



Riverview Charter School

BYLAWS

ARTICLE I – NAME AND OFFICES

Section 1.1. Name of Corporation. The name of the Corporation shall be as specified in its Articles of Incorporation, to wit: Riverview Charter School, Inc. (hereinafter referred to as the “Corporation”).

Section 1.2. Fictitious Name. The Corporation may conduct business under the name: Riverview Charter School (hereinafter referred to as “School”).

Section 1.3. Address of Corporation. The location and address of the registered office of the Corporation shall be 81 Savannah Highway, Beaufort, SC 29906.

ARTICLE II – NATURE OF CORPORATION

Section 2.1. Non-Profit. The Corporation does not contemplate pecuniary gain or profit, incidental or otherwise, to itself nor to any of its members.

Section 2.2. Purposes. The purposes for which the Corporation is to be formed is to organize a charter school pursuant to South Carolina Code Ann. § 59-40-10 et seq., South Carolina Code Ann., the South Carolina Charter Schools Act of 1996, as amended (hereinafter the SCCS Act), and as set forth in the Articles of Incorporation, to wit: to teach a diverse student body in an academic environment that is both joyful and rigorous, providing students with experience-based opportunities to demonstrate and strengthen their individual intelligences and become personally, socially, and globally responsible citizens. Should there be a conflict between the corporation’s Bylaws or Articles of Incorporation and the SCCS Act, the SCCS Act controls.

Said organization is organized exclusively for charitable, and educational purposes, including, for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.



Section 2.3. Limitations and Restrictions.

Limitations and Restrictions. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2.4. Non-Discrimination. The Corporation shall be nonsectarian, nonreligious and non-discriminatory, hiring staff and accepting students without discrimination as to race, color, religion, national origin, sex, marital status, sexual orientation, educational affiliation, handicap status, or age, and shall comply with all applicable laws and regulations relating thereto including those specifications regarding admission as to racial composition pursuant to South Carolina Code Ann. § 59-40-50 (B)(6).

Section 2.5. Enrollment. Subject to total enrollment limitations, enrollment in the School shall be open to any child in accordance with Charter Agreement, the SCCS Act and interpreted case law.

ARTICLE III – MEMBERS

Section 3.1. No Members. The Corporation shall have no members. Any action which would otherwise, by law, require approval by a majority of all members or approval by the members shall require only approval of the Board of Directors of the Corporation. All rights which would otherwise, by law, vest in the members shall vest in the Board of Directors. Nothing in this Article III shall be construed to limit the Corporation’s right to refer to persons associated with it as “members,” even though such persons are not members. The Board of Directors may also, but without establishing memberships, create an advisory council or honorary board or such other auxiliary groups as it deems appropriate to advise and support the Corporation.



ARTICLE IV - BOARD OF DIRECTORS, CHARTER GOVERNING BOARD

Section 4.1. Management. The Corporation shall be governed by the Board of Directors of the Corporation. The business and affairs of the Corporation shall be managed by the Board of Directors (hereinafter sometimes referred to as the “Board”). The members shall act only as a Board.

Section 4.2. Responsibilities. The Board’s responsibilities include, but are not limited to, the following:

- a) sign the Charter School Contract and agree to any amendments thereto;
- b) apply to the Sponsoring School District for renewal of the Charter School Contract as necessary;
- c) ensure compliance with all the requirements for a charter school as provided by the SCCS Act;
- d) comply with all Federal and South Carolina laws;
- e) ensure that the School will adhere to the same health, safety, civil rights, and disability rights as required by the Sponsoring School District;
- f) conduct lotteries for admissions, if required;
- g) validate all major contracts with the School by giving and recording formal approval; each year the Finance Committee will review and recommend for Board approval, the definition of a major contract, as well as the policies and procedures for executing such contracts;
- h) perform any and all necessary legal acts to effectuate the purpose of the Corporation;
- i) contract for all other services for the School;
- j) develop strategic plans for the School;
- k) develop and adopt policies of the School;
- l) approve operating procedures for the School;
- m) oversee and assure the financial health of the School;
- n) adopt and approve the annual budget of the School;
- o) adhere to the same financial audits, audit procedures and audit requirements as are applied to all public schools;
- p) assist in fund raising activities for the School;
- q) collaborate with the Director to establish pay scales, performance criteria, and discharge policies for the School employees;
- r) ensure that all personnel undergo background checks and fingerprinting prior to hiring;
- s) evaluate the Principal/Director of the school at least annually;



- t) ensure that the curriculum fulfills the mission statement of the School;
- u) ensure the same minimum attendance requirement as applied to all public schools;
- v) hear appeals for teacher dismissals and student expulsions;
- w) build and maintain a parent, educator, and community partnership;
- x) make every effort to maintain a positive working relationship with the Sponsoring School District; and
- y) employ a Director, who is responsible for the day-to-day operation of the School, the employment of other administrators, teachers and other employees, as needed, and other duties delegated by the Board.

The faculty of the School, under the direction of the school Director(s) shall be responsible for the development of the School's curriculum and teaching methods, consistent with the mission of the School.

Section 4.3. Composition and Election.

The School will recruit as Members of the Board those persons who qualify under the SCCS Act and demonstrate commitment to the School's mission. It is the intent of the School that every effort shall be made to recruit and seat diverse Board nominees representative of the School community. At least fifty percent (50%) of the Board must be individuals with a background in K-12 education or in business. The Board shall consist of eleven (11) Members, at least 50% of which will be elected and no more than 50% of which will be appointed by the Board. Odd numbered seats will be elected and appointed in odd years and even numbered seats in even years. Elections and appointments shall be held, and results posted by December 31 for the current school year.

Any individual seeking consideration for appointment or election to the Board must submit a timely nomination packet, be a resident of the State of South Carolina, and qualify under all requirements of these Bylaws and the SCCS Act.

In no case may the following individuals be considered for service on the Board:

- a) an employee of the School or the spouse of an employee of the School;
- b) an individual who has previously been removed from the board of an educational institution; or
- c) an individual that has been convicted of a felony.

The two-year term for each Member shall begin on January 1 and expire on December 31 the subsequent year. Newly elected or appointed Board Members shall attend orientation



training in accordance with the SCCS Act. Members may not serve more than two full consecutive two-year terms. At the conclusion of the aforementioned term, an individual is ineligible to serve on the Board for one year. This term limit shall not preclude a Member who fills a vacancy due to the resignation or removal of a former Member from serving two full terms consecutively following a partial term.

There will be an annual election & appointment of Board Members for vacant seats as follows:

Qualifications Procedure: The School Director and/or his or her designees will be responsible for reviewing all timely submitted nominations and compiling a list of qualified individuals who will form the pool of candidates for election and appointment. Individuals nominated by someone other than themselves will be contacted by the School Director or his or her designee to ensure that they understand the responsibilities of serving on the Board and submit a nomination packet. All qualified nominees will be placed on the ballot.

Elected Seats: The elected seats, which shall be at least 50% of the vacant seats in any given year, shall be filled by a plurality-at large of the votes cast. Eligible voters will vote on all seats of the Board that are up for election. For each vote, a voter may not select the same candidate more than once. Any ballot that does not comply with the requirements described above shall be considered void and will not be counted.

Parents or guardians of a student shall have one vote for each student enrolled at the School; the parents or guardian must decide among themselves who will cast that vote. Each employee of the School is given one vote per person. If an employee has a child/children at the School, he/she will not get a separate vote for being an employee and his/her vote will be based on the number of children enrolled.

Appointed Seats: Following the election, and in no case later than the first Monday of December of each year, the School Director shall present the Board with the remaining candidates qualified to be appointed to the Board. In no year shall the number of appointed seats be greater than 50% of the total number of vacant seats and appointments shall take place no later than the regularly scheduled December meeting. In appointing any individual, the Board shall first consider whether the appointment must satisfy one or more of the qualifications required for Members. After satisfying those requirements, the Board shall aim to compose itself of Members with the skill sets



and expertise necessary for fulfilling the School's purpose and mission. In the instance that a sitting Member is also a candidate for appointment, that Member shall recuse himself/herself from any votes or conversations in which he/she would have a conflict of interest.

Section 4.4. Annual and Regular Meetings. The first meeting of the Board shall be held on the second Monday of January of each year. The Board shall also meet regularly with a quorum present at least eleven (11) times each year. An annual schedule of regular meetings shall be adopted, published, and posted at the school office provided to local media and forward to the Sponsoring School District in January of each year. Meetings of the Board shall be general meetings and open for the transaction of any business within the powers of the Board without special notice of such business except in any case where special notice is required by law or by the Bylaws. All meetings are open to the public.

Section 4.5. Special Meetings. Special meetings of the Board shall be called at any time by the Secretary upon the written request delivered to the Secretary by electronic mail (e-mail) of either the Chairperson or three (3) Members of the Board upon twenty-four (24) hour notice posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notice and shall be open to the public.

Section 4.6. Place and Time of Meetings. All meetings of the Board shall be held at such place or places within Beaufort County and at such times as shall be specified in the specific notices of such meetings.

Section 4.7. Notice of Meetings. Notices of meetings of the Board, along with an agenda, shall be posted in the School and provided to the public in accordance with the requirements of the Freedom of Information Act and the SCCSA.

Section 4.8. Open Meetings and Administrative Records. All official actions and all deliberations undertaken by a quorum of the Board shall take place at a meeting open to the public, as provided in the Freedom of Information Act, except in cases where executive sessions are authorized pursuant to the Freedom of Information Act.

Section 4.9. Quorum and Voting. In all meetings of the Board, the presence of a majority of the Members of the Board shall be necessary and sufficient to constitute a quorum. Unless otherwise provided by law or by the Bylaws, the act of a majority of the Members of the Board present shall be the act of the Board. In the absence of a quorum, no business shall be transacted except to take measures to obtain a quorum, fix a time to adjourn, or to



take a recess. Meetings of the Board may be conducted informally, but all decisions of the Board will be taken by vote. At the request of any member, any meeting or action within a meeting will be conducted in accordance with the procedures outlined in the then current edition of Robert's Rules of Order except when they conflict with these Bylaws.

Section 4.10. Resignation and Removal of Members of the Board. Any Member of the Board may resign at any time during the elected year of service. Any Member of the Board may be removed at any time with cause at any meeting of the Board by a vote of the Board of the Corporation called for that purpose. Cause will be considered failure to organize or neglect of duty according to the SCCS Act. Members of the Board shall be expected to attend at least seventy-five percent (75%) of all Board meetings and seventy-five percent (75%) of meetings of the committee or committees on which he or she has agreed to serve. Failure to attend meetings as outlined herein may be cause for removal of a Member of the Board. A Member of the Board shall be removed for conviction of a felony crime or a crime of moral turpitude.

Section 4.11. Vacancies.

In the event any vacancy occurs on the Board, the Board shall appoint a new Member of the Board within sixty (60) calendar days. The replacement Member shall serve the remainder of the term of the vacated seat. The Board will ensure that any replacement Member appointed will meet the qualifications required of Board Members to include the qualifications that at least 50% of the Board be comprised of members with K-12 education experience or business experience.

Section 4.12. Compensation and Expenses. Members of the Board shall serve without compensation but may be reimbursed for reasonable expenses incurred when acting at the request of and on behalf of the Board.

Section 4.13. Qualifications of the Board of Directors. Members of the Board shall qualify under all requirements of the SCCS Act.

ARTICLE V – OFFICERS

Section 5.1. Number of Officers. The officers of the Corporation shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The aforementioned officers must be members of the Board. The officers shall perform such duties as usually pertain to the offices which they hold or as may be assigned to them by the Board of Directors.



Section 5.2. Election of Officers. The Chairperson, Vice Chairperson, Secretary and Treasurer to the Board shall be elected annually by the Members of the Board. Each person elected as an officer shall continue in office until his/her successor shall have been duly elected.

Section 5.3. Additional Officers and Agents. The Board, at any meeting, may, by resolution, appoint such additional officers and such agents and determine their term of office and compensation, if any, as it may deem advisable. The Board may delegate to any officer or committee the power to appoint such subordinate officers, agents, or employees and to determine their terms of office and compensation, if any.

ARTICLE VI - COMMITTEES

Section 6.1. Standing Committees. The Board shall enact standing committees of members, officers, employees, or non-members with such functions, powers and duties as the Board deems necessary and appropriate. Unless the Board shall provide otherwise, each committee shall enact rules and regulations for its governance.

The following standing committees shall exist:

- a) Executive Committee
- b) Academic Excellence Committee
- c) Advancement Committee
- b) Finance Committee
- c) Facilities Committee

Appendix A defines each committee's purpose, rules and regulations for its governance.

Section 6.2. Ad Hoc Committees. The Board may from time to time, by resolution, constitute such committees of members, officers, employees, or non-members, with such functions, powers and duties as the Board deems necessary or appropriate. Unless the Board shall provide otherwise, each such committee shall enact rules and regulations for its governance.

ARTICLE VII- INDEMNIFICATION

Section 7.1. General. The Corporation shall maintain liability insurance, including but not limited to General Liability, Directors and Officers, and Employment Practices Liability insurance through which the Corporation shall indemnify each officer, Board



member, and employee ("Indemnitee") from the expenses and risks of 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 the Indemnitee is or was an employee, officer or director of the Corporation, if such Indemnitee has acted in good faith and within the scope of his/her employment or of his/ her duties as a Board Member. A member shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause his/her reliance to be unwarranted, or if his/ her conduct constitutes a breach of fiduciary duty, gross negligence or a criminal act. The indemnification in this section is intended to apply only to the extent required under S.C. Code Section 59-40-50, S.C. Code Section 15-78-10, et. seq., and any other applicable laws of the State of South Carolina related to the indemnification of public employees. Nothing in this section is intended to expand the duty of the Corporation to indemnify an Indemnitee beyond what is required by the South Carolina Code of Laws.

Section 7.2. Expenses. Indemnitees shall be indemnified against all expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with 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 the Indemnitee is or was an employee, officer or director of the Corporation.

ARTICLE VII – MISCELLANEOUS PROVISIONS

Section 9.1. Fiscal Year and Audit. The fiscal year of the Corporation shall begin on July 1 and end on June 30 each year. The Corporation shall be required periodically and no less than once a year to employ a certified public accountant to audit the accounts of the Corporation and to provide such audits as are required pursuant to the SCCS Act.

Section 9.2. Execution of Contracts. The Board may authorize any officer, employee or agent, in the name of and on behalf of the Corporation, to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances. Unless so authorized by these Bylaws or by the Board, no officer, employee, or agent shall have any power to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.

Section 9.3. Commercial Paper. All checks and other orders for the payment of money out of the funds of the Corporation, and all notes or evidences of indebtedness of the



Corporation, shall be executed on behalf of the Corporation by such officer or officers or employee or employees, as the Board may, by resolution, from time to time determine.

Section 9.4. Deposits. All funds of the Corporation 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 Board may, from time to time, select or as may be selected by any officer or employee of the Corporation to whom such power may, from time to time, be delegated by the Board; and for the purpose of such deposit, any officer, or any employee to whom such power may be delegated by the Board, may endorse, assign and deliver checks, drafts, and other orders for the payment of money which are payable to the order of the Corporation.

Section 9.5. Forms of Records. When consistent with good business practices, any records of the Corporation may be maintained in other than written form if such other form is capable of reasonable preservation and conversion into written form within a reasonable time.

Section 9.6. Corporate Records. The Corporation shall keep as permanent written records a copy of the minutes of all meetings of its Board of Directors, a record of all actions taken by the Board of Directors, and a record of all actions taken by committees of the Board of Directors. The Corporation shall maintain appropriate accounting records. The Corporation shall keep a copy of the records at its Principal Office.

Section 9.7. Bylaw Amendments. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the Board of Directors at a regularly scheduled Board meeting, provided that notice of any proposed amendment or change is made available to Members of the Board and to the public at least 30 days prior to the meeting at which they are voted upon. The Board will review the Bylaws at least once every three years. Any amendments to the Bylaws which are inconsistent with the SCCS Act, or would result in the Corporation's loss of its ability to claim non-profit status under either the Internal Revenue Code or the South Carolina Non-profit Corporation Act, shall be null and void.

Section 9.8. Severability. If any provision of these Bylaws or the application thereof to any person or circumstances shall be held invalid or unenforceable to any extent by a court of competent jurisdiction, such provision shall be complied with or enforced to the greatest extent permitted by law as determined by such court, and the remainder of these Bylaws and the application of such provision to other persons or circumstances shall not be affected



thereby and shall continue to be complied with and enforced to the greatest extent permitted by law.

Section 9.9. Usage. The section and paragraph headings contained in these Bylaws are for reference purposes only and shall not affect in any way the meaning or interpretation of these Bylaws. Terms such as “hereof,” “hereunder,” “hereto,” and words of similar import shall refer to these Bylaws in the entirety and all references to “Articles,” “Paragraphs,” “Sections,” and similar cross references shall refer to specified portions of these Bylaws, unless the context clearly requires otherwise. Terms used herein which are not otherwise defined shall have the meanings ascribed to them in the Act. All references to statutory provisions shall be deemed to include corresponding sections of succeeding law.

Section 9.10. Conflict Between Bylaws, Articles and South Carolina Law. The Articles of Incorporation of the Corporation and South Carolina law including, without limitation, the South Carolina Nonprofit Corporation Act of 1994, as amended, and the South Carolina Charter Schools Act of 1996, as amended, together with the regulations, are incorporated herein by reference. Any conflict within the terms of these Bylaws, the Articles, and South Carolina law should be resolved in the following order: (1) South Carolina law, (2) the Articles, and (3) these Bylaws.



APPENDIX A – BOARD COMMITTEES

PURPOSE OF BOARD COMMITTEES

Board committees are essential to perform detailed work to support the work of the full Board of Directors. These committees serve in an advisory capacity by recommending items for full board action.

COMMITTEE MEMBERSHIP

- a) Board committee membership includes elected members of the Board of Directors Members and the Director or other RCS leader. As appropriate, board committees may also include faculty, staff, and parents.
- b) Committee membership shall generally contain 3 – 5 members, with a Board member serving as Committee Chair.

MEETINGS

- a) Board Committees shall meet quarterly and more frequently, as needed.
- b) Meetings shall be conducted at the School whenever possible.

APPROVED COMMITTEES

Executive Committee

The Executive Committee shall consist of the Board Chair, Vice-Chair, Treasurer, and Secretary. The RCS Director shall serve as an ex-officio member.

The purpose of the Executive Committee is to:

- a) Operate in the place of the Board of Directors during those times when the board cannot convene a special meeting and report to the full board any actions taken.
- b) Organize the work of the board, coordinate committee work, set the annual board calendar, and set the agenda for board meetings.
- c) Monitor the implementation and progress of the RCS Strategic Plan.
- d) Prepare the Director's annual performance evaluation.
- e) Review and recommend the Director's compensation and benefit package to the board.
- f) Assist the Director and counsel as needed, related to personnel matters, including renewal, non-renewal, and termination decisions



- g) In the absence of an Education Committee, monitor the performance of academic and co-curricular programs.
- h) Review proposals related to major educational policy changes and proposed programs.
- i) Evaluate climate issues at the school (general morale, gender & diversity issues, moral climate, etc.)

Academic Excellence Committee

The Academic Excellence Committee shall at a minimum include 2 board members, a member of the Leadership team, and 1 teacher from each cycle.

The purpose of the Academic Excellence Committee is to:

- a) In collaboration with RCS Leadership Team, measure academic outcomes of the School against established academic goals including:
 - i. School report card results;
 - ii. performance on state tests;
 - iii. performance on nationally normed standardized tests;
 - iv. performance on formative assessments
- b) Recommend strategies to the Director and Board based on outcomes assessment.
- c) Collaborate with the Director and Leadership Team to develop an academic master plan that aligns with the School mission and core values, Charter Agreement, and best practices in K-8 education.

Advancement Committee

The Advancement Committee shall at a minimum include 2 board members and the RCS Communications and Development Manager.

The purpose of the Advancement Committee is to:

- a) In collaboration with RCS Leadership Team, set goals for marketing and development activities.
- b) Support school fund-raising and participate in fund-raising activities.
- c) Develop and support periodic capital campaigns of the school.
- d) Plan and coordinate ongoing planned giving programs of the school.



- e) Ensure that accurate and secure giving records are maintained by RCS Leadership Team and that appropriate acknowledgment and recognition for gifts are made.
- f) Write and periodically review the school's major gift policy.
- g) Report fundraising results to the Board.

Facilities Committee

The Facilities Committee shall at a minimum include 2 board members and 1 member of the RCS Leadership Team.

The purpose of the Facilities Committee is to:

- a) Review reports on the condition of the building, equipment, and grounds, and requirements for replacement and repairs.
- b) Review plant and grounds operations, maintenance schedules, the plant operations budget, and preventive maintenance programs.
- c) Review requests for technological and capital items not included in annual operating budget, replacement and renewal budget and timetables, scheduling for systematic replacement of all capitalized and depreciable property, and expenditure of any funds from the building reserve and equipment replacement funds.
- d) Develop a long-term master plan for the campus.

Finance Committee

The Finance Committee shall at a minimum include the Treasurer, two board members, and RCS Operations Manager.

The purpose of the Finance Committee is to:

- a) Analyze projections and initial budget drafts prepared by the staff, refine and approve a proposed budget for discussion and approval by the full board.
- b) Review and analyze the monthly operating fund statements and annual balance sheet, advising the board of significant deviations from the approved budget and consideration of requests from the staff for expenditures above the approved budget.
- c) Recommend priorities for future expenditures for the annual budget and for the capital budget.



- d) Meet with the school auditors after the audit is completed, consider all recommendations, and present the auditors findings to the full board for acceptance. Passage and periodic review of an investment policy and guidelines related to the school's investments.
- e) Manage school investments in accordance with investment policy.