

Board Bylaws

**ELMWOOD VILLAGE CHARTER SCHOOLS
BY-LAWS**

ARTICLE I: ORGANIZATION

1.1. The name of the Corporation is the Elmwood Village Charter Schools (hereafter the "Corporation").

1.2. The Corporation operates charter schools as defined in the New York State Charter Schools Act (Article 56) of the Education Law of the State of New York (each a "School" and collectively the "Schools"). Except as otherwise provided by the Education Law of the State of New York, the schools are independent and autonomous charter schools.

1.3. Pursuant to the Education Law of the State of New York, and except as otherwise provided by said law, the Corporation is a charitable, formerly Type B New York State not-for-profit corporation, as defined in the Not-For-Profit Corporation Law of the State of New York.

1.4. The Corporation is a non-membership corporation.

1.5. The Corporation's principal office is 40 Days Park, Buffalo, NY 14201. The Board may, by resolution or amendment of the By-laws and approval of the New York State Education Department, change the place of the principal office. The Secretary shall note any change in principal office on the copy of the By-laws maintained by the Secretary.

ARTICLE II: BOARD OF TRUSTEES

2.1. Powers. The activities, property, and affairs of the Corporation shall be managed by the Board of Trustees (hereafter the "Board"), subject to the Education Law of the State of New York, the Not-for-Profit Corporation Law of the State of New York, the Charter of the Corporation (hereafter the "Charter") and these By-laws. The Board shall have all the powers enumerated in these By-laws, including, but not limited to the following specific powers:

2.1.1. To select and remove a Director for each of the Schools operated by the Corporation (each a "Director" and collectively the "Directors").

2.1.2. In close consultation with the Directors, to hire and terminate staff and employees of the Schools; to prescribe powers and duties for them; and to fix their compensation.

2.1.3. To indemnify to the fullest extent allowable under law, and maintain insurance on behalf of any of its Trustees, officers, employees and/or agents for liability asserted against or incurred by such person in such capacity or arising out of such person's status as such.

2.2. Number and Qualifications. The Board of Trustees of the Corporation shall consist of at least five (5) voting members, two (2) of which shall be classified as "Parent Representative Trustees," while the others shall be classified as "At Large Trustees."

2.2.1. At Large Trustees shall be community leaders and/or persons who are representative of the community at large.

2.2.2. Parent Representative Trustees shall be parents/guardians of child(ren) enrolled in the Schools. The Board may determine that each of the Schools operated by the Corporation must be represented by at least one Parent Representative Trustee.

2.2.3. All Trustees shall be strongly committed to improving public school education for all children in the City of Buffalo and fully cognizant with and supportive of the Corporation's and each of the Schools' mission statement, goals, and objectives.

2.2.4. The number of Trustees constituting the entire Board shall at no time be more than fifteen (15) or less than five (5), and at no time shall there be any less than two (2) Parent Representative Trustees. As used in these by-laws, the term "entire Board" means the total number of Trustees which the Corporation would have if there were no vacancies.

2.2.5. No decrease in the number of Trustees shall shorten the term of any incumbent Trustee.

2.2.6. All Trustees shall be at least eighteen (18) years of age.

2.3 Election. Except as otherwise provided by the Not-for-Profit Corporation Law of the State of New York, the Education Law of the State of New York, the Charter or these By-laws, election of Trustees shall take place at the Annual Meeting of the Board of Trustees and shall be by the vote of a majority of the Trustees then in office.

2.3.1. Parent Representative Trustees shall be designated to be a member of the Board of Trustees by a majority vote of the Board of Trustees whenever a Parent Representative Trustee term expires or vacancy occurs. Any parent/guardian designated to be a Parent Representative Trustee shall be seated upon approval of the Board of Trustees and upon consent by the New York State Education Department.

2.4. Term of Office. Members of the Board of Trustees will be elected for 3-year terms.

2.4.1. The term of office of a Trustee elected to fill a vacancy under these By-laws begins on the date of the Trustee's election, and continues for the balance of the unexpired term of the Trustee whose

seat has become vacant.

2.4.2. A Trustee's term of office shall not be shortened by any reduction in the number of Trustees resulting from amendment to the Charter, the By-laws, or other Board action.

2.4.3. Election of Trustees shall occur at the Annual Meeting of the Board. However, the Board may elect a person to fill a vacant Board seat at any Regular Meeting of the Board or Special Meeting called for such purpose.

2.5.4. Term Limits. Board Members may serve up to 3 consecutive 3-year terms and then must exit the Board for a period of 1 year. To maintain a level of continuity, institutional memory, and expertise, the implementation of term limits will be staggered.

2.5. Removal of Trustees. In accordance with the applicable provisions of the Education Law of the State of New York and the Not-for-Profit Corporation Law of the State of New York, a Trustee may be removed with or without cause by the affirmative vote of two-thirds (2/3) of the Board of Trustees at any meeting of the Board, notice of which shall have referred to the proposed action. Unexcused absences from two (2) consecutive Regular Meetings of the Board or four (4) Regular Meetings of the Board in any 12-month period shall, without limitation, be considered cause for removal.

2.6. Resignation by Trustee. Any member of the Board of Trustees may resign at any time by giving written notice to the Board Chairperson, Vice Chairperson, or Secretary. The resignation is effective upon receipt of such notice, or at any later date specified in the notice. The acceptance of a resignation by the Board, the Board Chairperson, Vice Chairperson or Secretary shall not be necessary to make it effective, but no resignation shall discharge any accrued obligation or duty of a Trustee.

2.7. Vacancies. A vacancy is deemed to occur on the effective date of the resignation of a Trustee, upon the removal of a Trustee, upon declaration of vacancy pursuant to these By-laws, or upon a Trustee's death. A Trustee elected to fill a vacancy, having been approved by the New York State Education Department, shall hold office immediately until the expiration of the term he or she was elected to complete.

2.8. Compensation of Trustees. Trustees shall serve without compensation. However, the Board may approve reimbursement of a Trustee's actual and necessary expenses while conducting Corporation business and effecting one or more of the corporate purposes of the Corporation.

2.9. Independent Trustees. The Board may require that one or more of the Trustees are Independent Trustees, as determined by Section 102(a)(21) of the Not-For-Profit Corporation Law of the State of New York, by the Board of Regents, or otherwise determined by the Board. The Board may direct that certain actions may only be taken by Independent Trustees.

ARTICLE III: MEETINGS OF THE BOARD

3.1. Place of Meetings. Board Meetings shall be held at the Corporation's principal office or at any other reasonably convenient place as the Board may designate.

3.2. Annual Meetings. The Annual Meeting of the Board of Trustees shall be held in the month of May of each year, or as soon thereafter as the Board can schedule same, for the purpose of electing Trustees, making and receiving reports on Corporate affairs, and transacting such other business as comes before the meeting.

3.3. Regular Meetings. A minimum of 11 Regular Meetings (plus one Annual Meeting) shall be held each year on dates determined by the Board. In addition, committee meetings of the Board of Trustees will be held throughout the year as necessary.

3.4. Special Meetings. A Special Meeting shall be held at any time and may be called by the Chairperson, or in his/her absence of disability, the Vice Chairperson, and must be called by such officer upon written request by any three (3) Trustees. Such request shall state the purpose or purposes for which the meeting is being called. Each Special Meeting of the Board of Trustees shall be held at such time and place as the person(s) calling the meeting shall determine. The only business to be conducted at a Special Meeting shall be business related to the purpose(s) for which the Special Meeting is being called.

3.5. Adjournment. A majority of the Trustees present at a meeting, whether or not a quorum is present, may adjourn the meeting to another time and place.

3.6. Notice of Meetings. Notices to Trustees regarding Board Meetings shall be given as follows:

3.6.1. Notice of Regular and Annual Meetings of the Board of Trustees shall state the time and place thereof and shall be given by the Chairperson, the Vice Chairperson or the Secretary to each member of the Board, by mailing the notice, postage prepaid, to the usual address of each Trustee not less than five (5) days before the meeting, or by delivering the notice to each member of the Board personally, or by email or by telephone not less than five (5) days before the meeting.

3.6.2. Notice of Special Meetings of the Board of Trustees shall, in addition to specifying the time and place for the Special Meeting, specify the purposes(s) for the Special Meeting and the person(s) calling for the Special Meeting. Notice of Special Meetings of the Board of Trustees shall be given by the Chairperson, the Vice Chairperson or the Secretary to each member of the Board by mailing the notice, postage prepaid, to the usual address of each Trustee not less than five (5) days before the meeting.

meeting, or by delivering the notice to each member of the Board personally, or by email or by telephone not less than five (5) days before the meeting.

3.6.3. Public notice shall be given by the Chairperson, the Vice Chairperson or the Secretary of any and all meetings of the Board of Trustees, including committee and subcommittee meetings, as required by the Open Meetings Law of the Public Officers Law of the State of New York.

ARTICLE IV: ACTION BY THE BOARD

4.1. Quorum. Unless a greater proportion is required by law, a simple majority of the entire Board of Trustees shall constitute a quorum for the transaction of any Corporate business.

4.2. Voting. The following items require a vote of two-thirds (2/3) of the entire Board of Trustees: removal of a Director; removal of a Trustee; removal of an officer; and adoption, amendment, or repeal of By-laws. Except as otherwise provided by law, the Charter or these By-laws, the vote of a majority of the Board present at the time of the vote shall decide any other question that may come before the meeting.

4.3. Board Participation. To the extent permitted by Article 7 of the Public Officers Law, Trustees participating by means of video-conferencing shall constitute presence in person at the meeting. Trustees participating by means of video-conferencing must do so from a site at which the public may attend, listen, and observe all other parties in attendance. Trustees other than those in attendance, in-person or participating by live video-conferencing may not vote and are not considered present for purposes of achieving quorum.

4.4. Committees and Subcommittees. The Board may create, by resolution or resolutions adopted by a majority of the entire Board, committees for any purpose, and unless otherwise specified herein, the Board shall appoint members to and designate the chairs of such committees. The Corporation may have (i) Board Committees consisting solely of Trustees and (ii) Committees of the Corporation, whose members are not required to be Trustees. Each committee chairperson shall have the discretion to appoint such subcommittee(s) as may be necessary. Each committee and subcommittee shall keep regular minutes of its proceedings and report its actions to the Board of Trustees when required. Each committee will serve at the pleasure of the Board.

4.5. Board Committees. Board Committees and the subcommittees of Board Committees shall consist of Trustees. Except for the Executive Committee, which shall consist of no fewer than four (4) Trustees, a Board committee will consist of a chairperson and at least two (2) other Trustees.

4.5.1. Executive Committee shall be a Board committee consisting of the Board officers of the Corporation plus one other Trustee elected by the Board. Except as otherwise provided by law, the Charter or these By-laws, all acts done by the Executive Committee from time to time within the scope of its authority shall be deemed to be, and shall be specified as being an act under the authority of the full Board of Trustees.

4.5.2. Finance and Audit Committee shall be a Board committee consisting of the chairperson, who shall be the Treasurer of the Board, and at least two (2) other Trustees. The Finance and Audit Committee shall be responsible for the fiscal health and well-being of the Schools. It will monitor finances and, in consultation with the Schools' accountant, develop and review budgets and financial statements and make budget and financial recommendations to the Board of Trustees.

4.5.3. Human Resources/Personnel Committee, if appointed, shall be a Board committee consisting of a chairperson and at least two (2) other Trustees. The Human Resources/Personnel Committee shall be responsible for developing and making recommendations to the Board on human resource issues including, but not limited to: (1) final decisions as to staffing in consultation with the Directors; (2) compensation and benefits; (3) personnel policies and (4) work place safety.

4.5.4 Nominating Committee, if appointed, shall be a Board committee consisting of a chairperson and at least two (2) other Trustees. The Nominating Committee shall be responsible for developing and making recommendations to the Board on nominees for Trustee and officer positions. If so requested by the Board, the Nominating Committee shall also review and make recommendations related to corporate governance and procedures.

4.6. Authority of Board Committees. The Board may delegate to a Board committee any of the authority of the Board, except with respect to:

- a. The filling of vacancies in the Board or in any committee;
- b. The fixing of compensation of the Trustees for serving on the board or on any committee;
- c. The amendment or repeal of the by-laws or the adoption of new by-laws;
- d. The amendment or repeal of any resolution of the board which by its terms shall not be so amendable or repealable;
- e. The election or removal of officers and Trustees;
- f. The approval of a merger or plan of dissolution;
- g. The authorization of transactions including the sale, lease, exchange or other disposition of all or substantially all of the assets of a Corporation; and
- h. The approval of amendments to the Charter.

4.7. Committees of the Corporation. In addition to Board committees, the Board may create committees of the Corporation to serve at the pleasure of the Board and to perform tasks assigned by

the Board. Persons other than Trustees may be members of committees of the Corporation. Committees of the Corporation have no authority to act on behalf of the Board or to bind the Board.

4.8. Procedures of Committees. The Board may prescribe the manner in which the proceedings of any Board committee are to be conducted. In the absence of such prescription, a Board committee may prescribe the manner of conducting its proceedings, except that meetings of any committee and/or subcommittee are governed by the provisions of these By-laws.

ARTICLE V: OFFICERS

5.1. Officers. The officers of the Corporation consist of a Chairperson, Vice Chairperson, a Secretary and a Treasurer. The Corporation also may have such other officers as the Board deems advisable.

5.2. Responsibilities. The responsibilities of the officers shall be as follows:

5.2.1. **Chairperson.** The Chairperson shall be the chief executive officer of the Corporation and shall preside at all meetings of the Corporation and the Board of Trustees. Subject to Board control, the Chairperson has general supervision, direction and control of the affairs of the Corporation, and such other powers and duties as the Board may assign to him or her from time to time.

5.2.2. **Vice Chairperson.** If the Chairperson is absent or disabled, the Vice Chairperson shall perform all the Chairperson's duties and, when so acting, shall have all the Chairperson's powers and be subject to the same restrictions. The Vice Chairperson shall have other such powers and perform such other duties as the Chairperson and/or Board may prescribe from time to time.

5.2.3. **Secretary.** The Secretary shall: (a) keep or cause to be kept, at the Corporation's principal office, or such other place as the Board may direct, a book of minutes of all meetings of the Board and Board committees, noting the time and place of the meeting, whether it was Regular or Special (and if Special, how authorized), the notice given, the names of those present, and the proceedings; (b) keep or cause to be kept a copy of the Corporation's Charter and By-laws, with amendments; (c) give or cause to be given notice of Board and Committee meetings as required by the By-laws; and (d) have such other powers and perform such other duties as the Board may prescribe from time to time.

5.2.4. **Treasurer.** The Treasurer shall have oversight of all financial systems of the Corporation. The Treasurer shall: (a) keep or cause to be kept adequate and correct accounts of the Corporation's properties, receipts and disbursements; (b) keep or cause to be kept the books of account available

at all times for inspection by any Trustee; (c) render or cause to be rendered to the Chairperson and the Board, as requested but no less frequently than once every fiscal year (at the Annual Meeting), an itemized account of the Corporation's financial transactions and financial condition; (d) prepare or cause to be prepared any reports concerning financial issues required by any loan agreement; (e) serve as Chairperson of the Finance and Audit Committee; and (f) have such other powers and perform such other duties as the Board may prescribe from time to time.

5.3. Election, Eligibility and Term of Office.

5.3.1. **Election.** The Board shall elect the officers annually at the Annual Meeting except in the event of a vacancy, in which case an officer may be elected to fill a vacancy at a Regular Meeting or at a Special Meeting called for that purpose.

5.3.2. **Eligibility.** A Trustee may hold any number of offices, except that neither the Secretary nor Treasurer may serve concurrently as the Chairperson. No employee of the Corporation shall serve as Chairperson of the Board or hold any other title with similar responsibilities unless the Board approves such employee's serving as Chairperson by a two-thirds vote of the entire Board and contemporaneously documents in writing its basis for such approval.

5.3.3. **Term of Office.** Each officer serves at the pleasure of the Board for a term of one year, holding office until the next Annual Meeting of the Board or until his or her successor has been elected, or until resignation, removal or disqualification from service.

5.4. Removal. The Board may remove any officer for cause at any time by the affirmative vote of two-thirds (2/3) of the Board of Trustees at any meeting of the Board, notice of which shall have referred to the proposed action and shall have been given to the accused officer and to each Trustee at least one (1) week previous to the date of the meeting at which the proposed action to remove is to take place.

Unexcused absences from two (2) consecutive Regular Meetings of the Board or four (4) Regular Meetings of the Board in any 12-month period shall, without limitation, be considered cause for removal. Any action for removal of an officer for cause shall be consistent with principles of due process.

5.5. Resignation. Any officer may resign at any time by giving written notice to the Board Chairperson, Vice Chairperson or Secretary, the resignation taking effect upon receipt of the notice or at a later date if so specified in the notice.

ARTICLE VI: INDEMNIFICATION OF TRUSTEES

6.1. Right of Indemnification. Each Trustee of the Corporation, whether or not then in office, and

any person whose testator or intestate was such a Trustee, shall be indemnified by the Corporation for the defense of, or in connection with, any threatened, pending or completed actions or proceedings and appeals therein, whether civil, criminal, administrative or investigative, in accordance with and to the fullest extent permitted by the Not-For-Profit Corporation Law of the State of New York or other applicable law, as such law now exists or may hereafter be adopted or amended; provided, however, that the Corporation shall provide indemnification in connection with an action or proceeding (or part thereof) initiated by such a Trustee only if such action or proceeding (or part thereof) was authorized by the Board.

6.2. Advancement of Expenses. Expenses incurred by a Trustee in connection with any action or proceeding as to which indemnification may be given under Section 6.1 of this Article may be paid by the Corporation in advance of the final disposition of such action or proceeding upon (a) the receipt of an undertaking by or on behalf of such Trustee to repay such advancement in case such Trustee is ultimately found not to be entitled to indemnification as authorized by this Article and (b) approval by the Board of Trustees acting by a quorum consisting of Trustees who are not parties to such action or proceeding or, if such a quorum is not obtainable, then by vote of a majority of the entire Board of Trustees. To the extent permitted by law, the Board of Trustees shall not be required to find that the Trustee has met the applicable standard of conduct provided by law for indemnification in connection with such action or proceeding before the Corporation makes any advance payment of expenses hereunder.

6.3. Availability and Interpretation. To the extent permitted under applicable law, the rights of indemnification and to the advancement of expenses provided in this Article (a) shall be available with respect to events occurring prior to the adoption of this Article, (b) shall continue to exist after any rescission or restrictive amendment of this Article with respect to events occurring prior to such rescission or amendment, (c) shall be interpreted on the basis of applicable law in effect at the time of the occurrence of the event or events giving rise to the action or proceeding or, at the sole discretion of the Trustee (or, if applicable, at the sole discretion of the testator or intestate of such Trustee seeking such rights), on the basis of applicable law in effect at the time such rights are claimed and (d) shall be in the nature of contract rights that may be enforced in any court of competent jurisdiction as if the Corporation and the Trustee for whom such rights are sought were parties to a separate written agreement.

6.4. Other Rights. The rights of indemnification and to the advancement of expenses provided in this Article shall not be deemed exclusive of any other rights to which any Trustee of the Corporation or

other person may now or hereafter be otherwise entitled, whether contained in the Charter, these By-laws, a resolution of the Board or an agreement providing for such indemnification, the creation of such other rights being hereby expressly authorized. Without limiting the generality of the foregoing, the rights of indemnification and to the advancement of expenses provided in this Article shall not be deemed exclusive of any rights, pursuant to statute or otherwise, of any Trustee of the Corporation or other person in any action or proceeding to have assessed or allowed in his or her favor, against the Corporation or otherwise, his or her costs and expenses incurred therein or in connection therewith or any part thereof.

6.5. Severability. If this Article or any part hereof shall be held unenforceable in any respect by a court of competent jurisdiction, it shall be deemed modified to the minimum extent necessary to make it enforceable and the remainder of this Article shall remain fully enforceable. Any payments made pursuant to this Article shall be made only out of funds legally available therefore.

ARTICLE VII: OTHER PROVISIONS

7.1. Fiscal Year. The fiscal year of the Corporation begins on July 1 of each year and ends June 30.

7.2. Execution of Instruments. Except as otherwise provided in these By-laws, the Board may adopt a resolution authorizing any officer, employee or agent of the Corporation to enter into any contract on behalf of the Corporation, or execute and deliver any instrument in the name of or on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power to bind the Corporation by any contract or engagement, to pledge the Corporation's credit, or to render it liable monetarily for any purpose or any amount.

7.3. Checks and Notes. Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation may be signed by any two persons designated by the Board.

7.4. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Not-for-Profit Corporation Law and the Education Law of the State of New York shall govern the construction of these By-laws. Without limiting the generality of the foregoing, words in these By-laws shall be read as the masculine or feminine gender, and as the singular or plural, as the context requires, and the word "person" includes both a corporation and a natural person. The captions and headings in these By-laws are for reference and convenience only and

are not intended to limit or define the scope or effect of any provisions.

7.5. Gifts. The Board of Trustees, the Executive Committee or any authorized officer, employee or agent of the Corporation may accept, on behalf of the Corporation, any contribution, gift, bequest or devise for any general or special purpose or purposes of the Corporation.

7.6. Conflict of Interest. Each Board member shall be fully familiar with and shall strictly comply with the Conflict of Interest Policy of the Corporation as such may be amended from time to time.

7.7. Code of Ethics. Each Board member shall be fully familiar with and shall strictly comply with the Code of Ethics Policy of the Corporation as such may be amended from time to time.

7.8. Interpretation of Charter. Whenever any provision of the By-laws is in conflict with the provisions of the Charter, the provisions of the Charter shall control.

ARTICLE VIII: COMPLAINT PROCESS

8.1. In compliance with The New York Charter Schools Act (the "Act"), any individual or group is permitted to bring a complaint directly to the Board of Trustees of the School and to report, in writing, an alleged violation of the Act, of the Charter, or any other law relating to the management or operation of the Schools.

8.2. A Complaint submitted to the Board of Trustees at least one (1) week prior to the next Regular Meeting of the Board will be addressed at that meeting. Any Complaint submitted less than one (1) week prior to a Regular Meeting will be addressed at the next subsequent Regular Meeting of the Board. If the Chairperson, Vice Chairperson or any three (3) Trustees deem a complaint to be in the nature of an emergency, then a Special Meeting may be called to deal with such complaint provided that all provisions of these By-laws governing the calling of a Special Meeting are complied with.

8.3. Every effort will be made to respectfully address any complaint to the satisfaction of the individual or group that presented the complaint. The Board may, as it deems necessary and appropriate, direct the Directors or other responsible employees to act upon the complaint and report to the Board. The Board of Trustees shall render a determination in writing if appropriate or required.

8.4. If, after presentation of a complaint to the Board, the individual or group determines that the Board has not adequately addressed the complaint, the complainant may, in accordance with the Act, present the complaint to the Board of Regents.

ARTICLE IX: CLOSURE OR DISSOLUTION

9.1. In the event of closure of a School or dissolution of the Corporation for any reason, transfer of students and student records, and disposition of the Corporation's assets shall occur as required under the Act.

ARTICLE X: AMENDMENT

Subject to approval by the Board of Regents, these By-Laws may be adopted, amended, or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees.

Notice of a meeting to vote on adoption, amendment or repeal of any By-Law(s) shall include details and specification of the proposed By-laws to be adopted, amended or repealed.

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Elmwood Village Charter Schools, an education Corporation duly organized and existing under the laws of the State of New York; that the foregoing By-laws of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation; and that the above said By-laws are now in full force and effect.

_____, Secretary

Date: _____