



POC # 23 Bylaws

Reviewer: Destiny Grant

Instructions:

Please use the checklist below to ensure that your bylaws comply.
Submit the most recent copy of the signed, board-approved bylaws.

Bylaws MUST...

<input type="checkbox"/>	Describe the authority of the Board to develop policies, make decisions, and execute responsibilities.
<input type="checkbox"/>	State the number of Board members. (Must consist of at least 7 or more members)
<input type="checkbox"/>	State that all board members are residents of the state of South Carolina
<input type="checkbox"/>	State that 50% of board members have a K-12 education or business background. The parent body and staff elect at least 50%. The other 50% can be appointed.
<input type="checkbox"/>	Describe the election process of the governing board, including <ul style="list-style-type: none"> • when elections will occur and the voting procedures • parents/legal guardians will have one vote for each student enrolled in the school.
<input type="checkbox"/>	Describe the terms for board members (May have up to 2-year terms and may run for more than one term)
<input type="checkbox"/>	Include a statement recognizing that a person convicted of a felony must not be elected to a board of directors.
<input type="checkbox"/>	Discuss intended compliance with the required training for governing board members within one year of taking office.
<input type="checkbox"/>	Explain required qualifications, officer positions, and duties for board members.
<input type="checkbox"/>	Explain the quorum and decision-making process.
<input type="checkbox"/>	Explain the procedure for the removal of board members.
<input type="checkbox"/>	Explain the process for the resignation of board members.
<input type="checkbox"/>	Describe the relationship of the governing board to the school's administrators, staff, parents and students.
<input type="checkbox"/>	Include an explanation of the proposed board meeting frequency and focus.
<input type="checkbox"/>	Must include a statement that the proposed charter school and its governing body will comply with the Freedom of Information Act (FOIA) and specifically address policies regarding student records, administrative records, and meetings.



Bylaws SHOULD...

<input type="checkbox"/>	Discuss the roles and responsibilities of any and all board-established committees or advisory councils. Include their authority, the process for electing and appointing members, and other pertinent details.
<input type="checkbox"/>	Reference a stand-alone code of conduct policy outside the bylaws that address board norms and expectations for board member conduct. Require that board members review and sign the code of conduct policy annually.
<input type="checkbox"/>	Reference a stand-alone conflict of interest policy outside the bylaws that ensure all conflicts are disclosed and adequately addressed.
<input type="checkbox"/>	It is recommended that a lawyer and/or CPA knowledgeable about nonprofit tax law review your bylaws and application for tax exemption before final submission.
<input type="checkbox"/>	List clear and specific attendance requirements for board members.
<input type="checkbox"/>	Describe board meeting protocols to be enacted (Robert's rules, Democratic Rules of Order, etc.)
<input type="checkbox"/>	Describe types of board meetings (regular, special, emergency, executive session)
<input type="checkbox"/>	Establish a procedure for public comment in accordance with FOIA.
<input type="checkbox"/>	Ensure systems are in place for periodic bylaw review and make amendments as needed (Material changes must be district approved).

Resources:

FOIA information, see <http://www.scstatehouse.gov/code/t30c004.php>

South Carolina Charter School Act of 1996 <https://www.scstatehouse.gov/code/t59c040.php>