

A close-up photograph of a vibrant red apple with a short stem, resting on a light-colored wooden desk. In the background, a yellow pencil lies on a blue and white patterned surface, possibly a notebook or folder. The lighting is soft, creating gentle shadows and highlights on the apple's skin.

*Charleston  
Development Academy  
Public Charter  
School*

*By-Laws*

# BY-LAWS OF CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## ARTICLE I Charleston Development Academy Public Charter School

### SECTION 1: Name

The name of the non-profit association is Charleston Development Academy Public Charter School (the Association), duly authorized under the statutes of the State of South Carolina.

### SECTION 2: Address of Corporation

The principle office of the Association is located in the City of Charleston, in Charleston County, in the State of South Carolina. The street address of registered office of the Association is **P.O. Box 20518**, 233 Line Street, Charleston County, Charleston, South Carolina, 29413.

## ARTICLE II Purposes

### SECTION 1: Purposes

The purpose of Charleston Development Academy Public Charter School, is to establish a charter school under South Carolina Charter School Status and to pursue related educational endeavors.

## ARTICLE III (**Governance** Board of Directors)

### SECTION 1: Powers

The activities, affairs and business of the Association shall be conducted by or under the direction of the Board of Directors.

### SECTION 2: Number, Qualifications, Election, and Tenure

- a) The number of Directors constituting the Board of Directors shall be **thirteen (13): One (1) of the Directors, Parent Involvement Assembly (PIA) members of currently enrolled CDAPCS, shall be elected for a two-year term; One (1) of the Directors, School Improvement Council members of currently-enrolled students of CDAPCS, shall be elected for a two-year term; Two (2) of the Directors, currently contracted CDAPCS faculty and staff members, shall be elected for a two-year term; seven (7) of the Directors shall be community members who are not parent or guardians of currently enrolled students of CDAPCS and elected for a two-year team.**

- b) A person needs to be at least eighteen (18) years old to be qualified as A Director. Paid employees of the Association may serve on the Board of Directors only as Non-voting Members.
- c) Any qualified person seeking to become a Director of the Charleston Development Academy Public Charter School Board of Directors will submit an application, including a resume and explanation of why he/she is seeking membership to the Board. When a vacancy or vacancies occur, either by death, resignations, and removal from office, end of term, tenure limit, and/or for any other reason, the remaining Board members will review the applications submitted and elect the applicant(s) seeking to become members of the Board of Directors. The sitting Board members may conduct interviews with the perspective Board candidates.
- d) The term for the Board of Directors shall be staggered. Except non-voting employee Directors, no person appointed or elected to a two-year term shall serve more than **two (2) consecutive terms**. However, each Director shall continue in office until the successor in that office shall have been duly appointed or until the current Director shall resign, become disqualified or have been removed for cause.
- e) **The two-year term for each Director shall begin on May 1 and expire on April 30 of the second year. Elections shall be held and results posted by April 20 for the upcoming fiscal/school year.**

### SECTION 3: Duties

- a) Directors shall perform any and all duties imposed on them collectively and individually by law, the Articles of Association or by these By-Laws. Directors shall stand in a fiduciary relation to the Association and shall discharge the duties of the respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.
- b) Directors shall appoint, remove, and employ the Chief Executive Officer (also known as the Principal) of the Association.
- c) Directors shall meet at such times and places as required by these By-Laws. The Board will consider a Director with two consecutive unexcused absences from regular meeting as having resigned. **The Chairperson of the Board**

**shall formally notify affected Director, via letter, of his or her removal from the Board.**

- d) Directors shall register their address with the Secretary of The Charleston Development Academy Public Charter School.

#### SECTION 4: Regular Meetings

Regular meeting shall be held at least **nine** times per year unless otherwise designated by the Chairperson of the Board of Directors, by written call of a majority of its members, or by resolution of the Board. A regular Annual Meeting of the Board of Directors shall be held during the month of **September** each year.

#### SECTION 5: Substitute Regular Meetings

If any regular meeting shall not be held as designated in Section 4, above, a substitute meeting may be called by the Chairperson or by two or more of the Directors. This meeting may be designated as a regular meeting.

#### SECTION 6: Special Meetings

The persons authorized to call Special Meetings of the Board are the Chairperson or at least two Directors. All Board Members must be notified not less than four (4) days in advance of the place and time of a Special Board Meeting, such notice to be made pursuant to Section 7, below.

#### SECTION 7: Notice of Meetings

Notice of any regular meeting, including the Annual Meeting of the Board of Directors shall be given to the Board Members at least one-week (seven days) prior thereto. Notice of any special meeting of the Board of Directors shall be given at least four (4) days prior thereto. All notices shall be in writing delivered personally or sent by mail, telegram, e-mail, or fax to the address of each Director as shown on the records of the Association.

#### SECTION 8: Quorum

The presence of a majority of the members of the Board of Directors at a meeting duly assembled shall constitute a quorum for the transaction of business. If less than a quorum is present at the time and place of any meeting, the Directors present may adjourn the meeting until a quorum shall be present.

#### SECTION 9: Voting

Except as otherwise expressly provided by statute, or by the Charter of the Association, or by these By-Laws, the action of a majority of the Directors present at the meeting in which there is a quorum shall be at the action of the Board of Directors. A Director who is present at a meeting

where there is an action on Association matters shall be presumed to have assented to the action taken unless a contrary vote is recorded or otherwise entered into the minutes of the meeting.

#### SECTION 10: Resignation of Directors

A Director may resign at any time by giving notice in writing to the Chairperson or Secretary of the Association. Such resignation shall take effect at the time specified, or if no time is specified, at the time such resignation is received by the Chairperson or Secretary.

#### SECTION 11: Vacancies

If a vacancy should occur on the Board of Directors by death, resignations, disqualification, or otherwise, the remaining Directors may continue to conduct the Association's business. The vacancy may be filled as provided in Section 2c of this Article III. If a vacancy is not filled within sixty days, such vacancy may be filled by the vote of less than a quorum, or by the sole remaining Director if there is only one Director remaining, even though such majority is less than a quorum. A Director who is chosen in this manner shall hold office for the un-expired portion of the term of the person whom the newly elected Director succeeds.

#### SECTION 12: Director's Adverse Interest

If any Director has an adverse interest in an Associate transaction, such a Director must make full disclosure to the Board of the adverse interest as soon as such Director knows, or should know its existence. Upon full disclosure, the Board may approve the transaction only by a good faith vote of a majority of the disinterested Directors present, regardless of being less than a quorum. However, no such transaction may be approved if it would constitute self-dealing prohibited under section 4941 of the Internal Revenue code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provision of any later federal tax laws.

#### SECTION 13: Certain Director Liability

A Director shall be subject to the liabilities imposed by law upon Directors. In addition, all Directors who vote for or assent to any distribution of assets of the Association contrary to any lawful restrictions in the Non-profit Association Act of the State of South Carolina, the Associate Charter, or the By-Laws, shall be jointly and severally liable to the Association for the amount of such distribution. Furthermore, such liabilities shall not exceed the debts, obligations and liabilities existing at the time of the vote or assent where the Director relied and acted in good faith on financial statement of the Association to be correct and to be based on generally accepted principles of sound accounting practice by the Chairperson or the Treasurer, or certified by an independent public accountant or firm of such accountant to fairly reflect the financial condition of the Association.

#### ARTICLE IV Officers

## SECTION 1: Designation of Officers

The Officers of the Board of Directors of this Association shall include the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Directors may designate and fill other corporate officers as needed. Any two offices or more may be held by one person, except the offices of Chairperson, Secretary, and Treasurer. No officer shall sign or execute any document in more than one capacity.

## SECTION 2: Election, Term of Office and Qualifications

Each officer shall be elected by the Board of Directors **by April 20 of each year**. These officers shall hold office during the fiscal year after their election. Other officers, as needed, may be appointed in accordance with the provisions of Section 3 of this article and may be elected by the Board at the Annual Meeting.

## SECTION 3: Subordinate Officers and Agents

The Board of Directors may appoint other officers or agents (i.e. Chief Executive Officer/Principal), each of whom shall hold office for such period, have such authority, and perform such duties as the Board of Directors may determine. The Board of Directors may delegate to any officer or agent the authority to appoint any subordinate officer or agent and to prescribe the respective authority or duties.

## SECTION 4: Duties

Officers shall stand in a fiduciary relation to the Association and shall discharge the duties of the respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.

## SECTION 5: Removal

The officers specifically designated in Section I of this Article IV may be removed with cause, by vote of the majority of the Board of Directors present at any regular meeting, or at a special meeting of the Board called for that purpose. The officers appointed in accordance with the provisions of Section 3 of this Article may be removed, with cause, by the Board of Directors, by a majority vote of the Directors present at any meeting. The removal of any person from office shall be done without prejudice to the contract rights, if any, of the person so removed. A Director shall be removed for, but not limited to, the following: conviction of a felony crime or crime of moral turpitude.

## SECTION 6: Resignations

Any officer may resign at any time by giving written notice to the Board of Directors or to the Chairperson of Secretary of Charleston Development Academy Public Charter School or, if that officer was appointed by an officer or agent in accordance with Section 3 of this Article, by giving written notice to the appointing officer or agent.

## SECTION 7: Vacancies

A Vacancy in any office because of death, resignation, removal or disqualification, or any other cause, shall be filled for the un-expired portion of the term of such office in the manner prescribed by these By-laws for regular appointments or elections to such offices.

## SECTION 8: Principal/Chief Executive Officer

The Principal/Chief Executive Officer shall have general charge of the business and affairs of the corporation and control over its employees. The Principal/Chief Executive Officer shall do and perform such other duties as may be assigned by the Board of Directors, including managing of day-to-day operations.

## SECTION 9: Chairperson

The Chairperson shall have general charge of the business and affairs of the Board of Directors. The Chairperson has the responsibility for conducting meetings and performing such other duties as assigned by the Board of Directors. As soon as practical, the Chairperson shall appoint the chairpersons of the standing committees identified by the Board. Chairpersons shall hold office at the discretion of the Board.

## SECTION 10: Vice-Chairperson

At the request of the Chairperson, or in absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers of, and subject to all the restrictions upon, the Chairperson.

## SECTION 11: Secretary

The Secretary (or designee) shall keep the minutes of the meetings of the Board of Directors and shall see that all notices are duly given in accordance with the provisions of these By-laws or as required by the law. The Secretary shall be the custodian of the statements, books, records, reports, certificates, and other documents of the Association and the seal of the Association, and see that the seal is affixed to all documents requiring such seal. The Secretary shall perform all duties and possess all authority as may be assigned by the Board of Directors.

## SECTION 12: Treasurer

The Treasurer shall have supervision over the funds, receipts, disbursements and securities of the Association. The Treasurer shall perform such other duties and have such other authority as may be assigned granted by the Board of Directors. The Treasurer may be required to be bonded for the faithful performance of the duties of the office in such form and amount as the Board of Directors may determine. The Treasurer shall also serve as the chairperson of the Finance Committee.

## SECTION 13: Duties of Officers may be Delegated

In case of absence of an officer of the Association or for any other reason that the Board may deem sufficient, the Board may delegate authority of duties of such officer to any other officer or to any Director provided a majority of the entire Board of Directors concurs therein.

## ARTICLE V Procedures and Restrictions

### SECTION 1: Contracts

Except as otherwise provided in these by-laws, the Board of Directors may authorize any officer or agent to enter into any contract or to execute or deliver any instrument on behalf of the Association, and such authority may be general or confined to specific instances.

The Board of Directors also authorize the Chief Executive Officer to initiate all vendor contracts and to renew said contracts annually, no later than July 1<sup>st</sup> of the fiscal year in question, if said contract is to be renewed. The Board of Directors must approve all contracts before they take effect. Faculty and staff contracts shall be approved and issued by August 15 of the fiscal year in question.

### SECTION 2: Loans

No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name, unless and except as authorized by the Board of Directors. Any officer or agent of the Association thereunto so authorized may effect loans or advances for the Association for such loans and advances may make, execute, and deliver promissory notes, bonds, or other evidences of indebtedness of the Association.

### SECTION 3: Deposits

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks or trust companies or with such bankers or other depositories as the Board of Directors may select, or as may be selected by any officer or agent of the Association to whom such power may from time to time be given by the Board of Directors.

### SECTION 4: Checks, Drafts

All notes, drafts, acceptances, checks and endorsements or other evidences of indebtedness shall be signed by the Chairperson or Vice-Chairperson and by the Secretary or the Treasurer, or in such other manner as the Board of Directors may determine. Endorsements for deposits to the credit of the Association in any of its duly authorized depositories will be made by the Principal or Treasurer or by any officer or agent who may be designed by resolution of the Board of Directors in such manner as such resolution may provide.

### SECTION 5: Gifts



The Board of Directors may accept on behalf of the Association any contributions, gift, bequest, or devise for the general purposes or for any special or educational proposes of Charleston Development Academy Public Charter School.

#### ARTICLE VI General Provisions

##### SECTION 1: Associate Seal

The Associate seal shall be in such form as shall be approved by the Board of Directors.

##### SECTION 2: Fiscal year

The fiscal year of the Association shall be established from time to time by resolution of the Board of Directors.

##### SECTION 3: Amendments to By-Laws

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted at any regular or special meeting upon a two-thirds vote of the Directors then in office; provided however, that notice shall be given of the intention to alter, amend, or repeal or to adopt new By-Laws at such meeting at least seven (7) days prior to such meeting in writing delivered personally or sent by mail, telegram, e-mail, or fax to the address of such Director as shown on the records of the Association.

##### SECTION 4: Books and Records

The Association shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board of Directors.

##### SECTION 5: Meeting Regulation

All meetings of the Association including annual, special, and other shall be governed by Robert's Rules of Order.

##### SECTION 6: Officer and Director Indemnification

The Association shall indemnify the Director, officer or former Director/officer of the Association or any person who may have served at its request as a Director or officer of another association, partnership, joint venture, trust, or other enterprise against liabilities and reasonable

litigation expenses, including attorney's fees, incurred by the Director in connection with any action, suit or proceeding in which that Director is made or threatened to be made a party by reason of being or having been such Director or officer, except in relation to matters as to which the Director shall be adjudged in such action, suit or proceeding to have acted in bad faith or to have been liable or guilty by reason of willful misconduct in the performance of duty. The indemnification authorized by the Section 6(a) shall be in addition to that permitted by General Statutes Sections 55A-17.2 or 55A-17.3 or South Carolina general Statues or as authorized in these By-laws.

The Association may purchase and maintain insurance on behalf of any person who is or was Director, officer, employee or agent of the Association or is or was serving at the request of the association as a director, officer, employees or agent of the Association, partnership, joint venture, trust, or other enterprise against any liability asserted against and incurred by the person in such capacity, or arising out of the officer's status as such, whether or not the Association would have the power to indemnify that officer against such liability.

Expenses incurred by a Director, officer, employee or agent in defending a civil or criminal action suit, or proceeding may be paid by the Association in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the specific case upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount unless it shall be ultimately be determined that the person is entitled to be indemnified by the association as authorized in Section 55A-17.2 or 55A-17.3 of South Carolina General Statues or as authorized in these By-laws.

#### SECTION 7: Conflict of Interest

No Director, officer, or employee of the Association shall obtain any direct or indirect economic stake in any entity participating in the programs of the Association, and the Association shall not employ any individual who serves as a Director or officer of such an entity, or an individual who owns a stake in any such entity. It is the policy of the Association that no Director, officer, or employee of the Association shall receive any personal or private benefit resulting from the activities of the Association or from the receipt by the Association of funds from the State of South Carolina or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of the Association. In furtherance of this policy, the Board of Directors shall have the power to make such rules and regulations concerning conflicts of interest as it deems appropriate from time to time.

#### SECTION 8: Gender

The masculine gender used in these By-laws shall include the feminine and masculine persons.

#### SECTION 9: Prohibited Activities

The Association shall comply with 501(c) (3) prohibitions against substantial lobbying and involvement in political campaigns for public candidates. No part of the net earnings of the

Association shall inure to the benefit of or be distributable to, its members, Directors, officers, or other private persons.

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted (a) by an association exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code for or (b) by an association, contributions to which are deductible under Section 17Q(c)(2) of the Code.

SECTION 10: Disposal of Assets

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the association, dispose of all of the assets of the Association as directed pursuant to South Carolina General Statutes.

The undersigned persons certify the foregoing by-laws have been adopted as the revised by-laws of the Association, in accordance with the requirements of the Association Law.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Chairperson, Board of Directors*

\_\_\_\_\_  
*Chairperson, By-Laws Committee*

\_\_\_\_\_  
*Principal, CDAPCS*

STATE OF SOUTH CAROLINA

COUNTY OF CHARLESTON

Amended August 25, 2009