

**Bylaws of
Saratoga High School
Parent Teacher and Student
Organization Inc.**

Dated: February 2009

Saratoga High School Parent Teacher Student Organization Inc.

Article 1 - Name of the Corporation & Offices

Section 1 - Name of the Corporation

This corporation shall be known as Saratoga High School Parent Teacher Student Organization Inc., herein after is also referred to as corporation and/or organization.

Section 2 - Principal Office

The principal office of the corporation will be located at the following address: 20300 Herriman Ave, Saratoga, CA 95070-6212, County of Santa Clara and State of California.

Article 2 - Non Profit Purposes

Section 1 - IRC Section 501(c) (3) Purposes

This corporation is organized exclusively for charitable, religious, educational, and/or scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 2 - Specific Objectives and Purposes

This corporation is a non-profit organization established with an objective to promote the education of Saratoga High School students and parents, to strengthen the Saratoga High School community of students, teachers, parents, and administration toward a common goal of providing the highest standard of

the "whole-child" education as well as to provide a safe and healthy climate within the Saratoga High School community.

Article 3 - Directors

Section 1 - Number

The corporation shall have a minimum of three directors and collectively they shall be known as the Board of Directors. At a minimum, the Board will consist of the two Presidents and the Treasurer.

Section 2 - Qualifications

Directors of corporation shall qualify the age or any other specific requirement that may be in force in this state at any given point of time. The directors will be members of the PTSO with at least one child at SHS and voted in by the members at the annual April meeting.

Section 3 - Powers

The Board of Directors of corporation shall conduct all the activities and affairs of this corporation and also exercise all corporate powers, subject to the provisions of the laws of this state, the Articles of Incorporation and these Bylaws.

Section 4 - Duties

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws;
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these bylaws, prescribe the duties, of all officers, agents and employees of this corporation;
- c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- d) Meet at such times and places as required by these Bylaws;
- e) Register their addresses with the Secretary of the corporation, and notices of meetings mailed, emailed, telegraphed or faxed to them at such addresses shall be valid notices thereof.

Section 5 - Term of Office

Each Director shall hold office for a period of two consecutive years and until his or her successor is elected and qualifies.

Section 6 - Compensation

Directors shall not receive any compensation for their services, except that each Director is entitled to receive from the Corporation reimbursement of expenses incurred by the Director in the furtherance of the Corporation's business. The salaried individuals can not vote on their own compensation and compensation decisions will be made by the unrelated board members.

Section 7 - Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the Board of Directors.

Section 8 - Regular Meetings

Regular meetings of the Board of Directors shall be held a minimum of once in a year. The Board of Directors shall decide the date, time and venue from time to time.

Section 9 - Special Meetings

Special meetings of the Board of Directors may be called by the Chairperson of the Board, the President, the Vice President, the Secretary, by any two directors, or, if different, by the persons specifically authorized under the laws of this state to call special meetings of the board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the persons calling the special meeting.

Section 10 - Notice of Meetings

The procedure to be followed is as below unless the Articles of Incorporation, these Bylaws or the laws of this state require otherwise.

- a) Regular Meetings – Notice is posted annually on the corporation's website. Additional notice shall be sent by e-mail at least two weeks in advance.
- b) Special Meetings - Notice shall be sent by e-mail.
- c) Waiver of Notice - Whenever any notice of a meeting is required to be given to any director of this corporation, a waiver of notice via email will be sent by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 11 - Quorum for Meetings

A quorum shall consist of 100% of the Board of Directors of the corporation serving office at any given time. The Board shall not conduct any business at any meeting at which the required quorum is not present. The only motion, which the Chair shall entertain, is a motion to adjourn.

Section 12 - Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws or the laws of this state require otherwise.

Section 13 - Conduct of Meetings

Meetings of the Board shall be presided over by the President of the Board, or, if no such person has been so designated or, in his or her absence, the Second President of the corporation, or in his or her absence, by the Treasurer of the corporation or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. Procedures for the conduct of meeting shall be amended or revised from time to time by a resolution of the Board of Directors.

Section 14 - Vacancies

Vacancies on the Board of Directors of corporation shall exist

- a) On the death, resignation or removal of any director,
- b) Whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the Chairperson of the Board, the President, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No Director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon the notice of the Attorney General or other appropriate agency of this state. Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state.

Section 15 - Non-liability of Directors

The directors shall not be personally liable for the debts, liabilities or other obligations of the corporation.

Section 16 - Indemnification by Corporation of Directors and Officers

The directors and officers are indemnified to the fullest extent permissible under the laws of this state.

Article 4 – Officers/Executive Board

Section 1 - Designation of Officers

The officers also known as the Executive Board of the corporation shall be President, Second President, Vice President of Fundraising, Vice President of Volunteers, Vice President of Programs, Vice President of Membership, Vice President of Communication, Vice President of Special Events, Recording Secretary, Corresponding Secretary, Treasurer, Auditor, and Parliamentarian. The Board of Directors shall decide from time to time, whether to have new officers with new designations.

Section 2 - Qualifications

The officers of the corporation shall qualify the age or any other specific requirement that may be in force in this state at any given point of time. An Officer must have at least one child attending the Saratoga High School.

Section 3 - Election and Term of Office

A nominating committee is formed by the Parliamentarian in January and a chairperson is elected to head the committee. Public notice, via email, will be sent to the membership at large recruiting at least five and no more than seven members plus one alternate. The parliamentarian serves on the nominating committee. Members of the nominating committee may serve no more than one year consecutively, The alternate member presides in case an original member cannot serve. The alternate then serves on the committee for the duration. If the nominating committee falls below the minimum required members then elect an additional member via a public vote. The Principal of SHS is invited to serve in an optional advisory role on the committee.

At the February general meeting, the nominating committee slate of members is approved by the general membership. This committee then recruits a new slate of Officers representing the diversity and grade levels at SHS to serve the following school year. The nominating committee can help with the recruitment of the committee chair positions also. Each Officer elected and approved by the membership shall hold the office for a maximum period of no more than two consecutive years or until he or she resigns or is removed by the Board of Directors or is otherwise disqualified to serve before the end of the term. Officers

may share positions so that two individuals equally share the responsibility of the role.

Section 4 - Duties of President

The President shall be the chief executive officer of corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws or which may be prescribed from time to time by the Board of Directors. The President by virtue of his post shall function as the Chairperson of the Executive Board and shall preside at all the meetings of the Executive Board. Except as otherwise mentioned by the Articles of Incorporation or by these Bylaws or expressly provided by law, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks or other instruments, which may from time to time be authorized by the Board of Directors.

Section 5 - Duties of Second President

The Second President of the corporation shall become the acting President of the corporation in the event of the absence, inability or refusal of the President to exercise his or her duties and shall have all the rights, privileges and powers as if he or she had been a duly elected President. The Second President will become the President in his or her second year term to ensure the continuity of leadership.

Section 6 - Duties of Recording Secretary

The Recording Secretary of the corporation shall:

- a) Certify and keep at the principal office, the original, or a copy of these Bylaws as amended or otherwise altered to date.
- b) Keep the record of the minutes of the meetings of the Officers with details of whether special or regular, how called, how notice thereof was given, the names of those present or represented and the proceedings thereof.

- c) Be custodian of all the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation.
- d) Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney on request thereof, the Bylaws and the minutes of the proceedings of the directors of the corporation.
- e) Perform all duties incident to the office of the Recording Secretary and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws or which may be assigned to him or her from time to time by the Board of Directors.

Section 7 - Duties of the Corresponding Secretary

The Corresponding Secretary of the corporation shall:

- a) Conduct all necessary correspondence of the corporation upon authorization of the president including electronic mail distributions.
- b) Email notification to the Executive board of monthly, annual, and executive board meetings as required by the Bylaws.
- c) Maintains a permanent file of records for all correspondence concerning the corporation.
- d) Perform other duties as assigned by the Presidents and/or Executive Board.

Section 8 - Duties of the Treasurer

The Treasurer of the corporation shall:

- a) Have charge and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- b) Receive and give receipt for, monies due and payable to the corporation from any source whatsoever.

- c) Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Officers, taking proper vouchers for the transactions. Any disbursement above \$1,000 requires signatures from the Treasurer and President or Second President .
- d) Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of assets, liabilities, receipts, disbursements, gains and losses.
- e) Exhibit at all reasonable times the books of account of any or all of his or her transactions as Treasurer and financial records to any Officer of the corporation, or to his or her agent or attorney, on request thereof.
- f) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports, including annual Tax filings and monthly financial reports for the meetings.
- g) Perform all duties incident to the office of the Treasurer and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws or which may be assigned to him or her from time to time by the Board of Directors.
- h) Prepare monthly review of checks written from previous month at each meeting, seeking membership approval for only those checks that fall outside of the approved budget.
- i) Ensure the corporation has appropriate General Liability and Directors and officers insurance.
- j) Treasurer shall turn over the records to the Auditor for an annual audit of the books. The books should be turned over by end of August and the audit report will be due no later than November general meeting.

Section 9 - Duties of the Vice President of the Membership

- a) Help with the membership drive(s) to build membership.
- b) Record and maintain all membership contributions and records.

- c) Prepare monthly membership reports for the general meetings as well as for the Executive Board meetings.
- d) Provide to the Presidents membership information for marketing.
- e) Keep record of Falcon newspaper subscribers and provide labels for newspaper mailing.
- f) Process the corporate matching funds for the members.

Section 10 - Duties of the Vice President of the Volunteers

- a) Record and maintain the volunteer signs up for the various SHS activities. The volunteer sign ups occur through the Volunteer form as well as the corporation's website.
- b) Provide the lists of the volunteers to the committee chairs in charge of an activity.
- c) Help fulfill any open committee chair positions and recruit volunteers if needed for an activity
- d) Assemble volunteer hours for the corporation by working with the Officers and the committee chairs

Section 11 - Duties of the Vice President of the Special Events

- a) Work with the committee chairs to publicize and execute a staff luncheon. Review the budget provided with the committee chairs and make recommendations for the budget if needed.
- b) -Plan and execute corporation's holiday party.
- c) Plan and execute any and all special events not specified deemed appropriate by the President and the Executive Board.
- d) Provide birthday wishes to the SHS staff.

Section 12 - Duties of the Vice President of the Programs

- a) Plan and schedule a Fall and Spring speaker(s) and/or activities to promote parent education.

- b) Work with the Parenting Continuum to present speakers to the SHS parent community.
- c) Work with other educational parent forums in providing SHS parent community quality programs deemed appropriate by the President and/or Executive Board.

Section 13 - Duties of the Vice President of the Communication

- a) Ensure that the corporation's website is updated with current information.
- b) Prepare, post, and maintain the corporation's calendar of activities on the website.
- c) Maintain and schedule the availability of the bulletin board use between the different school groups.
- d) Help President prepare PTSO weekly parent e-mail.
- e) Prepare and coordinate the First Day Packet material in starting the new school year as needed by the President and the Executive Board.

Section 14 - Duties of the Auditor

- a) Audit the books and financial records of the corporation annually. Present a written report at the general meeting of the members no later than November.
- b) Audit the books in case the Treasurer resigns during his or her term.

Section 15 - Duties of the Parliamentarian

- a) Attend all meetings of the corporation and give advise in parliamentary procedure when needed or requested.
- b) Oversees the corporation's current Bylaws and convenes an annual review of the corporation's Bylaws by working with the President and Board.
- c) Presides over the nominating committee until a chairperson is elected. At least five members but no more than seven members are nominated, plus one alternate from the members at large. The Parliamentarian will present

the nominating committee members for an approval at the February general meeting.

- d) Invite the SHS Principal to serve in an optional advisory role on the nominating committee.
- e) Call first meeting of the nominating committee, conduct election of a chairperson, and give instructions in procedure for recruiting Officers and committee chairs. Once the chairperson is elected, the Parliamentarian serves in an advisory role as part of the nominating committee.
- f) The Parliamentarian presents the slate of Officers at the March meeting.

Section 16: Duties of the Vice President of Fundraising

a) VP of Fundraising works closely with the Presidents, VP of membership, and Directory Coordinator to conduct a mini-phonathon between the time the school starts and the due date for the membership form.

b) Many parents miss filling out the membership form especially the 9th grade parents. VP of fundraising contacts each one of them to give PTSO information and encourage them to sign up for membership. The goal is to contact all parents who haven't signed up especially the 9th grade parents. If a parent doesn't want to do membership then encourage them to give just directory information.

c) Plan and coordinate the JDI reception.

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Article 5 – Membership

Section 1 – Eligibility for Membership

Application for voting membership shall be open to all parents, students, and SHS staff. Membership is granted after payment of annual membership dues.

Section 2 – Annual Dues

The amount required for yearly dues shall be \$50 (General Membership) and \$15 (Staff Membership) each year, unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues. Dues can be changed annually with a majority vote by Officers.

Section 3 – Rights of Members

Each eligible member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 4 – Resignation and Termination

Any member may resign by filling a written or email resignation with the Secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

Section 5 – Non-Voting Membership

The board shall have the authority to establish and define non-voting categories of membership. All individuals not currently enrolled and non-current staff members constitute non-voting members. All individuals who don't have a child currently enrolled at the Saratoga High School constitute non-voting members.

Article 6 – Meetings of Members

Section 1 – Regular Meetings

Regular meetings of the members shall be held monthly from September through May, at a time and place designated by resolution of the Board of Directors.

Section 2 – Annual Meetings

An annual meeting of the members shall take place every year in April, and the specific date, time and location of which will be designated by the resolution of the Board of Directors. At the annual meeting the members shall elect directors and officers, and present a summary of the corporation's activities for the year.

Section 3 – Special Meetings

Special meetings that includes an electronic meeting may be called by the Board of Directors or the simple majority of the Executive Board, or a simple majority of the Board of Directors, by the person specifically authorized under the laws of this state to call special meetings of the members.

Section 4 – Notice of Meeting

Notice of each meeting shall be given to each voting member, by email, not less than two weeks prior to the meeting. Notice is also made public annually on the corporation's website no later than September.

Section 5 – Quorum

The members present at any properly announced meeting shall constitute a quorum as long as 50% of the Officers are present.

Section 6 – Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Article 7 - Execution of Instruments, Deposits and Funds

Section 1 - Execution of Instruments, Deposits and Funds

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2 - Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the corporation shall be signed by the Treasurer and in for amounts above \$1,000 countersigned by the President or Second President of the corporation.

Section 3 - Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Article 8 - IRC 501(c) (3) Tax Exemption Provisions

Section 1 - Limitations on Activities

No substantial part of the activities of this corporation shall be for propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on or behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, this corporation shall not carry on any activities not permitted to be carried on

- a) By a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or
- b) By a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

Section 2 - Prohibition against Private Inurement

No part of the net earnings of corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3 - Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Section 4 - Private Foundation Requirements and Restrictions

In any taxable year in which the corporation becomes a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation

- a) Shall distribute its income for said period at such time and manner as not to subject to tax under Section 4942 of the Internal Revenue Code;
- b) Shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code;
- c) Shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code;
- d) Shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code;
- e) Shall not make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code.

Article 9 - Conflict of Interest Policy

Section 1 - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's corporation interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

Section 2- Definitions

1. Interested Person - Any director, principal officer, or member of a committee with Board of Directors delegated powers with a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
- b) A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3, Line 2, a person who has a financial interest may have

a conflict of interest only if the appropriate Board of Directors or committee decides that a conflict of interest exists.

Section 3 - Procedures

1. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board of Directors delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a) An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board of Directors or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the

Board of Directors or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a) If the Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 - Records of Proceedings

The minutes of the Board of Directors and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 - Compensation

- a) A voting member who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

- b) No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 - Periodic Reviews

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

- b) Whether partnerships, joint ventures, and arrangements with management of the corporations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 7 - Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

Article 10 - Amendment of Bylaws

Section 1 - Amendment

Except as may otherwise be specified under provisions of law, these Bylaws or the Articles of Incorporation, any of them, may be altered, amended or repealed and new Bylaws adopted by the resolution by the approval of the Executive Board members.

Article 11 - Construction and Terms

- a) If there is a conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, the provisions of the Articles of Incorporation shall govern.
- b) If any of the provisions or provisions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.
- c) All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation or any other founding document filed with an office of this state and used to establish the legal existence of this corporation.
- d) All references in these Bylaws to a section or section of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

Adoption of Bylaws

We, the undersigned, are all of the initial directors or incorporators of the corporation and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of preceding twenty six pages, as the Bylaws of this corporation.

Adopted: March 2009

Names of Directors:

Carolyn Doles

Shinku Sharma

Kathy Waite

Rev. 2: March 2010

Names of Directors:

Shinku Sharma

Teri Kasik

Kathy Waite

Rev. 3. May 2011

Names of Directors:

Teri Kasik

Katherine Tseng

Sushama Thakkar