



Minnesota Association of Charter School Authorizers AGREEMENTS

AGREEMENT I. NAME

The name of the organization shall be the Minnesota Association of Charter School Authorizers (MACSA).

AGREEMENT II. PURPOSE

The Minnesota Association of Charter School Authorizers was formed to increase the quality of charter school authorizing in the state of Minnesota by developing and identifying practices and policies that ensure effective oversight and evaluation of Minnesota charter schools.

AGREEMENT III. DEFINITIONS

For the purpose of these agreements, the following terms are defined as follows:

- A. Members. Members refers to charter school authorizing organizations that have chosen (opted in) to participate in MACSA.
- B. Representatives. Representatives refers to individuals employed by or serving on the boards of member organizations.
- C. Proxy Vote. Proxy vote refers to the process by which a member organization casts a vote on a meeting agenda item when the voting representative is not present. An organization may cast a proxy vote in one of two ways (1) *in-person* – the member organization designates a representative to vote at the meeting or (2) electronically – an organization’s voting representative sends a written vote via email to the Executive Committee by 5:00 pm the day prior to the meeting date.

AGREEMENT IV. MEMBERSHIP

Section 1 Eligibility. Membership in the Association shall be open to any organization approved by the state of Minnesota to authorize charter schools that chooses to be a member.

- Section 2 Classifications.* There shall be the following categories of members:
- A. Voting Members. Any operating charter school authorizer that fulfills the criteria for membership. Each member organization holds one vote in the Association.
 - B. Voting Representatives. The voting representative of the operating charter school authorizer shall be the director of the authorizing office, unless another individual is designated by the director of the authorizing office.
 - C. Non-Voting Representatives. Each member organization may designate additional non-voting representatives to participate in the Association.

AGREEMENT V. EXECUTIVE COMMITTEE

Section 1 Composition. The Executive Committee shall include 3 – 6 representatives from separate member organizations.

Section 2 Term of Office. The term for the Executive Committee begins on July 1st and runs through June 30th. No representative shall serve more than three (3) one-

year terms on the Executive Committee without a break in service.

- Section 3* *Duties.* The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association. The Executive Committee shall:
- A. Have general supervision of the Association between meetings;
 - B. Create a calendar of regular meetings annually;
 - C. Set the date, hour, and place of meetings;
 - D. Create the agenda for meetings;
 - E. Make recommendations to the Association on topics such as MACSA representative at external stakeholder meetings; and
 - F. Perform other duties specified by these agreements or agreed upon by the Association.

- Section 4* *Meetings.* The Executive Committee shall meet as needed to prepare for Association meetings and perform the aforementioned duties.

AGREEMENT VI. MEETINGS OF THE MEMBERS

- Section 1* *Meetings.* A calendar of regular meetings of Association members will be established annually by the Executive Committee and approved by the Association members.
- A. Notice of the time and place shall be communicated by a representative of the Executive Committee to each member at least five (5) days in advance of the meeting.
 - B. Agendas and materials for regularly scheduled meetings shall be communicated in writing at least five (5) days in advance.
 - C. The voting representative of the member organization shall be present in order to cast a vote on any matters at the meeting. If the voting representative cannot be present at the meeting, the voting representative may designate a representative to vote on behalf of the member organization or the voting representative may cast a proxy ballot.
- Section 2* *Quorum.* A simple majority, fifty-one percent (51%), of the eligible voting representatives shall constitute a quorum. A proxy ballot appropriately received by 5:00 PM the day prior to the date of a meeting shall be counted towards the quorum.
- Section 3* *Attendance.* MACSA is a nonpublic Association and while the intent is to be transparent, the meetings are not public nor subject to the Open Meeting Law.

Record of Amendments

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