

# MVCS ByLaws

## BYLAWS OF THE MAGIC VALLEY COMMONWEALTH SCHOOL

### ARTICLE I - NAME, PURPOSE, PHILOSOPHY, CURRICULA

**I.1: Name.** The name of the organization shall be Magic Valley Commonwealth School or MVCS.

**I.2: Purpose.** The purpose of MVCS is to assist parents/legal guardians in bringing like-minded youth together to experience a leadership education as they prepare for a mission-driven future of public and private service. MVCS is not a full-time school. MVCS will offer opportunities that supplement, not supplant, the educational goals of families.

**I.3: Philosophy. I.3: Philosophy.** MVCS provides leadership education classes using the basic educational philosophy of A Thomas Jefferson Education, and the family and community culture of the Leadership Education Mentoring Institute. MVCS is non-denominational in that there is no formal association with any church or religious organization and people of all faiths are welcome and encouraged to participate. The tenets of the Church of Jesus Christ of Latter-day Saints guide the Christian worldview of MVCS. MVCS is privately-funded and no government funding is or will be sought to finance the functions of MVCS.

**I.4: Standards.** The standards of MVCS are the standards as published in For the Strength of Youth or its most current equivalent.

**I.5: Curricula.** MVCS embraces educational opportunities that support the purpose, philosophy, and standards of our school and for which the board gives approval. These opportunities may involve developing original curricula or using/adapting existing curricula.

### ARTICLE II - MEMBERSHIP AND VOTING

**II.1.1: Family Membership.** Membership in MVCS consists of families who have completed the written application process as outlined in the MVCS Policies and Procedures (P & P) and who are current in their fees.

**II.1.2** A copy of the most updated version of MVCS Bylaws (the bylaws) and P & P will be given to each applying and renewing family. A signature of agreement is required for membership as per P & P.

**II.2.1: Voting.** Families who are not current in their fees are ineligible to vote. The board will consult the treasurer for family payment details.

**II.2.2** Families will be eligible to vote after having a child enrolled in at least one class for one full semester of MVCS. All voting families will have at least one child enrolled at the time of the vote. Each member family has one vote. Proxy voting is allowed according to P & P.

**II.3: Contact Information.** It is the responsibility of members to check for notices pertinent to MVCS. E-mail will be the main contact method employed, not to exclude other forms of communication. It is the

responsibility of the family to notify the board of changes in contact information and to verify that the changes have been recorded.

### **ARTICLE III - BOARD OF DIRECTORS**

**III.1: The Board of Directors.** The Board of Directors (the board) consists of five (5) elected and voting members: three (3) Executive Board members and two (2) Advisory Board members. A non-voting secretary may be appointed by the Chair.

**III.2: Executive Board.** The Executive Board is composed of three (3) elected voting positions of Chair, Vice-Chair, and Treasurer.

**III.3: Executive Power.** The Chair may act for the board in exceptional circumstances. All actions under this executive power are temporary and must be ratified by board vote within 7 days of the executive action.

**III.4: Advisory Board.** See III.9.5 d

**III.5.1: Board Role.** The board is responsible for encouraging a close sense of community among the member families and for creating and maintaining P & P consistent with the bylaws.

**III.5.2 Other Functions.** The board must accomplish include curriculum planning, mentor training, facilities management, financial planning, and effective communication with member families. Committees may be appointed to assist the board with these functions. If a board secretary is not appointed, secretarial functions must be delegated by the Chair.

**III.5.3 Board Compensation.** The board receives no compensation other than reimbursement of reasonable expenses according the budget as directed in P & P.

**III.6.1: Board Meetings, Notice, Minutes.** Board meetings will follow the latest edition of Robert's Rules of Order.

**III.6.2** The Chair will call board meetings as needed in accordance with the bylaws, but not less than once within any ninety day period.

**III.6.3** Board meetings are open to the membership. The board will give at least a fourteen (14) day notice of a board meeting to the membership.

**III.6.4** Minutes will be distributed to board members within seven (7) days of the meeting for approval. The minutes of each board meeting will be sent to all member families within fourteen (14) days of the board meeting and will include a copy of the treasurer's report.

**III.6.5** Updates to P & P will be made by board vote and these updates will be communicated to MVCS families in the regular minutes as well as when annual membership information is updated. See II.1.2.

**III.7: Quorum, Voting.** To conduct official business the board must assemble a quorum. A quorum is a simple majority of the board members. All board actions require at least a simple majority vote once the quorum requirement is met. The quorum requirement may be satisfied by technological attendance via

clear, ongoing two-way communication. There is no proxy voting nor proxy attendance allowed. A quorum may not be constituted in any other manner than is set forth in this Section.

**III.8.1: Closed Board Meetings.** A board meeting may be closed to the membership, but only for the purposes and in the manner set forth in this section. The motion to go into closed session shall identify the specific subsections of this section that authorize the session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. A closed session shall be authorized by a two-thirds (2/3) vote of the quorum. A closed session may be held:

**III.8.1(a)** To consider appointing a particular individual or individuals to fill a specific need when the respective qualities of the individuals(s) are to be evaluated. This does not apply to filling a vacancy in an elective office or deliberations about general volunteer needs;

**III.8.1(b)** To consider the evaluation, dismissal, disciplining of, or to hear complaints or charges brought against a member individual or member family of MVCS.

**III.9.1: Board Qualifications and Descriptions.** Only one of a married couple may serve on the board at any given time. See also Section 11 of this Article for board nomination qualifications.

**III.9.2 a) Chair:** The Chair is ultimately responsible for oversight of all MVCS functions and for carrying out the bylaws through written P & P. The Chair, with input from the Executive Board, assigns duties to board members. In the case of a tie decision of the Board, the Chair makes the final decision. Ideally one full term, but in no case less than one full year serving on the board within the previous four years is required prior to a nomination as Chair.

**III.9.3 b) Vice-Chair:** The Vice-Chair may conduct board and parent meetings and all business in the absence of the Chair.

**III.9.4 c) Treasurer:** The treasurer maintains the financial records of the school, prepares and maintains an asset inventory, presents a financial report at each regularly scheduled board meeting and presents an annual report in the Election Meeting. The treasurer's reports to the board will be attached to the associated minutes as an update to all MVCS families. The board will create and maintain P & P for sound financial practices.

**III.9.5 d) Advisory Board Members:** The Advisory Board is composed of three (3) elected and voting members who perform duties as delegated by the Executive Board. These duties must necessarily include the specific and publicized roles of Mentor Representative to advocate for the mentor perspective, Parent Representative/Registrar to advocate for the parent perspective and to carry out registration details. The Executive Board will provide training as directed by P & P.

**III.9.6 e) Secretary:** Whether the Chair appoints an additional non-voting secretary or not, secretarial duties must be executed as indicated in P & P.

**III.10: Terms of Office and Term Limits.** Each of the elected board positions has a two-year term of office. Beginning after the 2017 elections, the Chair, Treasurer, and the Advisory Board member serving as Parent Representative/Registrar will be elected on odd-numbered years, and the remainder of the Board members will be elected on even-numbered years. The Chair is limited to a total of two terms in that position. No term limits apply to other board positions.

**III.11.1: Nominations to the Board.** All nominated board members must be voting members of MVCS.

**III.11.2** Candidates for board positions may be nominated in advance or on the floor by any voting member of MVCS. The nominees named in advance will appear on the ballot prepared by the board as per P & P.

**III.11.3** Names of nominees for open board positions will be publicized to the membership at least a week before the scheduled election and will include information about each candidate. Floor nominations are allowed and the process is outlined in the latest edition of Robert's Rules of Order.

**III.11.4** It is expected that all candidates for a board position will comply with the most current bylaws and P & P.

**III.12.1: Elections.** Election of board members or re-election of current board members will occur by secret ballot at an Election Meeting held no later than 1 March each calendar year.

**III.12.2** For each of the Executive and Advisory Board positions, the candidate receiving the most votes for that position will be elected. In the case of a tie for the final position, a re-vote between those nominees will occur and in case of another tie, the position will be filled by coin toss.

**III.12.3** Ballots will be collected and counted on-site immediately following the voting, with the membership invited to witness all proceedings. At the conclusion of the Election Meeting the new board members begin their duties in accordance with the bylaws.

**III.12.4** The details of the nomination and election process will be written in P & P and publicized to the membership as appropriate to prepare them for the election.

**III.13.1: Resignation, Suspension, Termination.** Resignation of a board member must be in writing and received by the Chair. The board will proceed to fill the vacancy.

**III.13.2** A board member may be removed from office through the concerns/complaints process outlined in Article VII.

**III.14: Vacancies.** When a vacancy on the board exists before the end of a term of office, the board appoints a replacement to serve until the next Election Meeting, when a replacement will be elected to complete the original term of office.

## **ARTICLE IV - MEMBERSHIP MEETINGS**

**IV.1.1: Membership Meeting.** Membership meetings may be called by majority board vote.

**IV.1.2** The membership may call a meeting by petition with 25% of MVCS families signing in favor for a specific purpose named in the petition. This dated petition must be filed with the Chair who is obligated to call a membership meeting to be held not later than thirty (30) days after the petition is filed. The membership meeting will be publicized within two (2) days once the date has been chosen.

**IV.1.3** Membership meetings will follow the latest edition of Robert's Rules of Order. Minutes of all membership meetings will be distributed to the MVCS membership within fourteen (14) days of the meeting.

**IV.2: Election Meeting.** An Election Meeting will be held annually to select board members. See III.11-.13. This meeting will be held no later than 1 March each calendar year. A treasurer's report will be given at this meeting.

**IV.3: Quorum.** At least half the member families must be represented to conduct business requiring a membership vote. A proxy may be used to establish a quorum.

**IV.4.1: Notice.** The board will give the membership at least a fourteen (14) day notice of membership meetings unless otherwise specified in the bylaws.

**IV.4.2** Prior to a membership meeting that has voting issues on the agenda, the pertinent issues will be publicized with the meeting notice information.

## **ARTICLE V - CALENDAR, REGISTRATION, SCHOOL GROWTH**

**V.1: School Calendar.** The MVCS calendar will be outlined in P & P by board vote.

**V.2: Registration, Fees.** Only families with membership in MVCS may register students in classes. The board will create and maintain P & P for registration and associated fees. All MVCS families will be made aware of these P & P prior to registration and the Registrar and Treasurer are authorized under the bylaws to carry out these policies according to their respective duties.

**V.3: Class Size.** Class mentors will ultimately determine the size limits for their own classes, in consultation and cooperation with the board prior to registration proceedings. The board will establish a waiting list of students when needed, and will create P & P to deal with class size and school growth.

## **ARTICLE VI - MENTORS AND INTERNS**

**VI.1: Mentor Volunteer or Recruitment.** Mentors are responsible to provide instruction and oversight of student classes and must be at least 21 years of age. Whenever possible, a minimum of two adults age 21 or older will attend MVCS classes and activities, but at no time will an MVCS mentor or adult be alone with a single (non related) student. Potential mentors may volunteer or be recruited. Mentors are not required to have MVCS membership. All mentors will be approved by board vote and are expected to comply with the most current by-laws and P & P.

**VI.2.1: Compensation and Reimbursement.** Mentors will be compensated via tuition credits of two (2) individual student classes for each semester of teaching. Tuition credits may be transferred to other MVCS families or returned to MVCS in a general scholarship fund. Tuition credits may not be exchanged for cash or other assets. The handling of mentor compensation credits will be outlined in P & P.

**VI.2.2** Compensation for mentors who are not MVCS members will be outlined in P & P. Mentors will receive reimbursement of reasonable expenses according to the budget as outlined in P & P.

**VI.3: Training.** The board will outline standards for mentor training in P & P. Training may be done by board-selected MVCS members, or may be done by recruitment of trainers outside MVCS. Mentors may be sent to training courses as approved by the board, and mentor reimbursement considerations will be stated in P & P.

**VI.4.1: Resignation, Suspension, Termination.** Resignation of a mentor must be in writing and received by the Chair. The board will proceed to find a substitute to attend the next class day(s), followed by a permanent replacement by board vote within fourteen (14) days of the resignation.

**VI.4.2** A mentor may be removed from his or her position by majority board vote according to P & P.

**VI.5: Vacancies.** When a vacancy in the mentor staff exists before the end of the duration of the class, the board appoints a substitute to avoid class cancellation. The substitute may be temporary or permanent, as the board determines in accordance with P & P.

**VI.6: Interns.** An individual of any age may be a non-compensated intern by board approval. This intern is not required to have MVCS membership. An intern will function in capacities as indicated by P & P. An intern is expected to comply with the most current bylaws and P & P.

## **ARTICLE VII - CONCERNS/COMPLAINTS**

**VII.1: Items of Concern.** Members may bring to the attention of the board any concerns or complaints that they may have. These may be brought before the board by (1) voicing concern to the board-assigned liaison, (2) in a written statement presented to the chair, or (3) by securing a spot on the agenda of the next board meeting.

**VII.2:** The board will address the issue as they see fit through discussion, investigation, and if necessary, the chair may call for a deciding vote from among the board members at a board meeting.

**VII.3:** All decisions of the board will be final. There is no appeal. Members of the MVCS respect our elected board members and appreciate that they are volunteers.

## **ARTICLE VIII – AMENDMENTS**

**VIII.1: Amendments.** The bylaws may be amended by 2/3 majority of the membership. This can be done by secret ballot at a membership meeting or by written response to the board. A proposed amendment must be submitted to the Chair and the board must give majority approval for it to be publicized and prepared for voting. The board will create P & P to direct the amendment process.

## **ARTICLE IX - RATIFICATION**

These bylaws were ratified by 2/3 of the membership at a meeting of the membership of the Magic Valley Commonwealth School on November, 30 2012.

*Note: These ByLaws were amended, according to appropriate procedures, at a special membership meeting on 11/12/16.*