

Twindly Bridge Charter School

Bylaws

Revised by the Academic Policy Committee on

December 17, 2018

TABLE OF CONTENTS

ARTICLE I	NAME, OFFICE, FISCAL YEAR, AND GOVERNANCE
Section 1	Name
Section 2	Facility
Section 3	Fiscal Year
Section 4	Governance
ARTICLE II	ACADEMIC POLICY COMMITTEE
Section 1	General Powers
Section 2	Members of the Academic Policy Committee
Section 3	Term
Section 4	Term Limitations
Section 5	Vacancies
Section 6	Compensation
Section 7	Resignation
Section 8	Removal
Section 9	Conflict of Interest
ARTICLE III	ELECTION OF MEMBERS TO THE ACADEMIC POLICY
COMMITTEE	
Section 1	Elections Committee
Section 2	Eligibility to Vote
Section 3	Casting of Ballots
ARTICLE IV	OFFICERS OF THE ACADEMIC POLICY COMMITTEE
Section 1	Officers
Section 2	Election and Terms of Office
Section 3	Removal
Section 4	Vacancies
Section 5	Chair
Section 6	Vice Chair
Section 7	Secretary
Section 8	Treasurer
Section 9	Conflict of Interest
ARTICLE V	MEETING OF THE ACADEMIC POLICY COMMITTEE
Section 1	Annual and Regular Meetings
Section 2	Special Meetings
Section 3	Place of meetings
Section 4	Notice of meetings
Section 5	Informal Action by Members
Section 6	Quorum
Section 7	Manner of Acting
Section 8	Executive Sessions
Section 9	No Proxies

Article VI	PRINCIPAL
Section 1	Selection/Removal
Section 2	Duties and Responsibilities
ARTICLE VII	COMMITTEES
Section 1	Membership of Committees
Section 2	Instructions and Responsibilities
Section 3	APC Powers and Prerogatives
Section 4	Meetings
ARTICLE VIII	CONTRACTS, CHECKS, DEPOSITS AND FUNDS
Section 1	Contracts
Section 2	Bank Accounts, Checks, Withdrawals, ETC.
Section 3	Accounting
ARTICLE IX	INDEMNIFICATION
Section 1	Indemnification
ARTICLE X	AMENDMENTS
Section 1	Amendments
SIGNATURES	

ARTICLE I

Name, Office, Fiscal Year, and Governance

SECTION 1. Name. The name of the organization shall be "Twindly Bridge Charter School" and shall hereinafter be referred to as "Twindly Bridge Charter School," or "TBCS."

SECTION 2. Facility. The school shall be at Seldon Corners located at 141 E Seldon Road, Wasilla, Alaska.

SECTION 3. Fiscal Year. The fiscal year of Twindly Bridge Charter School shall coincide with the fiscal year of the Matanuska-Susitna Borough School District (July 1 through June 30).

SECTION 4. Governance. The School shall be governed by the Academic Policy Committee.

ARTICLE II

Academic Policy Committee

SECTION 1. General Powers. Twindly Bridge Charter School shall have an Academic Policy Committee (APC), which is the primary governing body designated to supervise the academic operation of a charter school and to ensure the fulfillment of the mission of a charter school. No members of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC. The APC shall establish policy for the school as well as:

- A. Promote professional conduct in accordance with Matanuska-Susitna Borough School District policies;
- B. Contract with a Type B certificated administrator;

C. Delegate the hiring, evaluation, and/or termination or non-retention of teachers, staff, and other personnel; and

D. Review contracts as requested by the APC or principal

SECTION 2. Members of the Academic Policy Committee. The number of APC members constituting the entire board shall be seven voting members. The Principal under contract to the School shall be an ex officio member of the APC, but shall abstain from voting.

Members of the APC may be parents of students enrolled at TBCS, or members at large from the community. Employees evaluated by the principal may not be on the APC.

SECTION 3. Term. APC members shall be elected for a four-year term.

SECTION 4. Term Limitations. There shall be no limitation on the number of consecutive or non-consecutive terms that any member of the APC may serve.

SECTION 5. Vacancies. Any vacancy occurring on the APC may be filled by majority vote by secret ballot. The appointed member shall serve the unexpired term of his/her predecessor in office.

SECTION 6. Compensation. Members of the APC shall not receive any salaries for their services.

SECTION 7. Resignation. Any APC member may resign at any time by giving written notice to the Chair or Principal. Such resignation shall take effect at the time specified within the resignation notice and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.[BC1]

SECTION 8. Removal. APC members are expected to be in compliance and good standing with current policies, procedures, practices and attend all regular APC meetings. The APC chair [BC2] may suggest removal of any APC member for an obvious pattern of non-commitment to the board. Removal shall require a majority vote of the attending APC members.

SECTION 9. Conflict of Interest. Service on the APC is a trust created in the interest of the common good and for the benefit of the school. It is the intent of these bylaws to maintain confidence and prevent the use of this membership for private gain or any other improper purpose. Any member of the APC with a conflict of interest must refrain from voting on said conflict.

SECTION 10. Self-Evaluation. The APC shall conduct a self-evaluation on a yearly basis.

ARTICLE III

Election of Members to the Academic Policy Committee

SECTION 1. Elections Committee. In March of each election year, the Principal, with approval of APC, shall appoint an Elections Committee of three (3) persons. One person shall be a parent member of the APC, one person shall be a teacher from the school, and one person shall be a parent of a student enrolled in the school but who is not a member of the APC. The Elections Committee shall oversee the election process in April for positions on the APC. The Elections Committee shall do the following:

- A. Solicit and accept applications with photo from candidates for membership to the APC;
- B. Make available within the school office copies of any statements any candidate chooses to submit to the nominating committee or to the parents, students, or personnel;
- C. May establish a forum for public introduction of each candidate;
- D. Prepare a secret ballot listing the candidates, plus a space for write-in candidates;
- E. Distribute and collect the secret ballots and otherwise oversee the election so that it is conducted in a fair manner;
- F. Advise the candidates and the APC of the election results at the first meeting in May; and
- G. Prepare a report stating the results of the election, which report shall be kept at the principal office and be made available for review by interested persons.

SECTION 2. Eligibility to Vote. Only parents or legal guardians of students enrolled in the school on the day of the election are eligible to vote in elections. One ballot per family.

SECTION 3. Casting of Ballots. Electronic ballots will be used for the election that will include an electronic option to write-in candidates.

ARTICLE IV

Officers of the Academic Policy Committee

SECTION 1. Officers. The officers of the APC shall be Chair, Vice Chair, and Secretary.

SECTION 2. Election and Term of Office. The term of all officers of the APC shall be two years. The officers of the APC shall be elected biennially at the first regular meeting following the annual meeting.

SECTION 3. Removal. Any officer elected or appointed by the APC may be removed from office, but not from the APC.

SECTION 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by a majority vote of the full APC for the unexpired portion of the term.

SECTION 5. Chair. The Chair shall be a parent of a TBCS enrolled student and shall be the presiding officer at all meetings of the APC.

SECTION 6. Vice Chair. The Vice Chair shall be a parent of a TBCS enrolled student. In the absence of the Chair, or in the event of his/her death, inability or refusal to act, the Vice Chair will act as the Chair.

SECTION 7. Secretary. The Secretary, with assistance from the principal, shall keep the minutes of the meetings. The minutes will be posted on the school's website and stored on the district server within five working days after they have been approved.

ARTICLE V

Meetings of the Academic Policy Committee

SECTION 1. Annual and Regular Meetings. The annual meeting of the APC shall be held in May of each year for the purpose of conducting regular business and accepting the election results during an election year. The APC shall also hold regular meetings, typically monthly.

SECTION 2. Special Meetings. The Chair, Principal, or any three members of the APC may call special meetings of the APC. Reasonable notice shall be given.

SECTION 3. Place of Meetings. The APC may designate any public place within the Matanuska-Susitna Borough for any meeting, however, all meetings shall be at TBCS, unless otherwise posted.

SECTION 4. Notice of Meetings. Reasonable notice will be given for all meetings and will be posted at the school and on the TBCS website.

SECTION 5. Quorum. Greater than fifty percent of the voting members of the APC constitutes a quorum. Audio or video conferencing participation is permitted. The vote at a meeting held by teleconference shall be taken by roll call.

SECTION 6. Executive Session. To convene in executive session, a motion must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. The following subjects may be considered in an executive session:

- A. Matters that the immediate knowledge of which would clearly have an adverse effect upon the finances of the TBCS;
- B. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- C. Matters which by law, municipal charter, or ordinance are required to be confidential; and
- D. Matters involving consideration of government records that by law are not subject to public disclosure.

SECTION 7. Proxies. Members of the APC may not vote by proxy.

ARTICLE VI

Principal

SECTION 1. Selection/Evaluation/Removal of the principal includes the following:

- A. The APC shall select the Principal;
- B. The APC Shall evaluate the Principal on a yearly basis; and
- C. Removal of the Principal will follow the Mat-Su Principal's Association negotiated agreement timeline if applicable and will require a two-thirds vote of the full APC.

SECTION 2. Duties and Responsibilities. The Principal duties include:

- A. Select, appoint, or otherwise supervise employees of the school;
- B. Maintain financial records of the school;
- C. Manage the day-to-day operation of the school to ensure that the terms of the contract are met;
- D. Meet regularly with parents and with teachers of the school to review, evaluate, and improve operations of the school;
- E. Meet with the APC regularly to report progress in achieving the APC's policies and goals;
- F. Submit appropriate information as required by the school district, Department of Education or Federal and State Agencies; and
- G. Submit all significant policy and financial decisions that may have a substantial impact upon the school to the APC.

ARTICLE VII

Committees

SECTION 1. Formation of Committees. The APC Chair may designate and appoint one or more committees to perform specific tasks.

SECTION 2. Membership. An APC member will chair the committee. Members will be parents of children attending the school, community members, and staff.

SECTION 3. APC Powers and Prerogatives. All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any committee.

SECTION 4. Subcommittee Meetings. Subcommittee meetings will be posted with reasonable notice.

ARTICLE VIII

Contracts, Checks, Deposits, Funds and Accounting

SECTION 1. Agreements. The APC will use MSBSD policy and resources to enter into agreements which legally bind the school.

SECTION 2. Accounting. The APC may at any time request a full or partial independent audit of school monies to occur.

ARTICLE IX

Indentification

SECTION 1. Indentification. The school may, to the maximum extent permitted by law and in the absence of school or district insurance, defend, hold harmless and indemnify all current and former members of the APC, all persons who at the request of the APC have acted or not acted, and all persons currently or previously employed by the school, from and against any claims, civil or criminal, in which that person is made a party by reason, in whole or in part, of being or having been an APC member or officer, when that person has acted within the course or scope of his or her duties to the school. Indemnification shall be provided by a majority vote of a quorum of the APC, on a case-by-case basis.

ARTICLE X

Amendments to Bylaws

SECTION 1. Amendments. These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of the APC. The proposed change to the bylaws must be submitted in writing to all of the members of the APC and posted publicly in the school's office five days prior to the meeting at which the proposed change will come up for a vote. Proposed changes to the bylaws may be submitted by any member of the APC, by parents with students currently enrolled in the school, or by the Principal under contract with the school, for consideration by the APC.

Date Adopted: _____ Chair _____ Secretary _____

