

**BYLAWS
OF
HERITAGE HEIGHTS ACADEMY**

BYLAWS
OF
HERITAGE HEIGHTS ACADEMY

ARTICLE I.

OFFICES

Section 1.1 Business Offices. The initial principal office of the corporation shall be as stated in the articles of incorporation. The corporation may at any time and from time to time change the location of its principal office. The corporation may have such other offices, either within or outside Colorado, as the Board of Directors may designate or as the affairs of the corporation may require from time to time.

Section 1.2 Registered Office. The registered office required by the Colorado Revised Nonprofit Corporation Act, C.R.S. §7-21-101 through 7-137-301 (the “Act”) to be maintained in Colorado may be changed from time to time by the Board of Directors or by the authorized officers of the corporation, or to the extent permitted by the Act by the registered agent of the corporation, provided in all cases that the street addresses of the registered office and of the business office or home of the registered agent of the corporation are identical.

ARTICLE II.

MEMBERS

Section 2.1 Classification, Qualification, Privileges and Election of Members. The corporation shall have one class of voting members. Each family of a child currently enrolled at Heritage Heights Academy shall be considered one member. A family for purposes of these bylaws shall mean any parent(s) or legal guardian(s) together having one or more children or wards enrolled at Heritage Heights Academy. Members shall have no rights or privileges other than to elect Directors of the corporation.

Section 2.2 Suspension and Termination of Membership. The membership of any member shall terminate automatically once the family no longer has any children or wards enrolled at Heritage Heights Academy.

Section 2.3 Dues. There shall be no membership fees or dues.

Section 2.4 Transfer of Membership. Membership in the corporation is nontransferable. Members shall have no ownership rights or beneficial interests of any kind in the assets of the corporation.

ARTICLE III.

BOARD OF DIRECTORS

Section 3.1 General Powers. Except as otherwise provided in the Act, the Colorado Charter Schools Act, the articles of incorporation or these bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed by, its Board of Directors.

Section 3.2 Qualifications, Number, Classification, Election and Tenure.

(a) Qualifications. Each Director must be a natural person who is twenty-one years of age or older. Beginning in the year 2019, a majority of the Board Directors shall consist of individuals qualified as parents of enrolled students at the time of their election or appointment to fill a vacancy. In addition, qualifications for Board membership shall include, but not be limited to: (a) an interest in children and their education; (b) enthusiasm for Core Knowledge, Heritage Heights Academy and conviction in its purpose; (c) willingness to give time and energy to Heritage Heights Academy including a commitment to make every effort to attend all board meetings and required trainings; (d) individuals with specific skill sets, including, but not limited to, experience in education, accounting, finance, or law, as may be qualifications sought by the Board of Directors from time to time; (e) ability to represent the community and interpret community needs and views; (f) willingness to accept and support decisions democratically made; (g) ability to represent Heritage Heights Academy to the community; and (h) willingness to comply with any requirements for qualification, including, but not limited to, reading certain books, as may be prescribed in Board policy. Each member of the Board of Directors must comply with the conflicts of interest policies in these bylaws and adopted by the Board.

(b) Number. The initial number of voting Directors of the corporation shall be seven. The number of Directors shall never be fewer than five nor more than nine, as determined by the Board of Directors from time to time. Any action of the Board of Directors to change the number of Directors shall constitute an amendment of these bylaws changing the number of Directors, provided such action otherwise satisfies the requirements for amending these bylaws as provided in the Act, the articles of incorporation or these bylaws. Non-voting members are permitted, and at the Board's discretion shall consist of an Administrator and/or a teacher representative[s]. Teacher representation and attendance is not mandatory. Teacher representative attendance may be requested by the teacher representative, the Administration, or the Board. The purposes of non-voting members shall include, but not be limited to, reporting to the Board about goals, progress, events, and responding to inquiries of Directors regarding the school.

(c) Initial Board of Directors. The initial Board of Directors shall consist of the following individuals: Jennifer Gibbons, Deleen Stallings, Jessica Price, Kristen Ivory, Karen Lee-Toy, Susan Hartley, and Peggy Downs.

(d) Terms. The term of each Director elected pursuant to these bylaws shall be three (3) years. The term of each initial Board Director's term shall be determined by

first seeking volunteers, and then by lot if necessary, in accordance with the following term: two (2) of the initial Directors will serve for one (1) year; two (2) of the initial Directors will serve for two (2) years; and three (3) will serve for a full-term of three (3) years. Nothing in this section shall prohibit an initial Board Director from seeking re-election, in accordance with these bylaws, at the expiration of his or her initial term.

(e) Election and Tenure. The initial Board of Directors will serve as the Board of Directors for the 2016-17 school year. Subsequently, in April of every year, beginning in 2017, an election shall be held to elect new Directors. The newly elected Directors shall be seated at the next regular meeting following the election. In 2017, and every third year thereafter, two (2) Directors shall be elected with at least one (1) elected Director being qualified as a parent of a current, enrolled student at the time of his or her election. In 2018, and every third year thereafter, two (2) Directors shall be elected with at least one (1) elected Director being qualified as a parent of a current, enrolled student at the time of his or her election. In 2019, and every third year thereafter, three (3) Directors shall be elected with at least two (2) elected Directors being qualified as a parent of a current, enrolled student at the time of his or her election. Each Director so elected shall hold office until such Director's term expires and thereafter until such Director's successor shall have been elected and qualified, or until such Director's earlier death, resignation or removal. If the number of candidates running for Director are equal to the number of seats available the Directors will take their seats without an election. If the number of candidates running for Director are less than the number of seats available the candidate(s) will take their seats without an election, and the Board of Directors may appoint Directors, as though there were a vacancy, to maintain the requirements of these bylaws.

(f) Re-election. Each Director may run for re-election at the expiration of his or her term, in accordance with the following conditions: 1) No Director shall be allowed to serve for more than two (2) sequential, three (3) year terms; 2) The Director must be the parent of a current, enrolled student at the time of re-election if seeking a seat that must be held by a parent to maintain a majority of parents serving on the Board.

(g) Conduct of Elections. It shall be the responsibility of the Board of Directors to promulgate rules and direct staff in carrying out the intent of these bylaws to conduct the annual election for new Directors. The Board shall make reasonable efforts to notify parents and the community of requirements and deadlines for Board Director candidacy, and the time and location of the election. The use of any part of school buildings or grounds for electioneering for specific candidates in Board Director elections is prohibited, except that the school can organize forums, debates, or other events in which each candidate is invited and provided, as nearly as practicable, equal access and opportunity to speak and at which candidate literature may be distributed. All final decisions regarding disputes in the election of Directors will be made by the Board of Directors.

Section 3.3 Resignation; Removal; Vacancies. Any Director may resign at any time by giving written notice to the Chair or to the secretary of the corporation. A Director's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Director shall be deemed to have resigned in the event of such Director's incapacity as determined by a court of competent jurisdiction. A Director may be removed at any time by a

unanimous vote of the other Directors if it is determined be in the best interests of the corporation. Any vacancy of an elected Director may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum. If the Board fails to fill the vacancy by majority vote after sixty (60) days from the date the vacancy occurs the Board Chair shall appoint a new Director to fill the vacancy. A Director appointed to fill a vacancy shall hold the office for the unexpired term of such Director's predecessor in office. Any Directorship to be filled by reason of an increase in the number of Directors shall be filled by the affirmative vote of a majority of the Directors then in office, and a Director so chosen shall hold office until the next election, at which time the seat shall be filled by election. A vacancy that will occur at a specific later date may be filled before the vacancy occurs, but the new Director may not take office until the vacancy occurs. Vacancies shall be filled in a manner to ensure that a majority of the Board always consists of parent representatives.

Section 3.4 Regular Meetings. A regular annual meeting of the Board of Directors shall be held each year at the time and place within Arapahoe County, Colorado, as determined by the Board, for the purpose of seating newly elected Directors, electing officers, and for the transaction of such other business as may come before the meeting. The Board of Directors may provide by resolution the time and place within Arapahoe County, Colorado, for the holding of additional regular meetings.

Section 3.5 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chair. The person or persons authorized to call special meetings of the Board of Directors may fix the time and place within Arapahoe County, Colorado, for holding any special meeting of the Board called by them.

Section 3.6 Notice of Meetings. The corporation shall provide notice of all meetings at least one business day before the meeting and in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401 *et seq.* Public notice of the annual meeting shall be posted at the Heritage Heights Academy campus no less than one business day prior to the holding of the meeting.

(a) Requirements. In addition to the notice provisions of the Colorado Open Meetings Law, notice of any special meeting of the Board of Directors stating the date, time and place of the meeting shall be given to each Director at such Director's business or residential address at least five days prior thereto by the mailing of written notice by first class, certified or registered mail, or at least two days prior thereto by personal delivery or private carrier of written notice or by telephone, facsimile, electronic transmission or any other form of wire or wireless communication (and the method of notice need not be the same as to each Director). Written notice, if in a comprehensible form, is effective at the earliest of: (i) the date received; (ii) five days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with first class postage affixed; and (iii) the date shown on the return receipt, if mailed by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee. Oral notice is effective when communicated in a comprehensible manner. If transmitted by facsimile, electronic transmission or other form of wire or wireless communication, notice shall be deemed to be given when the transmission is complete.

(b) Waiver of Notice. A Director may waive notice of any meeting before or after the time and date of the meeting stated in the notice. Except as otherwise provided in this Section 3.6(b), the waiver shall be in writing and signed by the Director entitled to the notice. Such waiver shall be delivered to the corporation for filing with the corporate records, but such delivery and filing shall not be conditions of the effectiveness of the waiver. A Director's attendance at or participation in a meeting waives any required notice to that Director of the meeting unless: (i) at the beginning of the meeting or promptly upon the Director's later arrival, the Director objects to holding the meeting or transacting business at the meeting because of lack of notice or defective notice and does not thereafter vote for or assent to action taken at the meeting; or (ii) if special notice was required of a particular purpose pursuant to the Act or these bylaws, the Director objects to transacting business with respect to the purpose for which such special notice was required and does not thereafter vote for or assent to action taken at the meeting with respect to such purpose.

Section 3.7 Deemed Assent. A Director of the corporation who is present at a meeting of the Board of Directors when corporate action is taken is deemed to have assented to all action taken at the meeting unless (i) the Director objects at the beginning of the meeting, or promptly upon the Director's arrival, to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting; or (ii) the Director contemporaneously requests the Director's dissent or abstention as to any specific action taken be entered in the minutes of the meeting; or (iii) the Director causes written notice of the Director's dissent or abstention as to any specific action to be received by the presiding officer of the meeting before the adjournment thereof or by the corporation promptly after the adjournment of the meeting. Such right of dissension or abstention is not available to a Director who votes in favor of the action taken.

Section 3.8 Quorum and Voting. A majority of the Directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, and the vote of a majority of the Directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors, unless otherwise required by the Act, the articles of incorporation or these bylaws. If less than a quorum is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice other than an announcement at the meeting, until a quorum shall be present.

Section 3.9 Voting by Proxy. No Director may vote or act by proxy at any meeting of Directors.

Section 3.10 Compensation. Directors shall not receive compensation for their services as such; however, by resolution of the Board of Directors, the reasonable expenses of Directors of attendance at Board meetings may be paid or reimbursed by the corporation. Directors shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the corporation in any other capacity.

Section 3.11 Committees. By one or more resolutions adopted by the vote of a majority of the Directors present in person at a meeting at which a quorum is present, the Board of Directors may designate from among its members one or more committees, each of which, to

the extent provided in the resolution establishing such committee, shall have and may exercise all of the authority of the Board of Directors, except as prohibited by the Act. The delegation of authority to any committee shall not operate to relieve the Board of Directors or any member of the Board from any responsibility or standard of conduct imposed by law or these bylaws. Rules governing procedures for meetings of any committee shall be the same as those set forth in these bylaws or the Act for the Board of Directors unless the Board or the committee itself determines otherwise.

Section 3.12 Advisory Boards. The Board of Directors may from time to time form one or more advisory Boards, committees, auxiliaries or other bodies composed of such members, having such rules of procedure, and having such chair, as the Board of Directors shall designate. The name, objectives and responsibilities of each such advisory Board, and the rules and procedures for the conduct of its activities, shall be determined by the Board of Directors. An advisory Board may provide such advice, service, and assistance to the corporation, and carry out such duties and responsibilities for the corporation as may be specified by the Board of Directors; except that, if any such committee or advisory Board has one or more members thereof who are entitled to vote on committee matters and who are not then also Directors, such committee or advisory Board may not exercise any power or authority reserved to the Board of Directors by the Act, the articles of incorporation or these bylaws. Further, no advisory Board shall have authority to incur any corporate expense or make any representation or commitment on behalf of the corporation without the express approval of the Board of Directors or the Chair of the corporation.

Section 3.13 Meetings by Electronic Communication. Members of the Board of Directors or any committee thereof may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication, so long as the following conditions are met:

- a) A quorum is physically present for the meeting;
- b) Directors participating and the public may hear each other during the meeting, and technology is in place to ensure such;
- c) The Director is participating electronically as a result of extenuating circumstances. Extenuating circumstances will include health issues, inclement weather, any condition that renders travel unsafe for the Director, or any other circumstance deemed to be extenuating by the Board Chair.

A Director participating in a meeting by this means is deemed to be present in person at the meeting.

ARTICLE IV.

OFFICERS AND AGENTS

Section 4.1 Designation and Qualifications. The elected officers of the corporation shall be a Chair, vice-Chair, secretary and treasurer. All elected officers must be members of the Board of Directors. The Board of Directors may also appoint such other officers as it may consider necessary or useful. One person may hold more than one office at a time, except that no person shall hold simultaneously the offices of Chair and vice-Chair. No officer shall execute, acknowledge or verify any instrument in more than one capacity. All officers must be natural persons who are twenty-one years of age or older. Academica, Inc. employees shall not serve as Officers.

Section 4.2 Election and Term of Office. The Board of Directors, or an officer or committee to which such authority has been delegated by the Board of Directors, shall elect or appoint the officers at or in conjunction with each annual meeting of the Board of Directors. If the election and appointment of officers shall not be held at or in conjunction with such meeting, such election or appointment shall be held as soon as convenient thereafter. Each officer shall hold office from the end of the meeting at or in conjunction with which such officer was elected or appointed until such officer's successor shall have been duly elected or appointed and shall have qualified, or until such officer's earlier death, resignation or removal.

Section 4.3 Compensation. Officers shall not be compensated for their duties, except for the reasonable reimbursement of expenses related to such duties and no payment of reimbursement of expenses shall be made in any manner so as to result in the imposition of any liability under either section 4941 or section 4958 of the Internal Revenue Code.

Section 4.4 Removal. Any officer or agent may be removed by the Board of Directors at any time, with or without cause, but removal shall not affect the contract rights, if any, of the person so removed. Such removal shall not affect the Director status of any individual so removed. Election, appointment or designation of an officer or agent shall not itself create contract rights.

Section 4.5 Vacancies. Any officer may resign at any time, subject to any rights or obligations under any existing contracts between the officer and the corporation, by giving written notice to the Chair or to the Board of Directors. An officer's resignation shall take effect upon receipt by the corporation unless the notice specifies a later effective date, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. An officer shall be deemed to have resigned in the event of such officer's incapacity as determined by a court of competent jurisdiction. A vacancy in any office, however occurring, may be filled by the Board of Directors, or by any officer or committee to which such authority has been delegated by the Board of Directors, for the unexpired portion of the term. If a resignation is made effective at a later date, the Board of Directors may permit the officer to remain in office until the effective date and may fill the pending vacancy before the effective date with the provision that the successor does not take office until the effective date, or the Board of Directors may remove the officer at any time before the effective date and may fill the resulting vacancy.

Section 4.6 Authority and Duties of Officers. The officers of the corporation shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the Chair, the Board of Directors or these bylaws, except that

in any event each officer shall exercise such powers and perform such duties as may be required by law.

(a) Chair. The Chair shall, subject to the direction and supervision of the Board of Directors: (i) be the chief executive officer of the corporation and have general and active control of its affairs and business and general supervision of its officers, agents and employees; (ii) preside at all meetings of the Board of Directors; (iii) see that all resolutions of the Board of Directors are carried into effect; and (iv) perform all other duties incident to the office of Chair and as from time to time may be assigned to such office by the Board of Directors. The Chair shall be an ex-officio member of all standing committees and may be designated chairperson of those committees by the Board of Directors.

(b) Vice-Chair. The vice-Chair shall assist the Chair and shall perform such duties as may be assigned by the Chair or by the Board of Directors. The vice-Chair shall, at the request of the Chair, or in the Chair's absence or inability or refusal to act, perform the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions on the Chair. The vice-Chair shall conduct Board elections.

(c) Secretary. The secretary shall (i) keep or delegate the keeping of the minutes of the proceedings of the Board of Directors, and the members (if any); (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (iii) be custodian of the corporate records and of the seal of the corporation; (iv) keep at the corporation's registered office or principal place of business within Colorado a record containing the names and addresses of all members (if any); and (v) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to such office by the Chair or by the Board of Directors. Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.

(d) Treasurer. The treasurer shall (i) have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Directors; (ii) monitor compliance with all requirements imposed on the corporation as a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code; (iii) upon request of the Board, make such reports to it as may be required at any time; and (iv) perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned to such office by the Chair or the Board of Directors. Assistant treasurers, if any, shall have the same powers and duties, subject to the supervision by treasurer.

Section 4.7 Surety Bonds. The Board of Directors may require any officer or agent of the corporation to execute to the corporation, at the corporation's expense, a bond in such sums and with such sureties as shall be satisfactory to the Board, conditioned upon the faithful performance of such person's duties and for the restoration to the corporation of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the corporation.

ARTICLE V.

FIDUCIARY MATTERS

Section 5.1 Indemnification.

(a) Scope of Indemnification. The corporation shall indemnify each Director, officer, employee and volunteer of the corporation to the fullest extent permissible under the laws of the State of Colorado, and may in its discretion purchase insurance insuring its obligations hereunder or otherwise protecting the persons intended to be protected by this Section 5.1. The corporation shall have the right, but shall not be obligated, to indemnify any agent of the corporation not otherwise covered by this Section 5.1 to the fullest extent permissible under the laws of the State of Colorado.

(b) Savings Clause; Limitation. If any provision of the Act or these bylaws dealing with indemnification shall be invalidated by any court on any ground, then the corporation shall nevertheless indemnify each party otherwise entitled to indemnification hereunder to the fullest extent permitted by law or any applicable provision of the Act or these bylaws that shall not have been invalidated. Notwithstanding any other provision of these bylaws, the corporation shall neither indemnify any person nor purchase any insurance in any manner or to any extent that would jeopardize or be inconsistent with the qualification of the corporation as an organization described in section 501(c)(3) of the Internal Revenue Code, or that would result in the imposition of any liability under either section 4941 or section 4958 of the Internal Revenue Code.

Section 5.2 General Standards of Conduct for Directors and Officers.

(a) Discharge of Duties. Each Director shall discharge the Director's duties as a Director, including the Director's duties as a member of a committee of the Board, and each officer with discretionary authority shall discharge the officer's duties under that authority (i) in good faith; (ii) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (iii) in a manner the Director or officer reasonably believes to be in the best interests of the corporation.

(b) Reliance on Information, Reports, Etc. In discharging duties, a Director or officer is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: (i) one or more officers or employees of the corporation whom the Director or officer reasonably believes to be reliable and competent in the matters presented; (ii) legal counsel, a public accountant or another person as to matters the Director or officer reasonably believes are within such person's professional or expert competence; or (iii) in the case of a Director, a committee of the Board of Directors of which the Director is not a member if the Director reasonably believes the committee merits confidence. A Director or officer is not acting in good faith if the Director or officer has knowledge concerning the matter in question that makes reliance otherwise permitted by this Section 5.2(b) unwarranted.

(c) Liability to Corporation. A Director or officer shall not be liable as such to the corporation for any action taken or omitted to be taken as a Director or officer, as the case may be, if, in connection with such action or omission, the Director or officer performed the duties of the position in compliance with this Section 5.2.

(d) Director Not Deemed to Be a “Trustee.” A Director, regardless of title, shall not be deemed to be a “trustee” within the meaning given that term by trust law with respect to the corporation or with respect to any property held or administered by the corporation including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

Section 5.3 Conflicts of Interest.

(a) Definition. A conflict of interest arises when any “responsible person” or any “party related to a responsible person” has an “interest adverse to the corporation.” A “responsible person” is any individual in a position to exercise substantial influence over the affairs of the corporation, and specifically includes, without limitation, Directors and officers of the corporation. A “party related to a responsible person” includes his or her extended family (including spouse, ancestors, descendants and siblings, and their respective spouses and descendants), an estate or trust in which the responsible person or any member of his or her extended family has a beneficial interest or a fiduciary responsibility, or an entity in which the responsible person or any member of his or her extended family is a Director, trustee or officer or has a financial interest. “An interest adverse to the corporation” includes any interest in any contract, transaction or other financial relationship with the corporation, and any interest in an entity whose best interests may be impaired by the best interests of the corporation including, without limitation, an entity providing any goods or services to or receiving any goods or services from the corporation, an entity in which the corporation has any business or financial interest, and an entity providing goods or services or performing activities similar to the goods or services or activities of the corporation.

(b) Disclosure. If a responsible person is aware that the corporation is about to enter into any transaction or make any decision involving a conflict of interest, (a “conflicting interest transaction”), such person shall: (i) immediately inform those charged with approving the conflicting interest transaction on behalf of the corporation of the interest or position of such person or any party related to such person; (ii) aid the persons charged with making the decision by disclosing any material facts within the responsible person’s knowledge that bear on the advisability of the corporation entering into the conflicting interest transaction; and (iii) not be entitled to vote on the decision to enter into such transaction.

(c) Approval of Conflicting Interest Transactions. The corporation may enter into a conflicting interest transaction provided either:

(i) The material facts as to the responsible person’s relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Directors or to a committee of the Board of Directors that authorizes, approves or ratifies the conflicting interest transaction, and the Board or committee in good faith authorizes, approves or ratifies the conflicting interest transaction by the affirmative vote of a majority of the

disinterested Directors on the Board or committee, even though the disinterested Directors are less than a quorum; or

(ii) The conflicting interest transaction is fair as to the corporation.

(d) Conflicts of Interest that cannot be Approved. No Director or his or her immediate family member shall be an employee of the school. No Director or his or her immediate family member shall be employed by or have any financial interest, whatsoever, in any contractor or service provider to the school with annual contracts totaling in excess of \$5,000. If circumstances change and such a conflict is created, then the Director shall immediately resign or be removed from the Board of Directors. No two Directors married to each other can serve on the Board at the same time. For all purposes under this section, immediate family member is defined as spouses, parents, children, and siblings. A Director cannot serve on the Board if they are employed by Academica, Inc. or at a charter school that has a services contract with Academica, Inc., so long as Academica, Inc. is also providing contract services to HHA.

(e) Conflict of Interest Certification. All Board Directors will annually complete a Conflict of Interest form and certify in writing that there are no undisclosed conflicts of interest or any conflicts of interest that would disqualify the Director from service on the Board.

Section 5.4 Liability of Directors for Unlawful Distributions.

(a) Liability to Corporation. A Director who votes for or assents to a distribution made in violation of the Act or the articles of incorporation of the corporation shall be personally liable to the corporation for the amount of the distribution that exceeds what could have been distributed without violating the Act or the articles of incorporation if it is established that the Director did not perform the Director's duties in compliance with the general standards of conduct for Directors set forth in Section 5.2.

(b) Contribution. A Director who is liable under Section 5.4(a) for an unlawful distribution is entitled to contribution: (i) from every other Director who could be liable under Section 5.4(a) for the unlawful distribution; and (ii) from each person who accepted the distribution knowing the distribution was made in violation of the Act or the articles of incorporation, to the extent the distribution to that person exceeds what could have been distributed to that person without violating the Act or the articles of incorporation.

Section 5.5 Loans to Directors and Officers Prohibited. No loans shall be made by the corporation to any of its Directors or officers. Any Director or officer who assents to or participates in the making of any such loan shall be liable to the corporation for the amount of such loan until the repayment thereof.

Section 5.6 Compliance with Laws Applicable to Public Schools. In addition to the foregoing, all officers and Directors shall comply with the applicable provisions of the Code of Ethics set forth in C.R.S. § 24-18-101, *et seq.*

ARTICLE VI.

RECORDS OF THE CORPORATION

Section 6.1 Minutes, Etc. The corporation shall keep as permanent records minutes of all meetings of the Board of Directors and members (if any), a record of all actions taken by the Board of Directors or members without a meeting, a record of all actions taken by a committee of the Board of Directors in place of the Board of Directors on behalf of the corporation, and a record of all waivers of notices of meetings of the Board of Directors or any committee of the Board of Directors or members (if any). All such permanent records shall be maintained in accordance with the Colorado Open Meetings Law.

Section 6.2 Accounting Records. The corporation shall maintain appropriate accounting records.

Section 6.3 Records In Written Form. The corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Section 6.4 Records Maintained at Principal Office. The corporation shall keep a copy of each of the following records at its principal office:

- (a) The articles of incorporation and the corporate seal;
- (b) These bylaws;
- (c) Resolutions adopted by the Board of Directors relating to the characteristics, qualifications, rights, limitations and obligations of the members or any class of members;
- (d) The minutes of all meetings of the members, and records of all action taken by the members without a meeting, for the past three years;
- (e) All written communications within the past three years to the members generally as the members;
- (f) A list of the names and business or home addresses of the current Directors and officers;
- (g) A copy of the most recent corporate report delivered to the Colorado secretary of state;
- (h) All financial statements prepared for periods ending during the last three years that a member of the corporation could have requested under section 6.6(c);
- (i) The corporation's application for recognition of exemption and the tax-exemption determination letter issued by the Internal Revenue Service; and

(j) All other documents or records required to be maintained by the corporation at its principal office under applicable law or regulation.

ARTICLE VII.

CONTRACTS, LOANS, CHECKS AND DEPOSITS; SPECIAL CORPORATE ACTS

Section 7.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances, but the appointment of any person other than an officer to acknowledge an instrument required by law to be acknowledged should be made by instrument in writing. When the Board of Directors authorizes the execution of a contract or of any other instrument in the name of and on behalf of the corporation, without specifying the executing officers, the Chair or Vice Chair, and the Secretary or Treasurer may execute the same and may affix the corporate seal thereto.

Section 7.2 Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. No loan or advance to, or overdraft of funds by an officer or member of the Board of Directors otherwise than in the ordinary and usual course of the business of the corporation, and on the ordinary and usual course of the business or security, shall be made or permitted.

Section 7.3 Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 7.4 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 of Directors may select.

Section 7.5 Voting of Securities Owned by this Corporation. Subject always to the specific directions of the Board of Directors, any shares or other securities issued by any other corporation and owned or controlled by this corporation may be voted at any meeting of security holders of such other corporation by the Chair of this corporation or by proxy appointed by the Chair, or in the absence of the Chair and the Chair's proxy, by the Secretary or Treasurer of this corporation or by proxy appointed by the Secretary or Treasurer. Such proxy or consent in respect to any shares or other securities issued by any other corporation and owned by this corporation shall be executed in the name of this corporation by the Chair, the Secretary or the Treasurer of this corporation without necessity of any authorization by the Board of Directors, affixation of corporate seal or countersignature or attestation by another officer. Any person or persons designated in the manner above stated as the proxy or proxies of this corporation shall have full right, power and authority to vote the shares or other securities issued by such other

corporation and owned by this corporation the same as such shares or other securities might be voted by this corporation.

ARTICLE VIII.

MISCELLANEOUS

Section 8.1 Fiscal Year. The fiscal year of the corporation shall commence on July 1 and end on June 30 of each year.

Section 8.2 Conveyances and Encumbrances. Property of the corporation may be assigned, conveyed or encumbered by such officers of the corporation as may be authorized to do so by the Board of Directors, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the corporation shall be authorized only in the manner prescribed by applicable statute.

Section 8.3 Designated Contributions. The corporation may accept any contribution, gift, grant, bequest or devise that is designated, restricted or conditioned by the donor, provided that the designation, restriction or condition is consistent with the corporation's general tax-exempt purposes. Donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the corporation shall reserve all right, title and interest in and to and control over such contributions, and shall have authority to determine the ultimate expenditure or distribution thereof in connection with any such special fund, purpose or use. Further, the corporation shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used exclusively to carry out the corporation's tax-exempt purposes.

Section 8.4 References to Internal Revenue Code. All references in these bylaws to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

Section 8.5 Principles of Construction. Words in any gender shall be deemed to include the other gender; the singular shall be deemed to include the plural and vice versa; the words "pay" and "distribute" shall also mean assign, convey and deliver; and the table of contents, headings and underlined paragraph titles are for guidance only and shall have no significance in the interpretation of these bylaws.

Section 8.6 Preservation of Mission. In order to preserve and protect the mission and goals of Heritage Heights Academy, it is hereby declared that all Employees, Directors and committee members have access to a copy of the Heritage Heights Academy Application and Contract. Strict adherence to the original mission and goals of the Founding Citizens (as defined in the Application) shall be observed at all times.

Section 8.7 Severability. The invalidity of any provision of these bylaws shall not affect the other provisions hereof, and in such event these bylaws shall be construed in all respects as if such invalid provision were omitted.

Section 8.8 Amendments. These bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of two-thirds of the Board of Directors at any regular or special meeting of the Board of Directors, if a notice setting forth the terms of the proposal has been given in accordance with the notice requirements for special meetings.

(END)

HERITAGE HEIGHTS ACADEMY

BYLAWS CERTIFICATE

The undersigned certifies that s/he is the Secretary of Heritage Heights Academy, a Colorado nonprofit corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the presently effective bylaws of said corporation.

Dated: _____, 2016.

Secretary