

BYLAWS

BYLAWS OF THE COMMUNITY GROUP OF DISCOVERY COMMUNITY SCHOOL
Lake Washington School District
Kirkland, Washington

I. IDENTIFICATION

1. Name of Organization. The name of the organization is the Community Group of Discovery Community School, hereafter referred to as DCS.
2. Principal Location of School and Association. Discovery Community School at Carl Sandburg Elementary, 12801 84th Ave NE, Kirkland, WA 98034

II. GOVERNMENT

1. General Management. The business and affairs of DCS shall be managed and governed by it's individual members differentiated as: Community Group, elected officers, Steering Committee and Standing Committees.
2. Operational Policy. The functional business of DCS will be conducted in accordance with established DCS policies, procedures and philosophy.

III. COMMUNITY MEMBERS

1. Membership. The membership of DCS is called the Community Group and is made up of the following:
 - a. Parents or guardians of children currently enrolled in DCS
 - b. Teachers of DCS
 - c. Principal of DCS and Administrators of the Lake Washington School District
2. Rights. The relative rights, preferences, and limitations of the members are to be the same. All members are entitled to equal say upon each matter submitted at all meetings.
3. Termination of Membership. An individuals membership in DCS shall terminate automatically if that individual no longer fits into one of the membership categories in paragraph III.1. above.

IV. MEETINGS

1. Annual Meeting. The Annual Meeting of members for the election of officers and for such other business as may be stated in the notice of the meeting, or as may properly come before the meeting, shall be held at the principal location during the May Community Group meeting.
2. General Meetings (Community Group Meetings).

- a. Purpose. Community Group meetings shall be for the purpose of conducting the business of DCS and shall be held monthly. (see: Decision Making, IV. 5. below.)
 - b. Time and Place of Meeting. The time and place for the Community Group meeting shall be established at the first meeting of the school year. Subsequent monthly meetings shall be held on the same day of each succeeding month. Unless established otherwise at the first general meeting of the school year, all meetings shall be held at the principal location. If for any reason a Community Group meeting cannot be held on the date scheduled, the meetings shall be held the following week on the day and time to be set by the chairperson.
3. Steering Committee Meetings.
- a. Purpose. Steering Committee meetings shall be for the purpose of conducting the operational business of DCS and shall be held monthly. (see: Decision Making, IV. 5. below.)
 - b. Time and Place of Meeting. The time and place for the Steering Committee meeting shall be established at the first meeting of the school year. Subsequent monthly meetings shall be held on the same day of each succeeding month. Unless established otherwise at the first general meeting of the school year, all meetings shall be held at the principal location. If for any reason a Steering Committee meeting cannot be held on the date scheduled, the meetings shall be held the following week on the day and time to be set by the chairperson.
4. Special Meetings. Special meetings of the membership may be called as follows:
- a. Calling Person. A special meeting may be called by the chairperson, the Steering Committee, or ten (10) members of the membership.
 - b. Scope of business. The scope of the business to be conducted at the special meeting may be any matter that is customarily and normally conducted at the Community Group meeting.
 - c. Time and Place of Meeting. The person calling the special meeting shall fix the date and time of such meeting with a written notice of same to be given two (2) days in advance to all community members.
5. Open Meetings. All DCS meetings are open to every member of the Community Group.
6. Decision Making. Operational decisions not effecting DCS policies, procedures and philosophy may be made by the Steering Committee. (Additions or changes to policy, procedure or philosophy must be approved by the Community Group members in attendance at a Community Group (general) meeting of DCS.) All decisions at Community Group meetings, Steering Committee meetings or Special meetings shall be made by consensus or modified consensus as defined below, with the exception of the election or removal of officers. (see: Election and Nomination Procedures, V.5. below.) Every member of the Community Group present at any meeting may participate in consensus decisions.

- a. Modified Consensus. If it becomes clear that the group cannot reach a decision by consensus the DCS Chairperson has the option to call for a vote. A two-thirds (2/3) majority must agree to vote. The chair shall decide whether the decision be made by simple or two-thirds (2/3) majority.
7. Quorum.
 - a. Twenty (20) members of DCS shall constitute a quorum for Community Group meetings or Special Meetings.
 - b. Seven (7) members of DCS shall constitute a quorum for Steering Committee meetings.

V. THE STEERING COMMITTEE.

1. Membership. The Steering Committee shall consist of the following members:
 - a. All elected officers
 - b. All standing committee heads or committee representatives
 - c. DCS teachers
 - d. DCS principal
2. Duties of the Steering Committee.
 - a. Coordinate Standing and Ad Hoc committee activities;
 - b. Review and approve the procedures and activities of all committees;
 - c. Establish ad hoc committees, as needed;
 - d. Provide notice to all community members of known issues to be discussed prior to Steering Committee meeting;
 - e. Make decisions on the functional business of DCS, in accordance with established DCS policies, DCS procedures and DCS philosophy. The Steering Committee retains the option to bring certain business to the Community Group meeting for final decision;
 - f. Inform the Community Group of decisions made, at the next Community Group meeting;
 - g. Develop recommendations on DCS philosophy, DCS policy or DCS procedure changes for presentation to the Community Group for final approval;
 - h. Authorize expenditures of up to \$250.00 from the DCS fund;
 - i. Appoint a temporary chairperson in the event both chairperson positions are vacant.

VI. ELECTED OFFICERS

1. Number of Officers. The number of officers shall be 4-10. For each designated position there may be one single officer or two co-officers serving.
2. Designation. At a minimum, the officers of the organization shall include:
 - a. Chairperson(s)
 - b. Assistant Chairperson(s)
 - c. Secretary(s)
 - d. Treasurer(s)
3. Compensation. DCS community members shall not receive any salary for their services as officers or as members of committees. By resolution of the steering committee, expenses may be allowed. However, this does not prohibit any DCS

community member from serving the school in another capacity and receiving salary (for example as classroom SAINT.)

4. Duties of Officers.

a. Chairperson.

- i. Chair and conduct the Community Group meetings;
- ii. Chair and conduct the Steering Committee meetings;
- iii. Establish an agenda for all Community Group and Steering Committee meetings;
- iv. Ensure that the business of the school is conducted;
- v. Establish ad hoc committees, as needed;
- vi. Appoint temporary officers in case of a vacancy;
- vii. Execute contracts on behalf of the corporation.

b. Assistant Chairperson.

- i. Assume the duties of other officers when necessary;
- ii. Assist the chairperson in performance of his/her duties;
- iii. Attend all Steering Committee meetings.

c. Secretary.

- i. Record and maintain minutes of all Community Group, Steering Committee or Special meetings;
- ii. Attend all Steering Committee meetings;
- iii. Maintain permanent central records of the current DCS philosophy, DCS policies, and DCS procedures;
- iv. Make notification of those meetings for which notification is required by law or these bylaws.

d. Treasurer.

- i. Collect, deposit and record funds from dues, fundraising events and all other sources;
- ii. Disburse the Community Group of Discovery Community School funds following DCS procedures;
- iii. Report the financial status of the organization at Steering and Community Group meetings;
- iv. Maintain permanent financial records of the Community Group of Discovery Community School as established in these bylaws;
- v. Prepare a DCS budget report and present the budget at the September and January Community Group meetings;
- vi. Attend all Steering Committee meetings.

e. Other Officers.

- i. Perform duties as directed by the Steering Committee;
- ii. Attend all Steering Committee meetings.

5. Election of Officers. Officers shall be elected by a majority vote of members in attendance at the May Community Group meeting.

6. Term of Office. The term of office for each officer shall be one (1) year beginning the first day following the end of the school year and ending the last day of the next school year.

7. Removal of Officers.

- a. Removal. An officer may be removed from office either for, or without, cause.
- b. Review Board. Any question of removal of an officer shall be brought before a review board for review and validation. If the board determines upon the basis of the facts presented to it that reason exists to validate the question of

removal, the removal of the officer will be brought before the next Community Group meeting or Special meeting. The review board shall consist of five (5) members as follows:

- i. One Steering Committee member
 - ii. One Staffing Committee member
 - iii. Three (3) Community Group members to be selected, at random, from the Community Group
- c. Voting Requirement for Removal. The review board will present to the membership its findings on the question of validation for removal. Such officer may then be removed by a two-thirds (2/3) vote of all members present at the Community Group or Special meeting.
8. Resignation. Any officer of the organization may resign at any time by giving written notification to the Steering Committee. Such notification shall be given at least ten (10) days in advance of the effective date of resignation, if possible.
 9. Vacancies. All mid-term vacancies of officers shall be filled by vote of the membership at the next Community Group meeting. The chairperson shall appoint temporary officers until that time.
 10. Increase in Number. The number of officers may be increased by amendment of these bylaws.

VII. STANDING COMMITTEES

1. Committee Structure and Membership.
 - a. The Standing Committees shall consist of 5-12 committees;
 - b. A Standing Committee consists of one committee, or several subcommittees that function more or less independently with their Standing Committee Head as a communication link to the Steering Committee.
 - c. Standing Committee membership and meetings shall be open to all DCS community members.
 - d. No elected officer may be a Standing Committee Head.
 - e. A person may be the head of only one Standing Committee at any one time but may head any number of subcommittees.
 - f. The DCS Chairperson shall appoint a Standing Committee Head if that committee has not selected one.
3. Duties of Standing Committees.
 - a. Conduct the work of the committee subject to the review and approval of the Steering Committee;
 - b. Standing Committees shall develop recommendations to the Steering Committee and/or the Community Group;
 - c. Each committee or group of subcommittees shall select its own Standing Committee head for either a term of one year or on a rotating basis throughout the year, as decided by the members of the committee;
 - d. Standing Committee heads are required to attend Steering Committee meetings or send a committee representative;
 - e. Standing Committees shall develop their own meeting guidelines.

VIII. BUDGET

1. Annual Budget. The DCS annual budget, for the following fiscal year, shall be presented by the treasurer to the Community Group for approval no later than the May Community Group meeting.
2. Dues. The primary source of funds for DCS shall be member dues supplemented by fund raising events and other sources. All families with children attending DCS shall pay monthly dues. The dues structure shall be determined by the Community Group no later than the October Community Group meeting of the current fiscal year.

IX. FISCAL YEAR

The fiscal year of the corporation shall end June 30th.

X. AMENDMENT OF THESE BYLAWS

1. Amendment requirements.
 - a. Proposed changes to the bylaws must be submitted to the Steering Committee.
 - b. The Steering Committee must reach consensus to recommend the changes to the Community Group for consideration.
 - c. All members of the Community Group must receive written notice of the proposed changes at least thirty (30) days in advance of the Community Group or Special meeting where the proposed changes will be considered.
 - d. The proposed changes shall be accepted if approved by consensus of all members present at the Community Group or Special meeting that has met the notification requirement.
 - e. The DCS secretary shall submit the amended bylaws to the Secretary of State of the State of Washington within sixty (60) days after their approval by the Community Group.