

(DRAFT OF PROPOSED KORT PROCEDURES FOR DISCUSSION)

Procedures of the Natomas Charter School PACT Knights Of the Round Table (KORT), a parent advisory group at Natomas Charter School PACT in Sacramento, California.

Article One: NAME AND LOCATION

1.1. Name. The name of this parent advisory group is the Knights of the Round Table. The common name for the group is KORT.

1.2. Changing the Name: This parent advisory group may change its name by a majority vote of the whole KORT membership.

1.3. Location. KORT meetings shall be held on the Natomas Charter School campus, Blackrock Road, Sacramento, CA, in the VIP Conference room or in another assigned location large enough to seat the group, or at any other place (within the greater Sacramento, California area) designated in the notice of the meeting.

Article Two: PURPOSES

2.1. Purposes. The purposes of KORT include

a) providing a network through which parents, teachers, advisors, and administrators of Natomas Charter School PACT can communicate and share information about home schooling, field trips, classes, PACT resources, and organizational issues;

b) introducing and sharing experiences with teaching methodology, books, software, websites, course materials, technology, equipment, and tools to parent/teachers of PACT students;

c) sharing information about school, local, state, and national issues that could affect homeschooling, charter schools, and PACT;

d) educating the general public and others about homeschooling and home school support programs;

e) informing parents about the state curriculum, testing requirements, and the accreditation process;

f) providing the methods and means to increase the members' knowledge of education through presentations, workshops, newsletters, web sites, and other communication tools, and through meetings and PACT events;

g) serving the best interests of students, parent/teachers, PACT staff, PACT, and Natomas Charter School;

h) providing such services to the members, PACT staff, and students as are endorsed by KORT;

i) promoting parent discussions of any concerns or successes regarding child development, behavior, teaching, and home school family life.

j) making recommendations about changes or additions to PACT policies;

k) recommending both specific field trips and classes, and scheduling and rooms when possible;

l) planning and carrying out fundraising and determining what these funds will be used for;

and

m) engaging in such other activities as would not result in the loss of Natomas Charter School's tax-exempt status or its charter status, and performing such other activities as are allowed under the Internal Revenue Code Section 501(c)(6), the Natomas Charter School "Charter," and other applicable laws.

Article Three: RESTRICTIONS

3.1. Restrictions. All policies and activities of KORT shall be consistent with

a) applicable federal, state, local, or other legal requirements; and

b) applicable tax exemption requirements of Natomas Charter School, including the requirements that KORT not be organized for profit and that no part of its earnings inure to the benefit of any private individual.

3.2. Dissolution. KORT may be dissolved by a majority vote of its members or by the Director of Natomas Charter School or by a majority vote of Natomas Charter School's Board of Directors.

3.3. Assets. Upon dissolution of KORT or the winding up of its affairs, the assets of KORT shall be distributed exclusively to the PACT field trip fund or to other

PACT funds that then qualify under the provisions of Section 501(c) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Article Four: MEMBERSHIP

4.1. Membership Qualifications. All parents or guardians of children enrolled in PACT or any of its learning options are automatically regular members in KORT unless that membership is revoked by KORT for cause. **Employees of Natomas Charter School who are also the parent/teachers of students enrolled in PACT are considered regular members. All regular members are voting members.**

4.2. Non-Voting Members and guests. Unless the following people are also parent/teachers of students at PACT, they do not vote during KORT meetings nor are they eligible to serve as officers in KORT:

a) Natomas Charter School and PACT administrators, Educational Advisors, and PACT teachers and staff who are not also parents of students enrolled in PACT are welcome to speak and participate during KORT meetings as non-voting members.

b) Guests and presenters who have registered in the PACT Resource Center are not members but are welcome to address KORT, observe KORT business meetings, and ask questions.

d) An administrator representing PACT or Natomas Charter School will **[may]** be present at the business portion of all KORT meetings; as host of these meetings and liaison to the administrators and staff of Natomas Charter School, this representative may assist in planning the meeting, invite speakers, arrange activities, make presentations and announcements, ask questions, participate in discussions, and facilitate the meeting as a non-voting member.

e) Although every effort will be made to provide babysitting for young children and other activities for students during meetings, children of members may attend meetings if there is room and their parents are present for as long as their behavior is not disruptive and as long as members have no objections. Students enrolled in PACT may speak at meetings if asked to do so by the chair. Children are guests of KORT and do not vote during KORT meetings.

4.3. Voluntary Withdrawal from Membership. Any member may withdraw from membership upon written, signed notice delivered to an officer of KORT or to an Educational Advisor.

4.4. Suspension or Expulsion. Any member or guest may be suspended or expelled from future KORT meetings for adequate, serious, and compelling reason by a two-thirds vote of members attending a KORT meeting where a quorum is present. Any member or guest proposed for suspension or expulsion is given advance written notice including the reason for the proposed suspension or expulsion, opportunity to contest the proposed action in writing or in person, and final written notice of the KORT's decision. During the portion of a meeting that deliberates such actions, only voting members and a PACT or Natomas Charter School representative may be present.

Article Five: OFFICERS

5.1. Officers. The officers of KORT are a Chair, a Secretary, and a Treasurer (the "Executive Committee"). Officers shall take office at the regular October KORT meeting following their election.

5.2. Qualifications. Officers must be regular members of KORT who have been elected by the general membership. No person may hold more than one office at the same time. Officers may serve **(2)** consecutive terms. Officers must attend KORT meetings or appoint a temporary substitute to take their place.

5.3. Term of Office. The term of office for each KORT officer is one year, beginning at the regular October KORT meeting and ending during the regular October meeting of the following year with the election of new officers. Officers may be re-elected to **(2)** subsequent terms of office as long as the officers are still members with one or more students enrolled in the PACT program.

5.4. Nominations: PACT parents may give or send nominations for KORT officers to educational advisors between the first advising meeting and the first KORT meeting each academic year. Educational Advisors will pass on these nominations to an officer of KORT to carry to first KORT meeting. Nominations may also be made during the first KORT meeting. All nominations of eligible members who agree to run for the office and who receive a second will appear on the ballot.

5.5. Election: The acting Secretary of PACT will prepare ballots and give them to Educational Advisors to distribute to their families by mail or during advising meetings, Before the election is over, Educational Advisors will collect the ballots submitted to them to pass on to an officer or an appointed member of KORT who is not running for re-election. Ballots may be submitted up to one week before the October KORT meeting. If all officers are running for re-election, KORT shall appoint a committee of members who are not running for office to coordinate this.

5.6. Duties. Elected officers direct and assist in planning meetings and coordinating events. The Chair or Treasurer are also empowered to co-sign authorizations for the distribution of funds from KORT fundraising accounts after having been directed to do so by a majority of members at a KORT meeting with a quorum present. The other signature must be from an appropriate representative of Natomas Charter School, usually the Program Coordinator of PACT. The officers perform those duties that are usual to their positions and that are assigned to them by KORT including the following:

- a) The Chair is the principal executive officer of KORT, responsible for administration of KORT's business within the framework of budgets, policies, and practices established by KORT and Natomas Charter School. The Chair is also responsible for working with the PACT Program Coordinator to plan the meeting and prepare the meeting agenda before each meeting. The Chair co-signs authorizations to use KORT funds when the Treasurer is not available when directed to do so by KORT members in a meeting with a quorum or by ballot of the voting membership. The Chair also serves as a the contact person between KORT members and the Director of Natomas Charter School for any requests, resolutions, or problems which need to be addressed outside of PACT. An appointee of the Chair or one of the other officers acts in place of the Chair when the Chair is not available.
- b) The Treasurer is the financial officer of KORT and liaison between KORT and the Natomas Charter School Business Office. The Treasurer collects, counts, records, and turns in cash to PACT Office Manager for deposit with the Business Office. The Treasurer co-signs authorizations to use KORT funds when directed to do so by KORT members in a meeting with a quorum. The Treasurer also reports the amounts made through donations and fundraising and what those funds have been used for at monthly KORT meetings. A written copy of these reports are kept by the Secretary with the Books and Records of KORT. An appointee of the Treasurer or the Chair, or one of the other officers acts in place of the Treasurer when the Treasurer is not available.
- c) The Secretary is responsible for keeping the minutes of each KORT meeting, for keeping KORT Records and Books up-to-date, for posting or sending agendas and minutes to members and attendees, and for sending email calls for meetings to be forwarded by the Program Coordinator of PACT or by the Educational advisors, for distributing election and general voting forms to Educational Advisors, and for keeping an up-to-date list of eligible KORT members. The Secretary may not co-sign to authorize the use of funds in the Business Office. An appointee of the Secretary or Chair, or one of the other officers acts in place of the Secretary when the Secretary is not available.

5.7. Powers. The Executive Committee shall have and may exercise when KORT is not in session the power to perform all duties, of every kind and character, not otherwise limited by the KORT Procedures or subsequent resolutions. The Executive Committee shall have and exercise the authority of KORT in the coordination of KORT. All acts performed by the Executive Committee in the exercise of its aforesaid authority shall be deemed to be, and may be certified as, acts performed under authority of KORT. Any such acts shall be reported at the next KORT meeting.

5.8. Vacancies. If a vacancy occurs among officers, the position is filled for the unexpired portion of the term by a qualified member who is appointed by KORT during a meeting having a quorum.

5.9. Removal. An officer may be removed for adequate reason including failure to attend sufficient meetings or failing to complete duties by a two-thirds vote of the regular membership present at any KORT meeting at which a quorum is present.

5.10. Compensation. Officers shall not receive compensation for their services as KORT officers.

5.11. Reimbursement: If funds are available, KORT officers, and PACT staff and parents may be reimbursed for reasonable expenses in performing KORT duties if they present supporting receipts and receive approval for reimbursement from a majority of members at any KORT meeting where a quorum is present.

Article Six: KORT MEETINGS

6.1. Meetings. KORT meets at least 8 times annually at whatever time and place it selects. The business portion of KORT meetings must be adjourned unless a representative of Natomas Charter School, usually the Coordinator of PACT, is present.

6.2. Quorum. The presence of parents representing 10% of families whose children are enrolled in Natomas Charter School PACT, in person or represented by proxy, and at least one representative of Natomas Charter School, usually the Coordinator of PACT, constitute a quorum. The number of families included in a quorum will be set by a vote of members during the first meeting of each year. This number will be based upon 10% of the number of families in PACT as of the last available count. This number may be changed at subsequent KORT meetings having a quorum or by a ballot of the membership should there be a significant change in the numbers of families in KORT.

a) A majority of members where a quorum is present is necessary to make a

decision, except where some other number is required by law or by these Procedures.

b) In any KORT meeting without a quorum, the business portion of the meeting may be presented with the following possible actions: (1) voting must be postponed or (2) the business portion of the meeting must be adjourned or (3) any decisions of parents who do attend must be confirmed by a ballot of all PACT parents conducted by KORT officers before the next KORT meeting.

c) After a quorum has been established at a members' meeting, the subsequent withdrawal of members, so as to reduce the number of members in person at the meeting below the number required for a quorum, shall not affect the validity of any action taken at the meeting or any adjournment thereof.

6.3. Voting by Proxy. All members are entitled to vote at KORT meetings or to express consent or dissent to KORT actions in writing, by email, or by phone without attending the meeting or may ask another parent or educational advisor to represent them at the meeting in their absence. Proxy voting is permitted; the Proxy vote must be presented to the acting Chair before or during the meeting and before the vote is taken, and must be followed by a signed Statement of Proxy before the next scheduled KORT meeting.

6.4. Special Meetings. Special meetings of the members shall be held when directed by administrators of Natomas Charter School or by the majority of KORT officers (**2 officers can call a meeting?**), or when requested in writing by not less than ten percent (10%) of all members entitled to vote at a KORT meeting. The call for the meeting shall be issued by the Secretary (with assistance of the Program Coordinator of PACT and PACT staff), unless the Chair shall designate another person to do so.

6.5. Membership Voting. Voting of the whole membership when called for by these Procedures or other applicable laws may be taken on ballot forms approved by KORT and distributed by educational advisors and collected by educational advisors, KORT officers, or PACT staff.

6.6. Notice. The KORT secretary must give KORT members reasonable notice of all regular and special meetings by posting the meeting times in the PACT Center and sending reminders to each member by email or mail in the week before the meeting. An agenda of the business to be discussed must also be posted by the KORT secretary in the PACT center and may be sent to members by mail or email by PACT staff prior to the meeting.

6.7. Voting. The presence of 10 percent (10%) of the regular members in-person constitutes a quorum for the purpose of transacting business that requires a vote. When a quorum is present, a majority is necessary to make a decision except where some other number is required by law or by these Procedures. Proxy

voting is permitted.

6.8. Action by Members Without a Meeting. Any action required to be taken or which may be taken at any regular or special meeting of members, may be taken without a meeting, without prior notice and without a vote, if a written consent setting forth the action so taken shall be signed by members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which a quorum of members entitled to vote thereon were present and voted; provided, however, that no written consent shall be effective unless such consent (i) bears the date of signature by each member signing such consent and (ii) is delivered to the KORT officers. Prompt notice of the action without a KORT meeting by less than unanimous written consent shall be given to those members who have not consented in writing. Such actions may be revoked during subsequent KORT meetings that have a quorum.

Article Seven: COMMITTEES

7.1. Committees. The Executive Committee shall act on the day-to-day coordination of KORT matters and may delegate such matters to other members. The Chair shall appoint other committees as necessary. Unless otherwise provided, a majority of the committee shall constitute a quorum of that committee.

7.2. Rules. KORT may establish standing rules and resolutions that are consistent with these Procedures for the policies, procedures, and programs of KORT.

Article Eight: KORT POLICY OF COMPLIANCE AND COOPERATION

8.1. Policy of Compliance.

a) It is the undeviating policy of KORT to comply strictly with the letter and spirit of all federal, state, and charter school laws, and with applicable local, district and Natomas Charter School regulations. Any activities of KORT or KORT-related actions of officers or members which violate these laws and regulations are detrimental to the interests of KORT and are unequivocally contrary to KORT policy.

b) No officer or member or guest of KORT shall make any representation in public or in private, orally or in writing, which states, or appears to state, that an official policy or rule of KORT or of Natomas Charter School exists that does not actually exist.

8.2. Policy of Cooperation:

a) KORT meetings shall be conducted pursuant to agendas posted in the PACT center and distributed in advance, when possible, to PACT Members by email; copies will also be distributed to attendees during meetings. The business portion of each meeting shall limit discussions to agenda items and move on to new business only if there is time; the acting KORT Secretary will transfer any agenda items not completed in old or new business to the next meeting agenda.

b) Any KORT member, whether a voting or a non-voting member, may submit items for the next KORT agenda up to 10 days before the next scheduled meeting or as soon as possible before a special meeting. These items may be submitted in writing to the PACT Coordinator, to the KORT mailbox in the PACT Resource Center, or to any KORT officer, in person or by mail or email. New items that do not duplicate existing agenda items must be included in the "New Business" portion of the KORT agenda.

c) Minutes shall be distributed to members promptly by placing them in the KORT record books and by posting them in the PACT Center or making them available in a members' log-in protected website or sending them directly to members who have volunteered their email address for that purpose. The KORT Secretary will also send the Program Coordinator of PACT a paper or email copy of the minutes promptly after the meeting for posting on the website or sending to KORT members' email.

d) KORT members and guests at KORT meetings are expected to make every effort to cooperate in advancing the meeting. Disruptive behavior or a failure to yield to the Chair is not acceptable.

e) KORT members or officers who participate in conduct which KORT, by a two-thirds (2/3) majority vote, determines to be contrary to KORT's cooperation and compliance policy shall be subject to suspension or expulsion from KORT.

Article Nine: RECORDS

9.1. Books and Records. KORT officers shall keep correct and complete books and records of account of the activities and transactions of KORT including a minute book which shall contain a copy of the Natomas Charter School Charter, financial statements about fundraising, a statement naming current officers and their contact information, a current list of members, KORT Procedures, Resolutions, and Standing Laws, and all amendments thereto. KORT shall also keep minutes of the proceedings of its meetings and of any committees reporting

to KORT. A public copy of all KORT books and records may be inspected by any adult or his agent for any proper purpose at any reasonable time.

Article Ten: NONDISCRIMINATION

10.1. Nondiscrimination. The members, officers, agents, students, and persons served by KORT shall be selected on a nondiscriminatory basis with respect to gender, age, sex, race, religion and national origin.

Article Eleven: AMENDMENTS AND INTERPRETATIONS

11.1. Amendments to Procedures. These Procedures may be altered, amended, or repealed and new Procedures may be adopted, by a two-thirds (2/3) vote of regular members at any regular or special KORT meeting at which a quorum is present, if at least ten (10) days written notice is given of an intention to alter, amend, or repeal these Procedures and adopt new Procedures at such a meeting.

11.2. Interpretation of Procedures. In the event of any ambiguity or dispute in the interpretation of these Procedures, such ambiguity or dispute shall be resolved by majority vote of members at any regular or special KORT meeting at which a quorum is present.

11.3. Rules of Order. KORT meetings may proceed informally for as long as all members agree to share the discussion. Upon request of an attending member, the acting Chair will conduct the meeting using Roberts Rules of Order, latest available edition, as the guideline.

Article Twelve: PRIVACY POLICY

12.1. Every effort will be made to keep addresses, phone numbers, and email addresses of members and attendees private unless the member or attendee volunteers this information on sign-up sheets. Members who have made their email addresses public may receive information, notices, agenda, and minutes in their email regarding KORT, but their email shall not be shared outside of KORT or used by any member for any other purpose. Members who have made their phone numbers public may receive calls about meetings, but their phone numbers shall not be shared outside of KORT or used by any member for any other purpose. Messages from individuals to the entire membership may be submitted to the Program Coordinator by email or in KORT's box to be forwarded or distributed to the KORT Membership, if found appropriate.