

LOS ANGELES UNIFIED SCHOOL DISTRICT

PILOT SCHOOL ORGANIZATION



CONSTITUTION

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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.

Each Pilot Principal shall select one (1) or two (2) Lead Teachers to attend identified co-constructed sessions at Organizational Meetings.

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 be made up of eleven Pilot School Principals, and will consist of two elected officers – Chairperson and Vice Chairperson (Chair Elect), the Past Chairperson – and eight additional elected members.

Position	Method of assignment
Chairperson	Elected
Vice Chairperson	Elected
Past Chairperson	Served Previous Year
Members (8)	Elected

The eight members will serve in the following Executive Board capacities: two appointed officers – Secretary and Treasurer (See Article VI), and Committee Chairpersons (See Article VIII).

The Executive Board will have both geographic and school level representation as follows:

	Position	Geographic Area	School Level
1	Chairperson	Any	Any
2	Vice Chairperson	Any	Any
3	Past Chairperson	Any	Any
4	Member	North	Any
5	Member	South	Any
6	Member	East	Any
7	Member	West	Any
8	Member	Any	Span
9	Member	Any	Elementary
10	Member	Any	Secondary
11	Member	Any	Secondary

Principals may only run for one seat in any given service year, as defined in Article VI, Section 1.

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.

ARTICLE V - THE EXECUTIVE BOARD, continued

Section 3 **Powers**

Executive Board members shall be entitled to one (1) vote each, 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.

ARTICLE VI **ELECTIONS**

Section 1 Chairperson and Vice Chairperson (Chair Elect)

The Executive Board Chairperson and Vice Chairperson (Chair Elect) shall be elected by plurality of votes by the general membership.

After the election of the Chairperson and Vice Chairperson (Chair Elect), a separate election will be held for eight additional Executive Board members, which shall be determined by a plurality of votes election by the general membership. See Article V, Section 1 – Membership (Executive Board).

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

Principals may only run for one seat on the Executive Board, in any given service year.

Section 2 Secretary, Treasurer and Members

The Chairperson shall designate the Secretary, Treasurer, and Committee Chairpersons, from the remaining eight 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 (Chair Elect), 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.

Elections shall take place in May of every year.

ARTICLE VII **OFFICERS**

Section 1 Officers

The officers of the Organization shall include the elected positions of the Chairperson and Vice Chairperson (Chair Elect).

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, Treasurer, and Committee Chairpersons from the additional eight elected members.
- Preside at meetings, appoint and fill all vacancies, in conjunction with the Executive Board and decided upon at an Executive Board meeting.
- Be an ex-officio member of all committees.
- Serve the following year as Past Chair, on the Executive Board.

ARTICLE VII - OFFICERS, continued

Section 4 **Vice Chairperson (Chair Elect) Duties and Responsibilities**

In the absence of the Chairperson, the Vice Chairperson (Chair Elect) shall perform all the duties of the Chairperson, and in so acting shall have all the powers of the Chairperson.

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

Section 5 **Past Chairperson Duties and Responsibilities**

Past Chairperson shall sit on the Executive Board in order to provide continuity and legacy insight during the transition to the new Executive Board.

Past Chairperson shall cast a tie-breaking vote, in the event of a split vote on any issue addressed by the Executive Board.

Section 6 **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 7 **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.

Section 8 **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 (Chair Elect) shall complete the Chairpersons' term as the Chair.

Vice Chairperson: Secretary shall complete the Vice Chairperson (Chair Elect)s' term as the Vice Chairperson (Chair Elect).

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.

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)
- 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. Lead Teachers (Article IV) may serve as Committee Members.

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 to address critical issues, 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. Lead Teachers (Article IV) may serve as Ad hoc Committee Members. The annual Election Committee is one example of an Ad hoc Committee.

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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