a meeting at which a quorum is present shall be the act of the APC, unless the act of a greater number is required by law or by these bylaws.

Section 8 - Executive Sessions

The voting members of the APC may meet at any time in executive session to discuss personnel, legal or other sensitive issues. These sessions will be posted in accordance with Open Meeting Act Laws.

Section 9 – Proxies

Members of the APC may not vote by Proxy.

Section 10 – Parliamentary Authority

The rules contained in Robert’s Rules of Order, Simplified and Applied, as amended or updated shall govern procedures at all APC meetings except to the extent such Rules of Order are inconsistent with these bylaws, State Statutes, or regulations, laws or resolutions adopted by the APC in which event the referenced Rules of Order shall not apply.

Section 11 – APC Board Development

The APC should develop and schedule annual board training based on Robert’s Rules of Order, the Open Meetings Act, or other pertinent topics. All APC members should participate in this training. (Added 3/9/2015)

Article VI - Principal

Section 1 - Selection/Removal

Selection and removal of the principal is at the pleasure of the APC and will be in accordance with the FPCS IAP, APC General Powers, para 5 and these bylaws, Article II, Section 1, para 5. (Added 3/9/2015)

Section 2 - Duties and Responsibilities

Principal duties and responsibilities will be in accordance with the contractual agreement between the principal and the APC, these bylaws, the FPCS IAP and periodic feedback provided by the APC at regular board meetings. (Added (3/9/2015)

Article VII - Committees

Section 1 - Standing Committees

Committee members may be volunteers from the Family Partnership Charter School population unless otherwise stated within these bylaws. If volunteers are not readily forthcoming the APC may appoint committee members by vote of the majority of the board. Committee members serve at the pleasure of the APC. Each standing committee reports to the APC and does not have nor exercise the authority of the APC. The FPCS Principal is tasked with ensuring that each committee is supplied with all documents and information relevant to the duties of the committee. The following standing committees are to be active each year:

1. **Business/finance committee.** This committee shall review and monitor business practices, projected and actual budgets, overhead expenses, the handling of grant monies, operations/maintenance, and other relevant issues related to the finances of the school. The Family Partnership Charter School business manager shall serve as a nonvoting ex-officio member of this committee.
2. **Academic committee.** This committee shall review and monitor enrollment practices, academic policies, teacher contract issues, student eligibility issues, and other issues relevant to the academic accountability of the school. The Family Partnership Charter School Principal shall serve as a nonvoting ex-officio member of this committee.
3. **Legal/risk management.** This committee shall review and monitor all legal and risk management issues concerning Family Partnership Charter School.
4. **Elections committee.** As discussed in Article III Section 1 of these bylaws.

Section 2 - Special Committees

Special committees not having nor exercising the authority of the APC in the management of the School may be appointed by vote of the majority of the board. The chairman shall be an ex-officio member of all such committees.

Section 3 - Instruction and Responsibilities

1. **Meetings of Committees.** The meetings of a committee may be called by a majority vote of the APC, by the chairperson of the committee, or by a majority of the committee's voting members. Each committee shall meet as often as necessary to perform its duties. Notice of a committee meeting may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting, unless otherwise prescribed by the APC or by majority vote of the board.
2. **Committee reports.** Committees will provide a written report to the APC. Content of committee reports must be approved by a majority of the committee members.
3. **Resignation of committee members.** Any member of a committee may resign at any time by giving written or verbal notice to the committee chairman. The APC may appoint with consent from the nominee(s), by majority vote, an individual or individuals to fill a vacancy on any committee.

Section 4 – Meetings

The meetings of a committee may be called by a majority vote of the APC, by the chairperson of the committee, or by a majority of the committee's voting members. Each committee shall meet as often as necessary to perform its duties. Notice of a committee meeting may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting, unless otherwise prescribed by the APC by majority vote of the board.

Article VIII - Contracts and Funds

Section 1 – Contracts

The APC may authorize any officer or officers, agent or agents of FPCS, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of FPCS, and such authority may be general or confined to specific instances.

It may be necessary from time to time for FPCS to hire temporary help or to contract out specific jobs. Academic Policy Committee members may be hired under the following conditions:

1. The APC Member must declare a conflict of interest for the public record.
2. The APC member must be qualified to do the job.
3. The duty is not the job of any union personnel.
4. Administrator or APC may initiate the request, or the APC member who wishes to be paid for a job may bring a proposal to the Administrator or APC. Such proposal should include the specific task to be accomplished, costs, benefits and estimated timeframe for completion of the job.
5. The APC must review and approve all proposals for temporary employment of an APC member prior to the initiation of the contract.
6. A Personal Service Contract, addendum or special activity agreement is filled out and on file before the work is begun.
7. When the work is completed and all requirements have been met, payment will be made. (Added 3/9/2015)

Section 2 – Gifts

The APC may accept on behalf of the School any contribution, gift, bequest or device for the general purposes or for any special purpose of the School. The APC may not receive any contribution, gift, bequest or device intended for the personal use or profit of the APC collectively or individually.

Section 3 – Student Allotment

Any additional unused monies from student allotment surplus will be rolled over to the following year for future allotments with the exception of 5% that will be used at the principal's discretion. Any additional monies used for exceptions beyond the 5% will be approved by the APC. (Added 4/7/2014)

Section 4 – APC Internet Reimbursement

Pending available funds, FPCS will, upon request, reimburse APC members for Internet service. The maximum amount allowed will be equal to the amount allowed by the student handbook.

Article IX – Indemnification

The personal liability of the members of the Board shall be limited to the extent allowable under the laws of the State of Alaska.

Article X – Amendments to Bylaws

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of the APC who are present at any regular meeting or any special meeting (where a quorum is present) provided that the proposed change in the bylaws has been submitted in writing to the members of the APC at least two (2) days prior to the meeting at which the proposed change will come up for a vote. Proposed changes to the bylaws may be submitted by parents with students enrolled in FPCS or by teachers under contract with the school for consideration by the APC.

All proposed changes to these bylaws must be made public and subjected to a period for public comment before a final vote can be taken and changes can be implemented. The period for public comment shall be from the meeting at which the proposed bylaw changes are introduced and initially voted on (provided the proposed changes receive a two-thirds vote at said meeting) to the next regularly scheduled meeting at which the proposed changes are subjected to a final majority vote. (Revised 3/31/2014)

Article XI – Definitions and Acronyms

Definitions

Ex-officio – A member of the APC or a committee that does not have a vote. In the case of the Principal service begins and terminates with the contract between the Principal and FPCS. With respect to the APC Chair and committees the Chair holds a non-voting seat on all APC appointed committees until the committee is dissolved.

Majority – When voting, a majority shall be greater than 50% of the votes cast unless otherwise stated in these Bylaws

Acronyms

ASD – Anchorage School District

APC – Academic Policy Committee / Board of Directors

FPCS – Family Partnership Charter School

PTSO – Parent, Teacher and Student Organization