

**BY-LAWS
OF
GEORGIA MAGNET/CHARTER SCHOOLS FOUNDATION, CORP.'s
FOUNDATION BOARD
AND
HAPEVILLE CHARTER SCHOOL BOARD**

Approved by the Foundation Board on June 14, 2019

ARTICLE I. OFFICES

The principal office of Georgia Magnet/Charter Schools Foundation, Corp. (hereinafter referred to as the "corporation" or "GMCSF") shall be located in the State of Georgia.

ARTICLE II. GENERAL PURPOSE

The purpose of GMCSF is to provide an educational environment to provide each student attending the Hapeville Charter Schools with a rigorous middle school curriculum for grades 6 through 8 (Hapeville Charter Middle School) and with a dual enrollment certification program in partnership with Atlanta Technical College for a rigorous high school curriculum for grades 9 through 12 (Hapeville Charter Career Academy.) The responsibilities of the GMCSF include the long term strategic and fiscal planning and governance of the school's operations.

ARTICLE III. GEORGIA MAGNET/CHARTER SCHOOLS FOUNDATION, CORP. BOARD
(hereinafter referred to as "Foundation Board.")

Section 1. General Powers. The business affairs of GMCSF shall be exercised by, or under the authority of, and managed by the direction of the Foundation Board. The Foundation Board may adopt such rules and regulations for the conduct of meetings and the management of the corporation as deemed proper, not inconsistent with GMCSF's Articles of Incorporation, these Bylaws, and the laws of this State.

Section 2. Number on Foundation Board. The Foundation Board shall consist of three (3) persons, which number shall be fixed from time to time by the Foundation Board. GMCSF shall have no members. The Foundation Board shall have all powers and duties for the conduct of the activities of the corporation.

Section 3. Structure of the Foundation Board. The Foundation Board will include:

- CEO
- CFO
- Secretary

The Foundation Board officer names will be registered each year when the annual corporation renewal is filed with the Georgia Secretary of State's Corporation Division.

Section 4. Responsibilities of the CEO. The CEO shall be the principal executive officer of GMCSF and, subject to the general direction of the Foundation Board, shall supervise and control the business and affairs of the corporation. The CEO shall, when present, preside at all meetings of the Foundation Board. The CEO, or CFO, or both, may sign, with the Secretary or any other designated

officer of the corporation thereunto authorized by the Foundation Board, deeds, mortgages, bonds, contracts, or other instruments which the Foundation Board has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Foundation Board or by these Bylaws to some other officer or agent of the corporation, or is required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of CEO and such other duties as may be prescribed by the Foundation Board from time to time. The CEO shall have authority to institute or defend legal proceedings when the members are deadlocked.

Section 5. Responsibilities of the CFO. The CFO shall: (a) assume duties of CEO in his/her absence; and, (b) assist CEO in planning meetings. The CFO shall supervise and manage the duties of the Business Manager. The Business Manager will: (a) process and maintain complete and accurate financial books and records of account for the corporation; (b) have charge and custody of and be responsible for all funds and securities of the corporation; (c) receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of GMCSF in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article IV of these Bylaws; and (d) in general perform all of the duties incident to Foundation CFO and such other duties as from time to time may be assigned to him/her by the CEO or by the Foundation Board. If there is no CFO, all such functions shall be performed by the Secretary.

Section 6. Responsibilities of the Secretary. The Secretary shall: (a) keep and maintain, or designate someone to keep and maintain, the minutes of the proceedings of the Board in either one or more books provided for that purpose or, at a minimum, accessible on the school websites for review; (b) authenticate records of the corporation; (c) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (d) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of GMCSF under its seal is duly authorized; (e) keep a register of the mailing address of each member which shall be furnished to the Secretary by the Executive Director; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the CEO or the CFO.

Section 7. Announcements of Officer Position Openings. The openings of the CEO, CFO and/or Secretary positions will be announced by the Hapeville Charter Executive Director via the Hapeville Charter Middle School and Hapeville Charter Career Academy websites (Click: ABOUT, then Click: Foundation Board.) Any opening announcement to the public will include the required educational and/or work experience for the position to be considered for an Officer Position on the Foundation Board. The announcement will include the following:

- a) specific questions to be completed regarding qualifications for serving as an Officer
- b) deadline for the applicant to submit his/her completed responses
- c) instructions for emailing or submitting the completed responses to the Executive Director
- d) explanation of the timeframe from the submittal deadline date to the final election decision date by the Foundation Board (see Section 8) and Welcome to the Foundation Board announcement, or announcements, via the school websites and email broadcast to the Hapeville Charter community, including faculty, staff, students, parents and the LEA.

Section 8. Election of Officer Positions. An online voting survey will be available for the Foundation Board Officer applicant to complete per the timeframe described in Section 7, part D. The Foundation Board will receive, or have access to, the responses to the questions completed by the Foundation Board Officer applicant on the deadline date as described in Section 7, part D. The current Foundation Board Officers will evaluate and determine the new successor on or before the final

election decision date. The Executive Director will confirm the final decision with the CEO prior to completing the Welcome to the Foundation Board announcements via the school websites and email broadcast to the Hapeville Charter community.

Section 9. Foundation Board Training. The Officers of the Foundation Board are required to participate in annual board training workshops and/or sessions as required by the State law.

Section 10. Terms of Foundation Board. The term of office for any Foundation Board position is for 5 years, and a Foundation Board representative may be reappointed.

<u>Seat #</u>	<u>Foundation Board Officer Position</u>	<u>Start Year</u>
#1	CEO	Even or Odd
#2	CFO	Even or Odd
#3	Secretary	Even or Odd

Section 11. Resignation or Removal. A Foundation Board representative may resign by submitting his or her resignation in writing, including email, to the Executive Director. A Foundation Board representative may be removed with or without cause at a regular or called meeting of the Foundation Board by an affirmative vote of the remaining two representatives. Foundation Board representatives being considered for removal shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

Section 12. Annual Meetings. An annual meeting of the Foundation Board shall be held in June of each year. The CEO will email the Foundation Board regarding the date, time, and place of the Annual Meeting no later than May 15 each year. The purpose of the Annual Meeting is for electing officers, if applicable, and/or for the transaction of such other business as may come before the meeting, including the ratification of employee positions and payroll for the following school year. A quorum for the Annual Meeting is reached when all three officers are in attendance. Failure to reach a quorum for the Annual Meeting will result in the necessity of rescheduling the meeting within the week of the original scheduled date.

Section 13. Regular Meetings. The Foundation and Hapeville Charter School Board (Article XII) shall have a minimum of nine (9) regular meetings during each fiscal year at dates, times and locations determined by the Board at the May meeting the preceding year. The meeting dates and times will be posted on the Hapeville Charter Middle School and Hapeville Charter Career Academy websites. A quorum is reached when more than 50% of the filled positions are in attendance. The following table includes the number of Board attendees required to reach a quorum at each Regular Hapeville Charter School Board Meeting:

Number of filled positions of the nine possible seats	More than 50% of the filled positions	Quorum is reached with the following number of attendees:
5	3	3
6	4	4
7	4	4
8	5	5
9	5	5

A quorum cannot be reached for any meeting if there are fewer than five filled positions of the nine possible seats on the Hapeville Charter School Board.

Section 14. Open Meetings Law. The Foundation Board shall be subject to the provisions of Open Meetings Law, O.C.G.A. § 50-14-1, and Inspection of Public Records Law. O.C.G.A. § 50-18-70.

Section 15. Special Meetings. The CEO may call a special meeting of the Foundation Board by phone or email with at least two days' notice to each representative. An agenda need not be included for a Called Meeting. The CEO must specify the exact date, time and location of the meeting.

Section 16. Majority Vote. The act of the majority of the representatives attending a meeting at which a quorum is present shall be the act of the Board.

ARTICLE IV. CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1. Contracts. The Foundation Board may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of GMCSF, and such authority may be general or may be confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of GMCSF, and no evidence of indebtedness shall be issued in its name, unless authorized by a resolution of the Foundation Board. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of GMCSF shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall be determined from time to time by resolution of the Foundation Board.

Section 4. Deposits. All funds of GMCSF not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Foundation Board may select.

ARTICLE V. FISCAL YEAR

The fiscal year of GMCSF shall begin on the first day of July and end on the thirtieth day of June.

ARTICLE VI. CORPORATE SEAL

The Foundation Board shall provide a corporate seal which shall be circular in form and have inscribed thereon the name of GMCSF, the state of incorporation, the words "Not For Profit," and the word "Seal." The seal of the corporation may be affixed to any document executed by GMCSF, but the absence of the seal shall not impair the validity of the document or any action taken in pursuance thereof or in reliance thereon.

ARTICLE VII. WAIVER OF NOTICE

Whenever any notice is required to be given to any member of GMCSF under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Georgia Nonprofit Corporation Code, a waiver thereof may be made, whether before or after the times stated therein, in writing signed by the person or persons entitled to such notice and delivered to the

corporation for inclusion in the minutes or corporate records. Such written waiver shall be deemed equivalent to the giving of such notice.

ARTICLE VIII. AMENDMENTS

Section 1. Power to Amend Bylaws. The Foundation Board shall have the power to alter, amend or repeal these Bylaws or adopt new bylaws, but any bylaws adopted by the Foundation Board must be consistent with the Articles of Incorporation of GMCSF and the laws of the State of Georgia.

Section 2. Conditions. Action by the Foundation Board with respect to bylaws shall be taken by an affirmative vote of a majority of all members then holding office.

ARTICLE IX. EMERGENCY BYLAWS

The Emergency Bylaws provided in this Article IX shall be operative during any emergency in the conduct of the operations and affairs of GMCSF resulting from any catastrophic event because of which a quorum of the corporation's members cannot be readily assembled, notwithstanding any different provision in the preceding Articles of these Bylaws or in the Articles of Incorporation of GMCSF or in the Georgia Nonprofit Corporation Code. To the extent not inconsistent with the provisions of this Article, the Bylaws provided in the preceding Articles shall remain in effect during such emergency and upon its termination the Emergency Bylaws shall cease to be operative.

During any such emergency:

- a) A meeting of the Foundation Board may be called by any officer or member of GMCSF. Notice of the place, date and hour of the meeting shall be given by the person calling the meeting to such of the members as it may be feasible to reach by any available means of communication. Such notice shall be given at such time in advance of the meeting as circumstances permit in the judgment of the person calling the meeting.
- b) At any such meeting of the Foundation Board a quorum shall consist of one member and any other members available.
- c) Either before or during any such emergency, the Foundation Board may provide and from time to time modify lines of succession in the event that during such an emergency any or all officers or agents of the corporation shall for any reason be rendered incapable of discharging their duties.

These Emergency Bylaws shall be subject to repeal or change by further action of the Foundation Board, but no officer, member, or employee acting in accordance with these Emergency Bylaws shall be liable for any corporate action taken in good faith. Any amendment of these Emergency Bylaws may make any further or different provision that may be practical and necessary for the circumstances of the emergency.

ARTICLE X. INDEMNIFICATION

Section 1. Actions Against Officers. Pursuant to the provisions set forth in Sections 3 and 4 of this Article, GMCSF shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the

corporation) by reason of the fact that he is or was a member, officer, employee or agent of the corporation, or is or was serving at the request of GMCSF, as a member, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against reasonable expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in a manner he reasonably believed in good faith to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful; provided, however, that the corporation shall not indemnify a member, officer, employee or agent for any liability incurred in a proceeding in which the person is adjudged liable to the corporation or is subjected to injunctive relief in favor of the corporation:

- a) for any appropriation, in violation of his duties, of any business opportunity of the corporation;
- b) for acts or omissions which involve intentional misconduct or a knowing violation of law;
- c) for the types of liability set forth in Section 14-2-831 of the Official Code of Georgia Annotated; or
- d) for any transaction from which he received an improper personal benefit.

The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not in itself create a presumption that the person did not act in a manner he reasonably believed to be in or not opposed to the best interests of the nonprofit corporation, nor, with respect to any criminal action or proceeding, that the person did not have reasonable cause to believe that his conduct was lawful.

Section 2. Actions By Or In The Right Of The Corporation. Pursuant to the provisions set forth in Sections 3 and 4 of this Article, GMCSF shall indemnify and hold harmless any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit, by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he is or was a member, officer, employee or agent of the corporation, or is or was serving at the request of GMCSF, as a member, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by him in connection with the defense or settlement of such action or suit, if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the corporation; provided, however, that the corporation shall not indemnify a member, officer, employee or agent for any liability incurred in a proceeding in which the person is adjudged liable to the corporation or is subjected to injunctive relief in favor of the corporation:

- a) for any appropriation, in violation of his duties, of any business opportunity of the corporation;
- b) for acts or omissions which involve intentional misconduct or a knowing violation of law;
- c) for the types of liability set forth in Section 14-2-831 of the Official Code of Georgia Annotated; or
- d) for any transaction from which he received an improper personal benefit.

Section 3. Expenses. To the extent that a member, officer, employee or agent of GMCSF has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 and 2 of this Article, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith.

Section 4. Determination And Authorization. Except as provided in Section 3 of this Article, and except as may be ordered by a court, any indemnification under Sections 1 and 2 of this Article shall be made by GMCSF only as authorized in the specific case upon a determination that indemnification of the member, officer, employee or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Sections 1 and 2. Such determination shall be made;

- a) by the Foundation Board by a majority vote of a quorum consisting of representatives who were not parties to such action, suit or proceeding, or
- b) if such a quorum is not obtainable, by majority vote of a committee duly designated by the Foundation Board, consisting solely of two or more members not at the time parties to the action, suit or proceeding, or
- c) by special legal counsel employed by the corporation for that purpose.

Authorization of indemnification or an obligation to indemnify, and evaluation as to reasonableness of expenses, shall be made in the same manner as the determination that indemnification is permissible.

Section 5. Prepayment. Expenses incurred in defending or prosecuting a civil or criminal action, suit or proceeding may be paid by GMCSF in advance of the final disposition of such action, suit or proceeding as authorized by the Foundation Board if: (a) the representative, officer, employee or agent furnishes the corporation a written affirmation of his good faith belief that his conduct merits indemnification under Section 1 or Section 2 of this Article; and (b) the member, officer, employee or agent furnishes the corporation a written undertaking, executed personally on his behalf, to repay advances if it is ultimately determined that he is not entitled to indemnification pursuant to the laws of this State.

Section 6. Rights. The indemnification provided by this Article shall not be deemed exclusive of any other rights, with respect to indemnification or otherwise, to which those seeking indemnification may be entitled under any bylaw or resolution adopted or approved by a majority of the full Foundation Board, both as to an action by a member, officer, employee or agent in his official capacity, and as to an action in another capacity while holding such office or position, and shall continue as to a person who has ceased to be a member, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 7. Insurance. GMCSF shall purchase and maintain insurance on behalf of any person who is or was a representative, officer, employee or agent of the corporation, or is or was serving at the request of GMCSF as a member, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him or incurred by him in that capacity, or arising from his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of this Article.

Section 8. Mergers/Consolidations. For purposes of Sections 1 and 2 of this Article, reference to "the corporation" or "GMCSF" shall include, in addition to the surviving or new corporation, any merging or consolidating corporation (including any merging or consolidating corporation of a merging or consolidating corporation) absorbed in a merger or consolidation with GMCSF so that any person who is or was a member, officer, employee or agent of such merging or consolidating corporation, or is or was serving at the request of such merging or consolidating corporation as a member, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provision of Sections 1 and 2 of this Article with respect to the corporation as he would if he had served the corporation in the same capacity. However, no indemnification under Sections 1 and 2 of this Article shall be mandatory without the approval of

such indemnification by the Foundation Board of GMCSF in the manner provided in Section 4 of this Article.

ARTICLE XI. PAYMENTS TO OFFICERS AND REPRESENTATIVES

No part of the net income or profit of GMCSF, if any, shall be distributed to the Foundation or Hapeville Charter School Board.

ARTICLE XII. HAPEVILLE CHARTER SCHOOL BOARD

Section 1. General Powers. The affairs of the Hapeville Charter School Board shall be exercised by, or under the authority of, the Foundation Board (3 persons) and 6 additional persons. The Hapeville Charter School Board shall in all cases act as a Board, and may adopt such rules and regulations for the conduct of their meetings and the management of Hapeville Charter as deemed proper, not inconsistent with GMCSF's Articles of Incorporation, these Bylaws, and the laws of this State.

Section 2. Number on the Hapeville Charter School Board. The Hapeville Charter School Board shall consist of seven to nine (7 to 9) persons (including 3 from the Foundation Board) which number shall be fixed from time to time by the Hapeville Charter School Board. Each person must be at least 21 years of age or older and a resident of the State of Georgia.

Section 3. Structure of the Hapeville Charter School Board. The Hapeville Charter School Board will include:

- Seat #1: Foundation Board CEO
- Seat #2: Foundation Board CFO
- Seat #3: Foundation Board Secretary
- Seat #4: Community Representative #1
- Seat #5: Community Representative #2
- Seat #6: Community Representative #3
- Seat #7: Parent/Guardian Representative #1
- Seat #8: Parent/Guardian Representative #2
- Seat #9: Parent/Guardian Representative #3

Section 4. Duties of the Hapeville Charter School Board. The Hapeville Charter School Board shall:

- Serve on a Board committee or school-wide subcommittee.
- Gather and report Liaison Group concerns and ideas to the Board.
- Inform Liaison Group of Board decisions.
- Encourage teamwork within the group.
- Provide leadership in implementing the mission and goals.
- Facilitate communication among the Board.

Section 5. Hapeville Charter School Board Officers and Responsibilities. The Hapeville Charter School Board officers include:

- a) the Foundation Board CEO,
- b) the Foundation Board CFO, and
- c) the Foundation Board Secretary.

The responsibilities for the officer positions are described in Article III, Sections 4, 5 and 6.

Section 6. Announcements of Community Representative (Seats #4, #5, and #6) and/or Parent Representative (Seats #7, #8 and #9) Openings. The openings of the Community and/or Parent Representative positions will be announced by the Hapeville Charter Executive Director via the Hapeville Charter Middle School and Hapeville Charter Career Academy websites (Click: ABOUT, then Click: Foundation Board.) Any opening announcement to the public will include the required educational and/or work experience for the position to be considered for a Position on the Hapeville Charter School Board. The announcement will include the following:

- a) specific questions to be completed regarding qualifications for serving on the Hapeville Charter School Board
- b) deadline for the applicant to submit his/her completed responses
- c) instructions for emailing the completed responses to the Executive Director
- d) explanation of the timeframe from the submittal deadline date to the final election decision date Board and “Welcome to the Hapeville Charter School Board” announcement via the school websites and email broadcast to the Hapeville Charter community, including faculty, staff, students, parents and the LEA.

Section 7. Election of Community Representative. The Hapeville Charter School Board will receive the responses to the questions completed by the Community Representative applicant on the date specified per Article XII, Section 6, part (d). An online voting survey will be available for the Hapeville Charter School Board to complete per the timeframe described in the opening announcement to the public. The Executive Director will confirm the final decision with the CEO prior to completing the Welcome to the Foundation Board announcements via the school websites and email broadcast to the Hapeville Charter community.

Section 8. Election of Parent/Guardian Representative. Any openings for the **four (4)** parent/guardian members of the Board will be announced via the HCMS and HCCA websites by April of each year. The Principals and the Executive Director will solicit suggestions from the School Community as to the suitability for these positions. The parent/guardian members on the Hapeville Charter School Board will be determined by a vote of support by the parent/guardian attendees at the September HCMS and HCCA PTCO meetings each school year.

Section 9. Hapeville Charter School Board Training. Hapeville Charter School Board representatives are required to participate in annual board training workshops and/or sessions as required by the State law.

Section 10. Terms of Hapeville Charter School Board. The term of Seats #4 through #9 (see Section 3) is for 2 years. Any representative of Seats #4 through #9 may serve 3 consecutive terms in one position.

The positions for Seats #4 through #9 are available as indicated in the following chart:

Seat #	Community or Parent/Guardian Representative	Start Year
#4	Community Representative	Even
#5	Community Representative	Odd
#6	Community Representative	Even
#7	Parent/Guardian Representative	Odd
#8	Parent/Guardian Representative	Even
#9	Parent/Guardian Representative	Odd

A representative who assumes one of the Seats #4 through #9 during a midterm shall do so until the end of the current term.

Section 11. Resignation. A Hapeville Charter School Board representative may resign at any time by giving written or emailed notice to the Foundation Board CEO or Foundation Board CFO, Foundation Board Secretary or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the officer, and the acceptance of the resignation shall not be necessary to make it effective. A representative who resigns may postpone the effectiveness of his resignation to a future date or to the occurrence of a future event specified in a written tender of resignation. A vacancy shall be deemed to exist at the time of such tender; and the CEO may then or thereafter elect or appoint a successor to take office when the resignation, by its terms, becomes effective.

Section 12. Regular Meetings. The Hapeville Charter School Board shall have a minimum of nine (9) regular meetings during each fiscal year at dates, times and locations determined by the Board at the May meeting the preceding year. The meeting dates and times will be posted on the Hapeville Charter Middle School and Hapeville Charter Career Academy websites. Foundation and Hapeville Charter School Board representatives may attend Regular Meetings through the use of any means of communication by which each representative may simultaneously hear each other during the meeting, including in person, internet video meeting, or by telephonic conference call. A quorum is reached when a minimum of five (5) representatives are in attendance.

Section 13. Order of Business. The order of business at Hapeville Charter School Board regular meetings shall include at least the following items:

1. Roll call and Call Meeting to Order
2. Reading and approval of minutes of preceding meeting.
3. Financial Report
4. Academic Update from the High School Principal
5. Academic Update from the Middle School Principal
6. Action Items
7. Old Business
8. New Business
9. Adjourn

Section 14. Open Meetings Law. The Hapeville Charter School Board shall be subject to the provisions of Open Meetings Law, O.C.G.A. § 50-14-1, and Inspection of Public Records Law, O.C.G.A. § 50-18-70.

Section 15. Special Meetings. The CEO may call a special meeting of the Hapeville Charter School Board by phone or email with at least two days' notice to each representative. An agenda need not be included for a Called Meeting. The CEO must specify the exact date, time and location of the meeting.

Section 16. Majority Vote. The act of the majority of the representatives attending a meeting at which a quorum is present shall be the act of the Board.

Section 17. Hapeville Charter School Board Committees. If the Hapeville Charter School Board determines the need to establish one or more Board or advisory committees, the committees of the Board will be chaired by a representative of the Board. The following Board committees are recommended:

Finance. Prepare annual budget for Board approval. Monitor budget compliance, all financial expenditures and revenues and other financial issues throughout the year. Recommend financial policies to the Board. Work with the Development Committee as School Principal and other staff to establish financial goals and policies.

Academic Excellence. Establish hiring, grievance, transfer, evaluation, and other personnel procedures. Work with the School Principal in implementing these policies and hiring staff. In conjunction with the CEO, provide management oversight of the School Principal.

Family Involvement. Lead development and oversight of the parent involvement plan and other parent and family volunteer programs within the school.

At its discretion each year, the Hapeville Charter School Board may vote to create an Executive Committee composed of the Board CEO, CFO, and Secretary with the authority to handle urgent or routine issues raised by the Executive Director and/or either of the School Principals during the period between regular monthly Board meetings. All meetings and decisions of the Executive Committee must be reported to the Board at the next regular meeting and any actions taken may be overruled by simple majority vote of the full Board.