

## **NJBCC Amendments to the Bylaws of the Steering Committee**

**September 5, 2017**

### **Alternate Membership**

It is necessary for each represented group (classified, certified, and parent/community) to provide an alternate at the time of new term membership. The alternate will be recorded on the membership roster, but will only be recognized for purposes of discussion and vote at the meeting level when attending to fill the seat of an active regular member unable to attend. Exception to this would occur when a regular member is deemed unable to vote for reasons of conflict of interest. Under such circumstances the alternate (specific to membership representation) is recognized as a voting member due to this reason, can participate in any conference prior to action (this includes discussion at prior meetings only for this line item), but then returns to the role as described as alternate for all subsequent line items where no exception is applicable.

Selection of this alternate status remains autonomous to the particular membership representation. Alternate selection for the representation of parent/community membership shall be selected by first giving this option to candidates not selected to the committee due to number of constituency votes in order of most votes received, then so on. If there is a tie in votes at the candidacy level, there are no unselected candidates, or unselected candidates do not accept the appointment; then, alternate selection is by consensus of committee membership for that represented membership with acceptance.

Alternate members will receive personally from the committee all upcoming meeting agendas and the minutes of the prior meeting in an effort to be kept informed should there occur the circumstances regular membership status is required. As the person selected to fulfill this role is selected from the particular represented membership (constituent to that representation), no other committee efforts are necessary to ensure informed decision-making. It is the duty of the committee's represented membership to provide the individual serving as alternate with a copy of the petitioned charter (ensuring the understanding of what this represents), a copy of the by-laws, and to contact this individual when their services are required.

### **Regular Meeting Procedures**

As determined by the agenda (template included as Appendix A): Meetings will be conducted by the Committee President in strict adherence to matters presented on the agenda, as they are presented on the agenda. Upon President commencement to begin

meeting, there will be an approval of the meeting's agenda. There will be public comment, approval of prior meetings minutes, an Informational/Discussion item for steering committee training as provided for in our petitioned charter, coached by Dr. Dennis Mah. Then there are the standing committee reports and matters of address mentioned in the suggestion box. For remaining line items, there will be two classifications of business, "Standing" and "New." "Standing" business will contain Business/Operational items of information sub-grouped by Budget (to include a list of purchase orders and requisitions), Facilities (to include repair updates and all work orders (1<sup>st</sup> meeting of the month)), and Educational (inclusive of assessments and data with updates on enrichment programs, and upcoming events). All other "Standing" business consists of line items under our current process for decision-making. "New" business is items in their initial introduction to the agenda for steering committee consideration. They may originate as a result of members items occurring at the end of the meeting, targeted areas of concern for address, or informational as to outside (or internal sources) programs for presentation.

Notable is "New" business regarding introductory information from a presentation, prior announcement of this may be prudent to allow for the possible presentation from other organizations or ideas consistent with what may going to be considered for future implementation in an effort to expedite any future decision-making in an equitable manner. "New" business items may be tabled before "Standing" business items when circumstances call for motions in the interest of time.

The process for line item introduction and any subsequent consideration requiring decision-making shall follow this structure. The initial introduction of a line item shall be labeled "Informational." This line item serves the purpose of providing membership with information for consideration so as to collect the necessary feedback from each representation's constituency. The line item, if considered, will then be listed as a "Discussion" item. It is at this meeting that committee membership should be well prepared to provide feedback brought up from discussion with their constituency, ask any pertinent questions, and even provide the committee with further data (either pro or con, both are encouraged in order to secure the most informed decision). Finally, the line item listing will either be "Action," or "Conference/Action" for any concluding statements needs to be made as the committee strives to achieve a consensus on all matters for implementation in their decision-making process. Items meeting approval either through consensus or vote will only then be revisited as detailed in our petitioned charter, or if through follow up review the committee determines collectively that an alternative method or alteration in the method

being used would best serve the New Joseph Bonnheim Community Charter (NJBCC) community.

### **Steering Committee Membership Term**

Terms for all members of Steering Committee are to commence their term beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of each academic school year. Members as listed below:

Certificated and Classified Representatives

Parent and Community Representatives

Steering Committee Office Members (President, Vice President, Secretary)

### **Officer Elections**

Officer elections will be held at the first Steering Committee meeting of the school academic year. Steering Committee Office Members (President, Vice President, Secretary)

### **Fundraising Oversight**

No fundraising by any agent or organization may be conducted in affiliation with or for NJBCC, or using the NJBCC name or property where NJBCC conducts its business without prior approval of the steering committee. The process to gain this approval requires first a submittal of the "Fundraiser Notification Form" to the Principal. These forms will be presented to the steering committee for approval. If approved, the Principal will then sign off on the forms. Forms will be copied in triplicate and filed in the appropriate binders (with one being returned to the soliciting party) for purposes of transparency and accountability.

Chain of command protocols for monies handling must follow this procedure. All monies collected for any said fundraiser must be kept in the provided cashbox that is to be supervised at all times by those persons recognized and preapproved from the submitted forms. Monies collected daily must be counted by at least two persons who will sign and date the collection receipt. This is to be done safely and securely in a private setting. Every time the monies change possession at this point, another count between the distributing and receiving parts is required, signed and dated. Monies will be kept safely in the Principal's office until removed for deposit. Deposit occurs directly from receiving of monies from Principal's office which must be done within 48 hours of its collection during fundraiser. A

printed deposit slip will be returned to the Principal to copy in triplicate, file appropriately, and return a copy to the party involved with the fundraiser.

For greater adherence for accountability and tax benefits potentially available to the end consumer, it is recommended that the party fundraising provide the supporter with a receipt as record of the transaction of exchange. No fundraising will be approved, nor may it take place unless this process is strictly adhered too.