



400 West Northern Lights
Anchorage, AK 99503

Frontier Charter School Bylaws

Revised 8-5-15

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ARTICLE I: Offices

1. The principal office of the corporation/school (hereinafter "school") shall be located in the Municipality of Anchorage, Alaska. The school shall have and continuously maintain within the State of Alaska a registered office, and a registered agent whose office is identical with such registered office, as required by the Alaska Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office in the Municipality of Anchorage, Alaska, and the address of the registered office may be changed from time-to-time by the Academic Policy Committee/Board of Directors (hereinafter referred to jointly as the "APC").

ARTICLE II: No Members

1. The school shall have no members. However, the APC shall encourage participation in the affairs of the school by parents, students, teachers and staff members of Frontier Charter School. As set forth in these Bylaws, parents, students and teachers shall have certain voting rights regarding the election of the APC. Actions which by law would otherwise require approval by a majority of all members of the corporation shall require only approval of a majority of the voting members of the APC.

ARTICLE III: Academic Policy Committee

Section 1. General Powers

1. The affairs of the school shall be managed by the APC. The APC shall be a single body. In addition to managing the school, the APC shall have the powers and shall fulfill the duties prescribed in these Bylaws and in Alaska Statutes, including but not limited to A.S. 14.03.250 et. seq.

Section 2. Specific Powers

1. The APC shall perform the following functions :
 - a) Uphold the mission statement as stated in the Frontier Charter School/Anchorage School District contract. It shall also oversee accountability in academics, legal/risk management, finances, operations/maintenance, ASAA activities and capital budgeting issues of Frontier Charter School.
 - b) Ensure that Frontier Charter School, Inc. operates as a nonprofit, nonpartisan, noncommercial and nonsectarian organization. The names of members of the APC in their individual capacity or the name of Frontier Charter School, Inc. shall not be used in connection with any commercial concern, any partisan interest, or for any purpose not appropriately related to the promotion of the responsibilities of the APC.
 - c) Promote professional conduct in accordance with Anchorage School District policy.

- d) Select a chief administrator or principal, and delegate those administrative and other duties the APC from time-to-time desires.
- e) Hire or direct the chief administrator or principal to hire additional administrative staff or resource teachers as the APC, in its discretion, deems appropriate.
- f) Monitor the overhead rate, approve annual and other budgets, and take those steps deemed appropriate by the APC to control school administrative and other costs.
- g) Rule on questions of teacher eligibility and contract viability raised by the chief administrator or principal.
- h) Select, or direct the chief administrator or principal to select, qualified directors or coaches for ASAA activities if Frontier Charter School, Inc. participates in those activities.
- i) Review contracts as the APC deems appropriate or upon request of the chief administrator or principal.
- j) Conduct an annual review of the chief administrator or principal, such review to be forwarded to the Anchorage School District Superintendent and kept in the chief administrator's/principal's personnel file.
- k) Annually review requests for purchase of materials initially denied by the chief administrator or principal, provided such request is sponsored by at least one member of the APC.
- l) Enter into contracts, leases and other agreements which are, in the APC's judgment, deemed necessary or desirable for the operation of the school.

Section 3. Actions by the Academic Policy Committee

1. No member 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.
2. APC members will be excused from voting upon, but not from the discussion of, any matter involving:
 - a) A conflict of interest;
 - b) A self-dealing transaction;
 - c) Indemnification of the APC member; or
 - d) Any other matter at the discretion of a majority of the APC members present.
3. It shall be the duty of every APC member to maintain the confidentiality of all APC discussions that

are conducted while in Executive Session. Any APC member violating this confidence may be disciplined to the extent and in a manner deemed appropriate by the APC, including removal from the APC.

Section 4. Number, Tenure and Qualifications

1. The initial APC shall consist of the following members for the terms indicated:
 - Seat A/Teacher. Elected. Three-year term. *(Next elections 2014, 2017, 2020, 2023)*
 - Seat B/Teacher Appointed. Three-year term. *(Next appointments 2015, 2018, 2021, 2024)*
 - Seat C/Parent. Elected. Three-year term. *(Next elections 2015, 2018, 2021, 2024)*
 - Seat D/Parent. Elected. Three-year term. *(Next elections 2014, 2017, 2020, 2023)*
 - Seat E/Parent. Elected. Three-year term. *(Next elections 2013, 2016, 2019, 2021)*
 - Seat F/Parent. Appointed. Three-year term. *(Next appointments 2015, 2018, 2021, 2024)*
 - Seat G/Principal/CEO. Ex officio
 - *If approved by APC.* Seat H/Student Rep. Appointed. Term expires annually.
 - *If approved by APC.* Seat I/Higher Ed. Rep. Appointed. Term expires annually.
 - *If approved by APC.* Seat J/Local Businessperson Rep. Appointed. Term expires annually.
2. The number of APC members shall be five (5) to nine (9) voting members. The APC members who shall have voting rights shall be those APC members holding the parent seats, the teacher seats, the higher education seat, and the local businessperson seat. The student representative shall act in an advisory capacity only, and shall not have a vote. The term of office for the parent and teacher seats shall be three (3) years. The term of office for the student representative seat, higher education seat and the local businessperson seat shall be one (1) year. All expiring APC terms shall terminate on the last day of June in the year of expiration.
3. There shall be four parent seats (Seats C, D, E, and F). Of those four parent seats, three (3) shall be elected (Seats C, D, and E), and one (1) shall be appointed by a majority of the APC (Seat F). There shall be two (2) teacher seats (Seats A and B). Of those two teacher seats, one (1) shall be elected (Seat A), and one (1) shall be appointed by a majority of the APC (Seat B). At the discretion of the APC, the following three seats may be appointed annually by a majority of the APC: one (1) student member (Seat H); one (1) member representing higher education (Seat I); and one (1) member of the local business community (Seat J). The chief administrator/principal of Frontier Charter School shall not be a member of the APC and shall have no right to vote at any APC meeting. The chief administrator/principal and the student representative may not attend Executive Sessions without invitation by the APC. The Anchorage School District may appoint a representative to attend APC meetings in an advisory capacity, but such school district representative shall also not have any voting rights and shall not be entitled to attend any Executive Sessions unless invited by the APC.

The eligibility requirements for Academic Policy Committee membership are as follows:

4. Parents. All parent members of the APC must be the parent or legal guardian of a student enrolled in Frontier Charter School. No parent or legal guardian who has the credentials to serve as a Frontier Charter School teacher is eligible to occupy a parent seat on the APC.

5. Teachers. All teacher members of the APC must have a minimum of three years of professional teaching experience or teaching credentials that make them eligible to serve as a Frontier Charter School or Anchorage School District teacher, regardless of whether or not such credentialed person is employed by or seeking to be employed by Frontier Charter School or the Anchorage School District. Frontier staff members subject to a performance review by the principal are not eligible to serve as an APC member.
6. Student Representative. The student representative to the Academic Policy Committee must be a high school student enrolled in the school.
7. Higher Education Representative. Any member of the teaching, administrative and/or research staff of any institute of higher education are eligible for this seat.
8. Local Business Community Representative. Any person who is a member of the local business community, which term shall be broadly interpreted, is eligible for this seat.
9. With the exception of the student representative, no more than one member of a household may sit on the APC at the same time.
10. Members of the APC are required to have e-mail and Internet access. The school shall pay for Service. If an APC member does not have a computer, one may be made available for loan.

Section 5. Election/Appointment of Members

1. The terms of the initial members of the APC shall be as set forth above. As to those seats that are to be filled by elections of the Frontier Charter School general community, elections shall be held at the annual meeting during the year each respective member's term expires. As to those seats that are to be filled by appointment of the APC, those appointments shall also be filled at the annual meeting or at such other time as deemed appropriate by the APC, but such appointments shall be by a majority vote of the members of the APC whose terms are not expiring at the time of the appointment. Appointments may be based upon but not restricted to the report previously delivered to the APC by the APC Development Committee pursuant to Article VI, Section 2 of these Bylaws.

Section 6. Election Committee.

2. In March of each year the Chair/President of the APC shall appoint an Election Committee of three (3) persons. The composition of the committee shall be two (2) parents and one (1) teacher who each meets the qualifications to vote as set forth in Article III, Section 7, paragraphs 1 and 2. Of these three committee members, at least one person shall be a member of the APC. The Election Committee shall oversee the election process for positions on the APC. Elections shall be conducted by mail in accordance with the procedures for a secret vote outlined in Robert's Rules of Order, Newly Revised, Section 45, and Voting Procedure; alternatively, ballots may be cast in person at the school's annual meeting. The Election Committee shall do the following:

3. Receive candidate applications for membership from the APC Development Committee.
4. Prepare a candidate report which may, but need not, include a brief statement not to exceed two typewritten pages from candidates, which statement shall be held at the principal office of the school and be made available to all interested parents, students, teachers and staff members of Frontier Charter School at least two weeks before the annual meeting at which an election will take place.
5. Prepare a secret ballot listing the candidates. No write-in votes will be valid or counted.
6. Ensure that an up-to-date master list of qualified voters is compiled within two weeks preceding the election.
7. Distribute the secret ballots by mail according to election procedures established by the Election Committee or the APC no less than ten days prior to the second Tuesday in May. To be valid and counted, all returned ballots must be postmarked by that second Tuesday in May.
8. Oversee the in-person voting at the annual meeting to ensure that the voting is conducted in a fair manner in accordance with whatever further election procedures the Election Committee or the APC adopt.
9. Tally all eligible votes within one week of the annual meeting, checking names against the master list and also ensuring only a single vote per qualified voter.
10. Advise the candidates and the APC of the election results.
11. Prepare a report stating the results of the election, which report shall be kept at the principal office of the school and be made available for review by interested parents, students, teachers and staff members of Frontier Charter School.

Section 7. Eligibility to Vote

Eligibility to vote in elections for members of the APC shall be as follows:

1. Parents. Parents or legal guardians of one or more students enrolled in Frontier Charter School two weeks prior to the election, with the exception noted below in this paragraph, are eligible to vote for parent representatives. Parents who are Alaska certified teachers, and/or parents who are otherwise eligible to enter into contracts with Frontier Charter School families or who are in any manner employed by Frontier Charter School are not eligible to vote for parent seats on the APC.
2. Teachers/Staff. Anchorage School District teachers having one or more contracts with Frontier Charter School students are eligible to vote for teacher representatives on the APC. A parent or legal guardian who has the credentials to serve as a Frontier Charter School or Anchorage School District teacher, even if not employed as a Frontier Charter School teacher or as an ASD teacher, is eligible to vote only for teacher representatives. All staff members currently employed by the school are eligible to vote in the same manner as teachers. A teacher or staff member whose

children are enrolled in the school is eligible to vote for teacher representatives but not parent representatives.

3. Number of Votes, and Dispute Resolution. Cumulative voting is permitted. Each parent or legal guardian may cast one vote per open position for which they are eligible to vote. By way of example, if there are two parent seats and one teacher seat open for election, if the family has three children enrolled at the school, and if neither of that family's parents/guardians holds credentials sufficient to make them currently eligible to teach at Frontier Charter School or any other ASD school, each parent/guardian may cast two votes for the parent seats and none for the teacher seat. The Elections Committee shall be responsible for monitoring voter eligibility and exercising its discretion to resolve any disputes involving the casting of ballots.

Section 8. Vacancies

1. Any vacancy occurring on the APC shall be filled by appointment by a majority of the remaining members of the APC. The replacement member of the APC shall serve out the unexpired term of his or her predecessor in office.

Section 9. Compensation

1. Members of the APC shall not receive any salaries for their services, but by resolution of the APC a fixed sum for babysitting expenses or other expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the APC.

Section 10. Removal

1. Any member elected or appointed by the APC may be removed by a majority vote of the APC whenever, in the majority's judgment, the best interests of the school would be served thereby.

Section 11. Limitation on Terms

1. An Academic Policy Committee member may serve for consecutive terms without term limits.

ARTICLE IV: Officers

Section 1. Officers

1. The officers of the school shall be Chair/President, one or more Vice-Chair/Vice-Presidents (the number thereof to be determined by the APC), Secretary, and a Treasurer, each of whom shall also be a member of the APC. A single person may hold the positions of Secretary and Treasurer. The APC may elect or appoint such other officers, including one or more assistant Secretaries or Treasurers, as the APC shall from time-to-time deem desirable, such officers to have the authority and perform duties prescribed by the APC.

Section 2. Election and Term of Office

1. The officers of the school shall be elected annually by a majority vote of the APC at the first regular meeting following June 30 of each year. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold office until his or her successor has been duly elected or until he or she is removed from the APC in the manner set forth in these Bylaws.

Section 3. Removal

1. Any officer elected or appointed by the APC may be removed by a majority vote of the APC whenever, in the majority's judgment, the best interests of the school would be served thereby.

Section 4. Vacancies

1. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by a majority vote of the APC, and that officer shall serve for the unexpired portion of the term.

Section 5. Chair/President

1. The Chair/President shall be the presiding officer at all APC meetings. The Chair/President shall have such authority and perform such duties as shall be directed by the APC from time-to-time. Any voting member of the APC may serve as the Chair/President.

Section 6. Vice-Chair/Vice-President

1. In the absence of the Chair/President, or in the event of his or her death, inability or refusal to act, the Vice-Chair/Vice-President (or in the event there be more than one Vice-Chair/Vice-President, the Vice-Chair/Vice-Presidents in order of their election) shall perform the duties of the Chair/President, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair/President. Any Vice-Chair/Vice-President shall perform such other duties as from time-to-time may be assigned to him or her by the APC. Any voting member of the APC may serve as the Vice-Chair/Vice-President.

Section 7. Secretary

1. The Secretary shall keep, or make provision for the keeping of, the minutes of the meetings of the APC in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the school and see that the seal of the school is affixed to all documents which require a seal; keep a list of the post office address and e-mail address of each member of the APC; and in general perform such other duties as from time-to-time may be assigned to him or her by the APC. Any voting member of the APC may serve as the Secretary.

Section 8. Treasurer

1. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the school; receive and give receipts for monies due and payable to the school from any source whatsoever, and deposit all such monies in the name of the school at such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and in general perform all such other duties as from time-to-time may be assigned to him or her by the APC. If required by the APC, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the APC shall determine. The cost of such bond shall be borne by the school. Any voting member of the APC may serve as the Treasurer.

ARTICLE V: Meetings of the APC

Section 1. Parliamentary Authority and Guidelines for APC Meetings

1. The following shall be the guiding principle behind all meetings of the Frontier Charter School APC: The great lesson for democracies to learn is for the majority to give the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their views, gracefully to submit and to recognize the action as that of the entire organization, and cheerfully to assist in carrying it out, until they can secure its repeal. -General Henry Martyn Robert
2. Whenever possible all decisions of the Academic Policy Committee will be made by unanimous consent. Although unanimity is desired and shall be pursued, in the absence of unanimity a majority vote of the APC shall control.
3. All portions of all meetings of the APC (except Executive Sessions) will be open to the public, and all parents, students, teachers and staff members of Frontier Charter School are hereby invited and encouraged to attend and to provide input.
4. The Chair/President of the APC will be responsible for guiding discussion, keeping discussions to time limits imposed by the Chair/President and/or a majority of the APC, and for restating all decisions so that the Secretary can record them accurately. In the case of disagreement, the APC will look to the Chair/President to guide the body in fairly deliberating and deciding an issue.
5. All action items must, and non-action items may, be accompanied by a memo prepared by the chief administrator/principal (or his/her designee), staff, committee, an APC member or by an other informed person relating pertinent information with which APC members and the public can inform themselves on the topic. These memos shall be delivered to APC members at least forty-eight (48) hours prior to the meeting, and copies will be made available to the public at the school's office and at the meeting.
6. The agenda must be approved by a majority of the APC at the start of each meeting. No action items can be added at the meeting itself. Non-action items may be added as time allows. Action items are those for which a vote is taken at that meeting; non-action items are all other items.
7. The APC Secretary (or his/her designee) shall record summary minutes which contain a time line

for the meeting (meeting start time, amount of time spent on each agenda item, and time of meeting adjournment), an exact statement of motions, a brief summary of comments made during any public comment period, and the APC's vote on each motion. The comment summaries shall include only the speaker's name and topic of comment. Committee reports, administrative reports and treasurer's' reports may be attached.

8. Strict adherence to parliamentary rules will be restricted to the making of main motions and the following five subsidiary motions (as defined in any Robert's Rules of Order reference):
 - (a) to amend,
 - (b) to refer to committee,
 - (c) to postpone to a definite time,

 - (d) to lay on the table, and
 - (e) to order the previous question (end debate).

Section 2. Annual Meetings

1. Annual meetings of the APC shall be held at the hour of 6:15 p.m. on the second Tuesday in May in each year beginning in the year 2003 for the purpose of transacting such business as may come before the meeting and, beginning in 2008, for the election of APC members whose terms expire in any particular year as set forth in Article III of these Bylaws. If the day fixed for the annual meeting shall be a legal holiday in the State of Alaska, such meeting shall be held on the next succeeding business day at the time set forth above. If the election of membership to the APC shall not be held on the day designated herein for any annual meeting, the APC shall cause the election to be held at a special meeting as soon thereafter as convenient.

Section 3. Regular Meetings

1. The APC shall also hold regular meetings at least quarterly.

Section 4. Special Meetings

1. Special meetings of the APC may be called by the Chair/President or by any three members of the APC.

Section 5. Place of Meetings

1. The APC may designate any place within the Municipality of Anchorage as the place of meeting for any annual meeting, regular meeting or special meeting. If no designation is made, the place of meeting shall be the principal office of the school.

Section 6. Notice of Meetings

1. Notice of all annual, regular and special meetings shall be delivered, either personally, by mail or by e-mail, to each member of the APC not less than forty-eight (48) hours nor more than thirty (30) days before the date set for such meeting. In addition, notice of all meetings shall be posted

at the principal office of the school and on the school's web site at least twenty-four (24) hours prior to such meeting. The notice shall set forth the date, time, place of and agenda for the meeting.

Section 7. Quorum

1. Greater than fifty-percent (50%) of the voting members of the APC constitutes a quorum. The act of a majority of the members of the APC at a meeting at which a quorum is present shall be the act of the APC, unless the act of a greater number is required by law or by these Bylaws. If a quorum is not present at any meeting of the APC, or if a quorum is initially present but thereafter one or more members departs the meeting, the meeting may continue but no votes may be taken.

Section 8. Executive Sessions

1. The voting members of the APC may meet at any time in Executive Session to discuss personnel, legal or other sensitive issues. An Executive Session may be convened only upon a majority vote of the voting members of the APC after the general purpose for the Executive Session is stated during the public session.

Section 9. Adjournment

1. A majority of the APC members present at a meeting, whether or not a quorum exists, may adjourn the meeting to another time and place. If the adjournment is to be for no more than twenty-four (24) hours and if the matters to be discussed are already included on the agenda for the adjourned meeting, then neither a new agenda nor notice of the date, time or place of holding the next meeting need be given to APC members or to anyone else not present at the time of the adjournment. If the next meeting is scheduled to occur more than twenty-four (24) hours after the adjourned meeting, notice of the date, time and place for the next meeting, and an agenda, shall be given as specified elsewhere in these Bylaws.

Section 10. Telephonic Participation and Informal Action by Members

1. APC members may participate in APC meetings through use of conference telephone or similar communication equipment, so long as all APC members participating in such meetings can hear one another. Telephonic participation in a meeting pursuant to this section constitutes personal presence at such meetings.
2. Meeting minutes shall be approved by a majority vote of the APC, and such approval may be given in person at the next APC meeting or prior to such meeting by first class mail, facsimile or e-mail.
3. Any action required by law to be taken at a meeting of the APC may be taken without a meeting if a consent in writing setting forth the action so taken is unanimously approved by one hundred percent (100%) of the voting members of the APC entitled to vote with respect to the subject matter thereof. Consents may be evidenced either by a writing signed or e-mail transmitted by each APC member entitled to vote on the issue.

Section 11. No Proxies

1. No members of the APC may vote by proxy.

ARTICLE VI: Committees

Section 1. Executive Committee

The APC, by resolution adopted by a majority vote of the APC, may designate and appoint an Executive Committee. The Executive Committee shall consist of two or more APC members, one of whom shall be the APC Chair/President. The Executive Committee shall have those duties and authority of the APC in the management of the school that a majority of the full APC from time-to-time delegates to the Executive Committee. In no event, however, shall any such Executive Committee or any other committee have authority to amend, alter or repeal these Bylaws; elect, appoint or remove any member of any such committee or any director or officer of the school; amend the Articles of Incorporation; adopt a plan of merger or adopt a plan of consolidation with another school; authorize the sale, lease, exchange or mortgage of all or substantially all of the property or other assets of the school, authorize the voluntary dissolution of the school or revoke proceedings therefore; adopt a plan for the distribution of the assets of the school; amend, alter or repeal any resolution of the APC; or amend, alter or repeal any obligation, duty or responsibility of any individual APC member, whether imposed by policies adopted by the APC, by these Bylaws, by law or otherwise.

Section 2. Development Committee

1. The APC Chair/President shall appoint, in July of each year or as thereafter deemed appropriate, members of an APC Development Committee. Removal of any such member shall be at the discretion of the Chair/President. The Development Committee shall be comprised of no less than two (2) APC members and two (2) Frontier Charter School parents, teachers or staff members. The Chair/President shall be an ex-officio member of the Development Committee. In the discretion of the Chair/President, the
2. Development Committee may be authorized to perform any or all of the following functions:
 - a) Participate in the planning for an annual APC Member Orientation/Strategic Planning retreat, preferably to be held before September 1 of each year;
 - b) Profile the current APC for expertise, knowledge, skills and experiences relevant to APC activities;
 - c) Identify new expertise, knowledge, skills, personal contacts and experiences that would help further the mission, vision, goals and strategies of Frontier Charter School, particularly as they relate to strategic planning;
 - d) Focus the recruiting priorities for prospective APC members in accordance with above paragraphs 1 and 2;

- e) Develop a list of prospective APC members;
- f) Conduct an initial contact with top recruiting prospects;
- g) Schedule and conduct an APC member orientation session by the end of March of each year for prospective APC members;
- h) Prepare a report with recommendations for filling the appointed APC member seats and a list of nominations for the elected APC member seats to be delivered to the APC and
- i) Election Committee at the regular April meeting; and
- j) Such other duties as assigned by the Chair/President.

Section 3. Other Committees

1. The Chair/President or the APC may appoint other committees not having and not exercising the authority of the APC in the management of the school. Members of such committees shall perform such duties as the Chair/President or the APC shall assign. The Chair/President shall be an ex-officio member of all such committees.

ARTICLE VII: Contracts, Checks, Deposits and Funds

Section 1. Contracts

1. The APC may authorize any officer or officers, agent or agents of the school, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the school, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, Etc.

1. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the school may be signed as determined by resolutions of the APC.

Section 3. Deposits

1. All funds of the school shall be deposited from time-to-time to the credit of the school in such banks, trust companies or other depositories as the APC may select.

Section 4. Gifts

1. The APC may accept on behalf of the school any contribution, gift, bequest or grant for the general purposes or for any special purpose of the school.

ARTICLE VIII: Fiscal Year

1. The fiscal year of the school shall begin on the first day of July and end on the last day of June in each year.

ARTICLE IX: Seal

1. The APC shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the school and the words "Frontier Charter School, Corporate Seal of State of Alaska." The Secretary of the APC shall be custodian of the seal.

ARTICLE X: Waiver of Notice

1. Whenever any notice is required to be given under the provisions of the Alaska Nonprofit Corporations Act, the provisions of the Articles of Incorporation, the Bylaws of the school or otherwise, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI: Amendments to Bylaws

1. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two-thirds vote of the APC who are present at any annual, regular or special meeting where a quorum is present. Proposed changes to the Bylaws may be submitted by any member of the APC, by parents with students enrolled in the school, and by teachers or staff under contract with the school. The proposed Bylaws change(s) shall first be submitted in writing to the members of the APC and placed on the agenda at the annual or regular APC meeting prior to the meeting at which the proposed change(s) will come up for a vote. Following the introduction of the proposed change(s) at a regular APC meeting, such proposed change(s) shall be posted at the school's principal office and on the web site for no less than three weeks before the proposed change(s) will come up for a vote, the purpose being to make the proposed change(s) available for comment by families with students enrolled in the school and by teachers and staff with contracts with the school.