

CAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: 7/8/2013

REVISED:

<p>PA Const. PSC of 1949 SC – Art. XVII-A</p>	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) members shall meet and organize annually in June. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Officers</u></p> <p>The officers of the Corporation shall be a chair, vice chair, secretary, treasurer, and such other officers as may be elected in accordance with the provisions of Article VII(A) of the By-laws. The Board shall elect from among its members a chair, a vice-chair, a secretary, and a treasurer who may also serve as Officers of the Corporation.</p> <p>Section 3. <u>Election of Officers</u></p> <p>The officers of the corporation. except those elected by delegated authority pursuant to Article VII(A) of the bylaws shall be elected annually by the Board, and each such officer shall hold his/her office until the June annual organization meeting of the Board and until his/her successor shall have been elected and qualified, or until his/her earlier death, resignation, or removal.</p> <p>The chair of the Board, or in his/her absence, the vice-chair of the Board shall preside at all meetings of the members of the Board, and shall perform such other duties as may from time to time be requested of him/her by the Board.</p> <p>The chair shall have general supervision over the activities and operations of the corporation, subject, however, to the control of the Board. The chair shall sign, execute, and acknowledge, in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments authorized by the Board except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by the by-laws, to some other officer or agent of the corporation; and, in general, shall</p>
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<p>SC 1410</p> <p>SC 1410</p> <p>SC 324, 406</p> <p>SC 2401</p> <p>SC 516</p>	<p>perform all duties incident to the office of chair, and such other duties as from time to time may be assigned to him/her by the Board.</p> <p>The vice-chair shall perform the duties of the chair in his/her absence and such other duties as may from time to time be assigned to them by the Board or the chair.</p> <p>The secretary shall attend all meetings of the Board and shall record all the votes of the Board and the minutes of the meetings of the Board and the committees of the Board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by the corporation as required by law; shall be the custodian of the seal of the corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of secretary, and such other duties as may from time to time be assigned to him/her by the Board or the chair.</p> <p>The treasurer shall have or provide for the custody of the funds or other property of the corporation and shall keep a separate bank account of the same to his/her credit as treasurer; shall conduct and receive or provide for the collection and receipt of moneys earned by or in any manner due to or received by the corporation; shall deposit all funds in his/her custody as treasurer in such banks or other places of deposit as the Board may from time to time designate; shall, whenever so required by the Board, render an account showing his/her transactions as treasurer, and the financial condition of the corporation; and, in general, shall discharge such other duties as may from time to time be assigned to him/her by the Board or the chair.</p> <p>A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by the Board by the officer or committee to which the power to fill such officer has been delegated pursuant to Article III(C) of the bylaws, as the case may be, and if the office is one of which these by-laws prescribe a term, shall be filled for the unexpired portion of the term.</p> <p>Section 4. <u>Appointments</u></p> <p>The Board may appoint:</p> <p>a. School physician(s).</p> <p>b. School dentist(s).</p> <p>c. Solicitor.</p> <p>d. Independent auditor.</p> <p>e. Delegates to a state convention or association of school directors.</p>
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<p>SC 621</p> <p>SC 106</p> <p>SC 421</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>f. Other appointments the Board deems necessary.</p> <p>Any officer, committee, employee or other agent of the corporation may be removed, either for or without cause, by the Board or other authority which elected, retained or appointed such officer, committee or other agent whenever in the judgment of such authority the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract of any person so removed.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p> <ul style="list-style-type: none"> <li>a. Depositories for school funds of the charter school.</li> <li>b. Newspaper(s) of general circulation, as defined in law.</li> <li>c. Normal day, place and time for regular meetings.</li> <li>d. Normal day, place and time for open committee meetings.</li> </ul> <p>Section 6. <u>Committees</u></p> <p>The Board may from time to time elect such other officers and appoint such committees, employees or other agents as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws, or as the Board may from time to time determine.</p> <p>Board committees authorized to take official action or render advice on charter school business shall operate in accordance with the provisions of the Sunshine Act.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 106, 324, 406, 421, 516, 621, 683, 1410, 2401</p> <p>Article XVII-A</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec 701 et seq.</p> <p>Pennsylvania Constitution</p>
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