

## APPENDIX F

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# LOS ANGELES UNIFIED SCHOOL DISTRICT

## PILOT SCHOOL ORGANIZATION



## CONSTITUTION

**TENTATIVE ADOPTION: FEBRUARY 5, 2014**

**REVISION DATE: NOVEMBER 18, 2013**

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# **PILOT SCHOOL ORGANIZATION CONSTITUTION**

## **ARTICLE I NAME**

The name of this Organization shall be the Pilot School Organization of Los Angeles Unified School District, hereinafter referred to as the “Organization.”

## **ARTICLE II PURPOSE**

This Organization shall be a non-profit educational organization. Its purpose shall be:

- To represent the membership in communications with the Superintendent of Schools.
- To advocate and collaborate with Central Office to effectively support pilot school autonomies and innovation through the creation of guidance documents, to be amended as appropriate.
- To serve as a professional development clearinghouse for the presentation of best practices among pilot school leaders, and to develop leadership within the reform movement.
- To provide mentorship to membership.
- To provide a means for cooperative interaction between pilot school leaders, ISIC, Central Office and other District management organizations.
- To advise the Superintendent and provide feedback regarding educational policy.

## **ARTICLE III SPONSOR**

The sponsor of the Organization is appointed by the Superintendent on an annual basis. The sponsor will serve as an advisor to the Organization and will facilitate communication between the Superintendent and members of the Organization.

## **ARTICLE IV MEMBERSHIP**

Membership shall be composed of all pilot school principals. Membership shall be based on the individual’s current assignment.

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**ARTICLE V**  
**THE EXECUTIVE BOARD**

**Section 1      Membership**

The initial Executive Board (Transition Board) shall consist of officers appointed by the instructional directors supporting the Organization.

Following the 2013-2014 school year, the Executive Board will be selected through a series of elections, detailed in Article VI, Section 1.

The Executive Board shall consist of four officers – Chairperson, Vice-Chairperson, Secretary and Treasurer – and seven additional members who will be designated as Committee Chairs, as detailed in Article VIII.

Each pilot school network will have at least one of their members serve on the Executive Board. Representation will include leaders from the elementary, middle, and high school levels.

**Section 2      Purpose**

The Executive Board shall serve to assist the Chairperson to plan the meetings of the Organization and to review the recommendations of the Core Autonomy and Standing Committees on current issues, as well as procedures for actions to be taken by the Organization.

**Section 3      Powers**

Executive Board member shall be entitled to one (1) vote on actions of the Executive Board. This authority shall include the following powers:

- To set the times and places of its meetings, and to determine rules for the conduct of its business, subject to the approval of the Superintendent of Schools.
- To confirm the actions of the Chairperson with respect to all appointments of officers, committee members, the five pilot school autonomies, and other persons who are to represent the Organization.
- To approve the Organization meeting schedule and agendas.
- To set times and place of meetings with community based organizations (process to be determined by the Executive Board) twice a year.

**Section 4      Executive Board Meetings**

The Executive Board meetings shall be chaired by the Chairperson, who shall arrange and convene meetings or conference calls. Normally the Executive Board will meet or communicate within the two weeks prior to the Organization meeting.

**Section 5      Organization Membership Meetings**

Establish meeting dates, times, locations and agendas for the entire Organization.

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**ARTICLE VI**  
**ELECTIONS**

**Section 1**      **Chairperson and Vice-Chairperson**

The Executive Board Chairperson and Vice-Chairperson shall be elected by plurality of votes by the general membership.

Nine additional Executive Board members shall be determined by a plurality of votes election within each network. Potential Executive Board members must represent a cross-section of elementary and secondary principals.

The term of office for all Executive Board Officers and Members shall be one year, starting June 1 and continuing to May 31 of the following calendar year.

**Section 2**      **Secretary, Treasurer and Members**

The Chairperson shall designate the Secretary, Treasurer, and Committee Chairpersons, from the remaining nine elected Executive Board Members.

**Section 3**      **Conduct of Elections**

An election committee (see Article VIII, Section 6 – Ad hoc Committees), chaired by the Vice-Chairperson, shall conduct the elections. Such an election shall be by an electronic method such as Survey Monkey or Google Survey. A plurality of votes shall determine the winner.

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**ARTICLE VII**  
**OFFICERS**

**Section 1**      **Officers**

The officers of the Organization shall include the elected positions of the Chairperson and Vice-Chairperson.

**Section 2**      **Terms of Office**

Officers shall serve for a period of one (1) year, commencing June 1.

**Section 3**      **Chairperson Duties and Responsibilities**

The Chairperson shall:

- Act as presiding officer of the Organization, Chairperson of the Executive Board and, unless otherwise provided, shall act as the official representative of the Organization, including in matters of concern to the Superintendent.
  
- Appoint the Secretary and Treasurer.
  
- Preside at meetings, appoint and fill vacancies.
  
- Be an ex-officio member of all committees.

**Section 4**      **Vice-Chairperson Duties and Responsibilities**

In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and in so acting shall have all the powers of the Chairperson.

The Vice-Chairperson shall chair the election committee, for the following year's Executive Board. As the Election Committee Chair, the Vice-Chairperson shall distribute electronic ballots through methods such as Survey Monkey or Google Survey, and assume the position of Chairperson the following year.

**Section 5**      **Secretary Duties and Responsibilities**

The Secretary shall be responsible for the minutes and correspondence of the Organization and Executive Board, maintain a current general membership roster, receive and compile committee rosters from Committee Chairs, distribute election results, and meeting schedules.

The Secretary shall provide electronic notices of meeting dates, times and locations to alert Organization members of upcoming meetings (as detailed further in Article IX, Section 1).

**Section 6**      **Treasurer**

The Treasurer shall responsibly collect all annual dues, as set forth in Article IX, Section 5. The Treasurer shall maintain an accounting for dues collected and expenditures made during his/her term of office.

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**ARTICLE VII**  
**OFFICERS, continued**

**Section 7      Appointment of Replacement Officers**

In the event an Executive Board Officer cannot fulfill his/her term of office, the following procedures shall apply, by specific office:

Chairperson:                      Vice-Chairperson shall complete the Chairpersons' term as the Chair.

Vice-Chairperson:                Secretary shall complete the Vice-Chairpersons' term as the Vice -Chair

Secretary:                        The Chairperson shall appoint an acting Secretary from the Organization membership with approval of the Executive Board, to complete the remainder of the term.

Treasurer:                        The Chairperson shall appoint an acting Treasurer from the Organization membership with approval of the Executive Board, to complete the remainder of the term.

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**ARTICLE VIII**  
**COMMITTEES**

**Section 1**      **Core Autonomy Committees and Standing Committees**

Core Autonomy Committees and Standing Committees shall be formed annually to support general membership in autonomy implementation, critical issues, and operations. The Committees are:

- Budget (autonomy)
- Hiring and Evaluation (autonomy)
- Curriculum, Instruction, and Assessment (autonomy)
- Governance (autonomy)
- Scheduling and Calendaring (autonomy)
- Critical Issues (standing)
- Operations (standing)

**Section 2**      **Committee Chairs**

Committee Chairs shall be designated by the Chairperson, and agreed upon by the Executive Board. Committee Chairs shall serve as a liaison between the Organization and Pilot Directors. Chairs shall maintain a current roster of their Committee and provide the Secretary with a copy of the current roster.

**Section 3**      **Communication between Committee Chairs and Executive Board**

Organization Committee Chairs shall review and report matters referred to them by the Chairperson with the Executive Board as frequently as necessary, but at least once each semester. Communication may be done electronically.

**Section 4**      **Committee Members**

Organization general members may volunteer to participate on committees. Electronic notification of names of committees will be sent out to Organization members in the fall of each year.

**Section 5**      **Committee Meetings**

Committee meetings shall be called as necessary by the committee chair. Meetings may occur by meeting in person, by telephone conference or by electronic means.

**Section 6**      **Ad hoc Committees**

Ad hoc committees shall be organized as needed by the Executive Board and will meet until their specific task has been accomplished. The Chairperson shall appoint the chairperson of these committees. The annual Election Committee is one example of an Ad hoc Committee.

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**ARTICLE IX**  
**ORGANIZATION MEETINGS**

**Section 1      General Membership Meetings**

Regular and special meetings of the members of this Organization shall be at such time and places as the Executive Board may determine, but at least twice per semester.

**Section 2      Quorum**

No business of the Organization involving amendments to this Constitution, Resolutions or Motions shall be conducted in the absence of a quorum.

A quorum for Executive Board meetings shall consist of 50% plus 1 of the members of the Executive Board. A quorum for general membership meetings shall consist of 50% plus 1 of the voting members.

**Section 4      Rules of Order**

The rules contained in *Robert's Rules of Order, Revised*, shall govern all meetings, except in instance of conflict between said rules of order and this Constitution. In cases of a conflict, the Organization Constitution shall take precedence.

**Section 5      Dues**

The amount of annual dues will be decided by the Executive Board based on the expenditure needs of the Organization, in order to fulfill the purpose of the Organization.

Members may pay their annual dues at any city-wide meeting or Organization meeting, or by mailing dues to the Organizations' Treasurer.

**ARTICLE X**  
**CONSTITUTION REVISION/AMENDMENTS**

**Section 1      Revisions**

Revisions which do not change the intent of the Constitution shall be approved by a majority vote of the Executive Board. A majority vote is hereby defined as at least 50% plus 1 of Executive Board Members present as long as a quorum has been established.



**Section 2      Amendments**

Amendments shall be proposed to the Executive Board and upon approval by majority vote of the Executive Board shall be submitted to the membership for approval at a general membership meeting or by electronic ballot. A majority vote (as defined in Article X, Section 1) shall be necessary for adoption of the amendment(s).

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