

## Governance and Staffing

### Bylaws

This school policy is intended to give clarification from the school's Governing Body on those things that include, but are not limited to the school governance and staffing. The Governing Body uses school policy to clarify regulatory items or provide position the intended functions of the school. More detailed descriptions of items regarding governance and staffing may be found in Nevada State High School procedures, process, or school practices and plans.

#### Article I. Introduction and Legal Status

##### **Section 1.01 Name, Location and Address**

- (a) The name of the charter school is Nevada State High School (hereinafter referred to as the "School"). The School is located at 233 North Stephanie Street // Henderson, Nevada 89074 and any other such location subsequently approved by the governing body under expansion of the existing school.

##### **Section 1.02 Legal Status**

- (a) The School is a charter school pursuant to Nevada Revised Statute 386.527 sponsored by the State Public Charter School Authority. The Governing Board of the School is an independent body under the authorization of the Board of Trustees of the State Public Charter School Authority Board. The School's Board plans and directs all aspects of the school's operations.

##### **Section 1.03 Statutes**

- (a) The School shall operate in accordance with Nevada Revised Statutes, Chapter 386 and any other applicable State Statutes.

#### Article II. Purpose and Mission

##### **Section 2.01 Core purpose**

- (a) To develop future professionals with the habits for college success

##### **Section 2.02 Mission**

- (a) To support our students, in a college environment, with personal, academic, and social skills.

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Adopted:	[9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012, 4/19/2012, 1/15/2015, 5/12/2016
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**Section 2.03 Non-Discrimination**

- (a) The School shall not discriminate on the basis of race, religion, national origin, gender, age, disability, sexual orientation, status as a Vietnam-era or special disabled Veteran, or other protected class in accordance with applicable federal or state laws in hiring or other employment practices of the School. Further, the School shall be open to all students in its authorized geographic area on a space available basis and shall not discriminate in its admission policies or practices on the basis of race, gender, religion, ethnicity or disability. The School shall conduct all of its activities in accordance with all applicable local, state and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of the charter public schools in the State of Nevada.

**Article III. Governing Body****Section 3.01 Powers and duties**

- (a) The business, affairs, and property of the School shall be managed by a Board of Directors. Without limiting the general powers conferred by these Bylaws and provided by law, the Board shall have, in addition to such powers, the following powers:
- (i) Perform any and all duties imposed on the Board collectively or individually by law or by these Bylaws;**
  - (ii) To make and change policies, rules and regulations not inconsistent with law, or with these Bylaws, for the management and control of the School and its affairs, and of its employees, and agents; to lease, purchase, or otherwise acquire, in any lawful manner, for and in the name of the School, any and all real and personal property, rights, or privileges deemed necessary or convenient for the conduct of the School's purpose and mission.**
  - (iii) To develop an annual School schedule of events and activities;**

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Adopted: [9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012,  
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- (iv) Establish and approve all major educational and operational policies;**
- (v) To enter into agreements and contracts with individuals, groups of individuals, corporations, or governments for any lawful purpose;**
- (vi) To hire, supervise and direct individuals who will be responsible for the day-to-day operations of the School;**
- (vii) To develop and approve the annual budget and financial planning which shall be monitored and adjusted as necessary;**
- (viii) To submit a final budget to the state pursuant to statute/regulation;**
- (ix) To cause to be kept a complete record of all the minutes, acts and proceedings of the Board;**
- (x) To cause an annual inspection or audit of the accounts of the School, as well as any other audits required by law, to be made by an accountant to be selected by the Board, showing in reasonable detail all of the assets, liabilities, revenues and expenses of the School.**
- (xi) To ensure ongoing evaluation of the School to provide accountability;**
- (xii) To uphold and enforce all laws related to charter school operations;**
- (xiii) To improve and further develop the School;**
- (xiv) To strive for a diverse student population, reflective of the community;**
- (xv) To ensure adequate funding for operation;**
- (xvi) Solicit and receive grants and other funding consistent with the mission of the School to raise operating and capital funds;**
- (xvii) Carry out other duties as described in the School's Charter.**

### **Section 3.02 Formation**

- (a) The first Board formed after the approval of a charter issued pursuant to NRS 386.527(5), and NRS 386.527(7) shall consist of the members of the Committee to Form the School. Former Committee members prohibited from membership on the Board by NAC 386.345 or other applicable statute or regulation shall resign from the Board at its first meeting. Remaining Board members shall fill all vacancies created by resignations or these Bylaws at the first meeting.**

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**Section 3.03 Qualifications; Election; Tenure**

(a) The Board shall be composed of Teacher, Parent, and Community Directors.

(b) The Board shall adhere to the statutory requirements of NRS 386.549 and shall have a minimum of nine Directors. The Board will be increasing the number of Directors from five to nine over the period of July 1, 2016 to December 31, 2017. The board will gradually increase the number of Directors using the following schedule:

**(i) On December 1, 2016, NSHS Governing Body will have 6 Directors**

**(ii) On June 1, 2017, NSHS Governing Body will have 7 Directors**

**(iii) On September 1, 2017, NSHS Governing Body will have 8 Directors**

**(iv) On December 1, 2017 and all subsequent meetings thereafter, NSHS Governing Body will have 9 Directors**

The number of Directors is nine and will remain nine until such time that the number is changed and a new number is identified by board action in an open meeting:

**(v) Minimum of two Teacher Directors**

1) One Board member shall meet the following:

- a) Person licensed pursuant to chapter 391 of NRS (a Nevada-licensed teacher); or
- b) Person who previously held such a license and is retired

2) One Board member shall meet the following:

- a) Person licensed pursuant to chapter 391 of NRS (a Nevada-licensed teacher); or
- b) Person who previously held such a license and is retired; or
- c) Person who is a school administrator with an out of state license; or
- d) Person who previously held such a license and is retired

**(vi) Minimum of one Parent Director**

1) One Board member shall meet the following:

- a) Person who is a parent or legal guardian of a pupil enrolled in the charter school who is not a teacher or an administrator at the charter school.

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Adopted:

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**(vii) Minimum of two Community Directors**

- 1) One Board member shall meet the following:
    - a) A person who possesses knowledge and experience in one or more areas including:
      - i) *Accounting, or*
      - ii) *Financial services, or*
      - iii) *Law, or*
      - iv) *Human resources*
  - 2) One Board member shall meet the following:
    - a) A person who possesses knowledge and experience in one or more areas including:
      - i) *Accounting, or*
      - ii) *Financial services, or*
      - iii) *Law, or*
      - iv) *Human resources*
- (c) Roles and qualifications may overlap among committee and board members, but each category must be specifically filled by separate persons.
- (i) For example, the person filling Category 4 may have knowledge and experience in both accounting and law, but that person cannot fill both Categories 4 and 5; a different person with knowledge and experience in accounting, financial services, law, and/or human resources must fill Category 5. Categories 4 and 5 may be filled by different persons who, for example, both possess knowledge and experience in accounting only, because a variety of experience on the board is preferable.**
- (d) A majority of Board Members shall be residents of the county in which the school is located.
- (e) All Board members shall be devoted to the purpose and mission of the School and shall represent the interests of the community.
- (f) With the exception of the holdover authority in section (f)i below, Board Members shall serve no more than two (2) two-year terms. Terms shall be staggered so that no more than 1/2 of the Board shall be up for appointment/election in any one year, unless a vacancy(ies) needs to be filled. When the term of a Board Member has expired or when a Board Member resigns, the remaining Directors shall fill the position through a

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recommendation process at a future meeting of the Governing Body. Nominations to fill a vacant position shall be sent to the school's Chief Operations Officer or designee and may come from the following: School's Directors, administration, or a recognized parent group of the school. The selection of a final nomination shall come during a public meeting of the Board of Directors. In the case of multiple nominations, the Board of Directors may elect to have the school administration narrow the selection by conducting a review of those things that include, but are not limited to the following: holding an election, interviewing candidates, determining position type needed (community/teacher/parent), understanding of school's mission, etc.

- (i) Holdover authority for members. Members on the Board may continue to serve after the end of the period prescribed for their maximum term limit as defined in section (f) above until such time that a subsequent member is appointed to the position, but not to exceed 12 months or the Board by a majority vote determines there is a need to maintain board capacity to allow members who have reached their maximum term limit as defined in section (f) to serve a maximum of no more than two (2) two-year terms. The maximum number of years a member can serve is nine years.**
- (g) The School shall notify its sponsor within ten days of the selection of a new Board Member and provide the sponsor with the new member's resume and affidavit as required pursuant to NRS 386.549(1).

#### **Section 3.04 Annual meeting**

- (a) The annual meeting of the Board shall be held at the School in January of each year as the Board may determine. The annual meeting shall take the place of the regularly scheduled quarterly meeting. Written notice stating the place, day, and hour of the meeting shall be given personally or mailed to each member of the Board at least three (3) business days prior to the date fixed for the annual meeting. Notice of the meeting must also be provided in accordance with Nevada's Open Meeting Law. The annual meeting shall be

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for the purpose of electing officers and new Board members and for the transaction of such business as may come before the meeting.

**Section 3.05 Regular and special meetings**

- (a) The Board shall establish a regular day and place for regular meetings that shall occur no less frequently than once a quarter and shall be held in the county in which the School is located. Special meetings of the Board may be called at any time by the Chairperson or by a majority of the Board. Special meetings shall be held at such time and place as may be designated by the authority calling such meeting. Notice of the meeting must be provided in accordance with Nevada Open Meeting Law. Notice of the time and place of every regular or special meeting shall be given to each member of the Board by first class mail at least three (3) business days before the date fixed for the meeting and to all those individuals who request notice of relevant meetings. The purpose of any regular or special meeting must be specified in the notice of such meeting. Minutes of each Board meeting shall be taken and shall be approved by the Board and kept at the School.

**Section 3.06 Agenda**

- (a) An agenda must be produced for each regularly scheduled board meeting in order to provide effective and efficient meeting practice. The agenda shall be prepared in accordance with NRS 241.020(2).
- (b) Committee Reports may be provided in written format and unless the relevant committee or the Board requests a recommendation for decision or substantial discussion, the committee shall be given no more than 10 minutes on the agenda.
- (c) In addition to previously requested agenda items, any Board member may provide additional agenda items for the following meeting by providing, via e-mail, fax or regular mail, the School's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. In the event of contact by a non-board member to any individual member of the Governing Body with a request for action from the Board that the board member shall indicate to the individual to put the request in writing and send via e-mail,

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fax or regular mail to the School's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. Such requests must be received at least 72 hours prior to the posting deadline pursuant to Nevada Open Meeting Law. For all requested agenda items, the Board President may decide to place the item on the next regularly scheduled agenda as an action item or bring the item to the Governing Body for information and discussion to consider bringing forth at a future meeting of the Governing Body.

**Section 3.07 Quorum**

- (a) A quorum at all meetings of the Board shall consist of a majority of the number of Directors then in office. Except as provided specifically to the contrary by these Bylaws, the act of a majority of the Directors in office at a meeting at which a quorum is present shall be the act of the Board. Proxy voting is not permitted.

**Section 3.08 Vacancies**

- (a) Any vacancy occurring in the Board may be filled by the affirmative vote of a majority of the Directors at a regular or special meeting of the Board. A Director elected to fill a vacancy resulting from death shall be appointed/elected for the unexpired term of such person's predecessor in office and shall hold such office until such person's successor is duly appointed/elected and qualified. Any Director appointed/elected to fill a vacancy resulting from removal or resignation may be appointed/elected for a new term or designated to complete the unexpired term.

**Section 3.09 Committees**

- (a) The Board may designate from among its members, by resolution adopted by a majority of the entire Board, an Executive Committee, a Personnel Committee, a Finance Committee, an Academic Committee and one or more other committees, each of which shall consist of at least one Director. Committees may make recommendations for effective and efficient operation of the school to the school's administrators as shall be provided in such resolution or in these Bylaws. The Board shall not be permitted to

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delegate the powers to contract or financial or budget making authority. Any delegated activity or decision making authority may be unilaterally revoked at any time. All committee meeting shall be conducted in accordance with Nevada Open Meeting Law.

- (b) Committees and directors shall not be involved in handling the day-to-day details of running the school, dealing with specific personnel issues, or addressing individual student needs. The Governing Body delegates the responsibility for running the charter school and implementing policies of the Governing Body to the School's administration. Nothing in this Section precludes an individual Director from interacting with members of the public or the School.

**(i) How will versus how well things get done**

- 1) The Governing Body is responsible for how well things get done
- 2) The schools administration and staff is responsible for how will things get done

**Section 3.10 Removal**

- (a) Any member of the Board may be removed by the affirmative vote of two-thirds (2/3) of the Directors then in office, excluding the member at issue whenever in their judgment such removal would serve the best interests of School.

**Section 3.11 Resignation**

- (a) A resignation by a Board member shall be effective upon receipt by the Chairperson of a written communication of such resignation.

**Section 3.12 Participation by telephone**

- (a) To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of a conference telephone network or similar communications method by which all persons participating in the meeting can hear each other, and participation in such a fashion shall constitute presence in person at such meeting.

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**Section 3.13 Proxy voting**

- (a) Proxy voting is not permitted.

**Section 3.14 Compensation**

- (a) To the extent the Law provides, Directors may receive compensation of \$80 per meeting for attendance.

**Section 3.15 Closed sessions**

- (a) Any Board member may request to the Board Chair to call a Closed Session during any special or regular Board meeting for issues concerning personnel or other matters requiring confidentiality as approved by Nevada Open Meeting Law. All persons except Board members may be excluded from such Closed Sessions at the discretion of the Chair. Following such meetings, an officer shall provide a general description of the matters discussed to be provided as the minutes of said Closed Session. No action may be taken in a Closed Session.

**Section 3.16 Orientation/training**

- (a) New Board members shall be given an orientation by the Board prior to their first Board meeting. Written materials shall be provided in the form of a Board packet. All Board members shall be offered general board training no less than one time per year.

**Section 3.17 Protocol**

- (a) The Board shall use Robert's Rules of Order. If a Board member is unable to attend a Board meeting, the Board member shall contact the Chairperson, Administrator or designated supervising employee prior to the meeting.

**Section 3.18 Public comment**

- (a) Time shall be set aside at each Board and Committee meeting for public comment. After the speaker identifies his or her name, address and affiliations, public comment shall be limited and may be stated as such on the Agenda or disclosed to the participant before comments.

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Article IV. Officers

**Section 4.01 Number**

- (a) The officers of the School shall include a Chair, Vice-Chair, Clerk, and such other officers as the Board shall deem necessary to elect.

**Section 4.02 Election and term of office**

- (a) The Board shall appoint/elect all officers of the School at the annual meeting of the Board, which officers shall be installed in office at such annual meeting to serve for terms of one year and until their successors have been duly elected and qualified. Should there be more than one nominee for a vacancy, the nominee receiving the greatest number of votes shall be declared elected and shall be installed in office at the annual meeting.

**Section 4.03 Removal of officers**

- (a) Any officer of the School may be removed, either with or without cause, by a two-thirds (2/3) majority of the Directors then in office at any regular or special meeting of the Board.

**Section 4.04 Chair**

- (a) The Chair of the Board shall preside at all meetings of the Board. The Chair of the Board shall possess the power to sign all certificates, contracts or other instruments of the School which are approved by the Board. The Chair of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time. The Chair shall also be responsible for communicating with staff when necessary on developing upcoming agendas.

**Section 4.05 Vice-chair**

- (a) In the absence of the Chair of the Board or in the event of the Chair's disability, inability or refusal to act, the Vice-Chair of the Board shall perform all of the duties of the Chair and in so acting, shall have all of the powers of the Chair. The Vice-Chair shall have such other powers and

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perform such other duties as may be prescribed from time to time by the Board or by the Chair.

#### **Section 4.06 Clerk**

- (a) The Clerk shall keep or cause to be kept a book of minutes at the principal office or at such other place as the Board may order of all meetings of the Board with the time and place of holding, whether regular or special and if special, how authorized, the notice thereof given, the name or names of those present at the Board meetings and the proceedings thereof. The Clerk shall give or cause to be given notice of all the meetings of the Board required by these Bylaws or by law to be given and perform such other duties as may be prescribed by the Board from time to time. The Clerk of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.

#### **Section 4.07 Vacancies**

- (a) A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board by majority vote for the unexpired portion of the term.

#### **Article V. Staff**

The Board may appoint employee(s) to function as administrators of the School (the "Administrator(s)"). Such person(s) may be delegated the authority to act in the absence of a specified regulations and/or policy provided that such action is consistent with the purpose and objectives of the Board and the School. Such person(s) shall administer the School in accordance with Board direction and generally accepted educational practice.

#### **Section 5.01 Paid positions**

- (a) The Governing Body shall appoint a Chief Operations Officer and a Chief Academic Officer according to the following:
- (i) The Governing Body shall appoint a Chief Operations Officer for a renewable term of one year. The Governing Body may remove the**

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**Chief Operations Officer for inefficiency, neglect of duty, malfeasance in their position or for other just cause.**

- 1) Eligibility: To be eligible for the position of Chief Operations Officer, a person shall:
  - a) Have attained a minimum of a Master's Degree in Educational Leadership/School Administration (Doctoral Degree preferred); and
  - b) Have working knowledge of charter schools; and
  - c) Have a valid Nevada Teaching License.
- 2) Duties and Responsibilities: A person shall filling the role for the position of Chief Operations Officer this individual shows potential and progress to the essential duties and responsibilities of the position:
  - a) Executes, directs, plans, develops or supervises the operational services for the school including, but not limited to:
    - i) *Facilities, maintenance, operations, transportation, health, and safety*
  - b) Executes, directs, plans, develops or supervises the financial services for the school including, but not limited to:
    - i) *Information technology, general accounting, financial analysis, budgeting, payroll, accounts payable, procurement, grants, management, and third party billing*
  - c) Executes, directs, plans, develops or supervises the communications/external initiatives for the school including, but not limited to:
    - i) *Communications, public relations, development, partnerships, and public affairs*
  - d) Executes, directs, plans, develops or supervises the human resources for the school including, but not limited to:
    - i) *Labor relations, staffing/certification, compensation, and benefits*
  - e) Executes, directs, plans, develops or supervises the operational/financial recommendations made to the Governing Body for the school including, but not limited to:
    - i) *Regulations, policies, procedures, or practice*

**(ii) The Governing Body shall appoint a Chief Academic Officer for a renewable term of one year. The Governing Body may remove the**

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**Chief Academic Officer for inefficiency, neglect of duty, malfeasance in their position or for other just cause.**

- 1) Eligibility: To be eligible for the position of Chief Academic Officer, a person shall:
  - a) Have attained a minimum of a Master’s Degree in Educational Leadership/School Administration (Doctoral Degree preferred); and
  - b) Have working knowledge of charter schools; and
  - c) Have a valid Nevada Teaching License.
- 2) Duties and Responsibilities: A person shall filling the role for the position of Chief Academic Officer this individual shows potential and progress to the essential duties and responsibilities of the position:
  - a) Executes, directs, plans, develops or supervises the student support services for the school including, but not limited to:
    - i) *Library services, parental communication, extended learning, academic support services, school improvement, and student support services*
  - b) Executes, directs, plans, develops or supervises the academic achievement services for the school including, but not limited to:
    - i) *Literacy, mathematics, career paths, academic support, academic enrichment, counseling, academic standards, and professional development*
  - c) Executes, directs, plans, develops or supervises the special education/504 services for the school including, but not limited to:
    - i) *Related services, remedy services, program support, IEP teams*
  - d) Executes, directs, plans, develops or supervises the research/evaluations services for the school including, but not limited to:
    - i) *Assessment, accountability, program evaluation, and institutional research*
  - e) Executes, directs, plans, develops or supervises the academic recommendations made to the Governing Body for the school including, but not limited to:
    - i) *Regulations, policies, procedures, or practice*

**(iii) The Governing Body may keep a more specific job description to detail more specifics of major duties and responsibilities of the position for Chief Operations Officer and Chief Academic Officer.**

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**Article VI. Parent organization**

There may be a Parent Association to facilitate parent involvement with the School. The Parent Association shall have the right to select from those of its members who have participated in a School provided orientation program, a member to be on the Board.

**Article VII. Contracts, loans, and deposits**

**Section 7.01 Contracts**

- (a) The Board may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument with reasonable cause and in good faith and progress in the name of and on behalf of the School, and such authority may be general or confined to specific instances.

**Section 7.02 Loans**

- (a) No loans shall be contracted for or on behalf of the School and no evidence of indebtedness shall be issued in the name of the School unless authorized by the Board. Such authority shall be confined to specific instances. No loan shall be made to any officer or Board member of the School.

**Section 7.03 Checks, drafts, and notes**

- (a) All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the School shall be signed by such officer or officers, or agents of the School and in such manner as shall be determined by the Board. The Board determines that Chief Operations Officer is authorized and required to sign all checks for the school and succeeds to the Chief Academic Officer in his/her absence. In the absence of both appointed administrators, the responsibility resides with the Chair of the Board or their designee. At any time, the Chair of the Board may revise this Section during public meeting and a majority vote of the Board to require additional signees (officer or officers, or agents of the School) to accompany the signature of the Chief Operations Officer of the school for any or all checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the School.

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Adopted: [9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012,  
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**Section 7.04 Deposits**

- (a) All funds of the School not otherwise employed shall be deposited to the credit of the School in such banks, trust companies, or other custodians located in the State of Nevada as the Board may select.

**Section 7.05 Gifts**

- (a) The Board may accept on behalf of the School any contribution, gift, bequest, etc. for the general purposes or any special purpose of the School.

**Section 7.06 Fiscal year**

- (a) The fiscal year of the School shall begin on July 1 and end on June 30.

**Article VIII. Property**

The property of the School shall be held and applied in promoting the general purposes of the School declared in these Bylaws. No property, including real estate, belonging to the School shall be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance shall be executed by the Chair in the name of the School, and such instrument shall be duly approved by the Secretary or Treasurer of the School.

**Article IX. Indemnification**

The Board of Directors may authorize the School to pay or cause to be paid by insurance or otherwise, any judgment or fine rendered or levied against a present or former Board member, officer, employee, or agent of the School in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of the School, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he reasonably believed to be in the best interest of the School. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

**Article X. Amendments**

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by the Board of Directors by an affirmative vote of two-thirds (2/3) of all the Directors then in office at any meeting of the Board, provided that the full text of the proposed amendment, alteration, or repeal shall have been delivered to each Director at least three (3) days prior to the meeting. Bylaw amendments are held pending until final ratification from the school's sponsor.

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Adopted: [9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012,  
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Article XI. Dissolution

**Section 11.01 Revocation of charter or dissolution**

(a) If, at any time and for any reason, the School’s charter is revoked or the School is dissolved, all assets of the School, after satisfaction of all outstanding claims by creditors, shall be disposed of to the State of Nevada or the sponsor to dispose of as they see fit.

Article XII. Purpose of the Bylaws

These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of the School. These Bylaws shall never be construed in any such way as to impair the efficient operation of the School.

**Section 12.01 Certification**

I hereby certify that I am the duly elected and acting Clerk of the School, and that the foregoing Bylaws constitute the Bylaws of the School, as duly adopted by unanimous vote of the Board of Directors.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_, Clerk

Review Responsibility: Governing Body  
Adopted: [9/1/2004], 4/17/2008, 1/15/2009, 8/18/2011, 1/19/2012, 4/19/2012, 1/15/2015, 5/12/2016  
Next Regulatory Review: 9/1/2021