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## Bylaws of BPA Charter School

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## Article 1

OFFICES

## Section 1. Principal Office

The principal office of the corporation is located in Marion County, State of Oregon.

## Section 2. Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these Bylaws. The Board of Directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these Bylaws:


The corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the board of directors may, from time to time, designate.

## Article 2 <br> NON-PROFIT PURPOSES

## Section 1. IRC Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the 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

The specific objectives and purposes of this corporation shall be:
a) To establish a public charter school with the Oregon Department of Education under contract, within the Salem-Keizer School District boundary, that educates students in grades K-5.
b) To maintain a regularly enrolled student body, an established curriculum and a full time faculty.
c) To establish a working partnership with community organizations and local businesses and expand student opportunities within the educational curriculum.
d) To have the normal functions, operations, programs, and pursuits incidental to a fully recognized and operational non-profit center of learning and education.

## Article 3

DIRECTORS

## Section 1. Number

The corporation shall have a minimum of three and a maximum of 11 unpaid directors, made up of business owners, teachers, parents, community members and Collectively they shall be known as the Board of Directors.

## Section 2. Qualificiations

Directors shall be of the age of majority in this state. Other qualifications for directors of this corporation shall be as follows: directors must live within the boundaries of the State of Oregon, be employed by the district; or offer a beneficial attribute, as determined by the Board or have a student enrolled in the district, and pass a criminal background check and must be abie to meet for board meetings at the designated location.

## Section 3. Authorities

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

## a) Oath of Office

Prior to being recognized as Board Members, a Oath of Office must be stated at a pubiic meeting in the following way:

I (state your name) accept the role of Board Member at BPA Charter School.
in addition to upholding all duties as outlined in the Bylaws, I agree to following:

- I will always put the interest of the school and of the students above my own interest as it relates to charter school decisions.
- I will abide by State Law at all times and I will familiarize myself with Robert's Rules.
- I will faithfully protect the public trust and public money that I have been given the authority to manage.


## Section 4. Term of Office

Each director shall hold office for a period of two years, with no limits on the numbers of terms to be served, and until his or her successor is elected and qualifies.

Founding Members will be afforded the right to retain a non-voting position on the board of directors as long as there is no lapse in participation. The role of this non-voting position will be Honorary and may include the title of Chairperson and the keeper of the historical story of the school.

In addition, a descendent of a Founding Member will also be given the opportunity to fill a nonvoting position on the Board of Directors and this honorary position will continue indefinitely as long as there is no lapse of more than one year in participation by a descendent of a Founding Member.
a) Election of Board Members

Board Members will be selected from applications submitted in May of each year (see attached form) and must attend three consecutive board meetings during the months of May, June, and July. The nominees that have been approved will be voted on by the active Board Members during the regularly scheduled meeting in August.

Voting for the election of directors shall be by written ballot. Each director shall cast one vote per candidate, and may vote for as many candidates as the number of candidates to be elected to the board. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected to serve on the board.

A New Board Member will not be officially recognized and their term of office will not begin until they have publicly taken the Oath of Office.

## Section 5. Duties of Directors

It shall be the duty of the directors to:
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 and fix the compensation, if any, of the Administrator, agents, and employees of the 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 State and ODE, and notices of meetings mailed, phoned, or emailed to them at such addresses shall be valid notices thereof.
f) Board Members must fill out the registration form at time of taking the oath of office.

## Section 6. Compensation

Directors shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Up to $\$ 250.00$ can be reimbursed to any Director so long as it is validated with receipts and approved by the Board. Additional reimbursements would require prior approval by the Board.

## 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 Directors shall be held on the third Thursday of the month at 5:00PM unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next business day.

## Section 9. Special \& Emergency Meetings

Special and Emergency 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 person or persons calling the special meeting.

## Section 10. Notice of Meetings

All Board Meetings will be published for the public by the Secretary with proper notice as required by law. Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:
a) Board Member Notification

1) Regular Meetings. No notice need be given of any regular meeting of the board of directors.
2) Special Meetings. At least one week prior notice shall be given by the Secretary of the corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by email (amended $2 / 21 / 11$ ) or by facsimile machine, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.

In the case of facsimile notification, the director to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the first facsimile transmission.
3) Waiver of Notice. Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the Articles of incorporation, these Bylaws or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.
4) Emergency Meetings. If deemed necessary, an emergency meeting may be called to perform Board business. Notice of this meeting may be given 24 hours prior to voting on emergency procedures or activities and may be oral or written, may be given personally, by email, by first class mail, by telephone or by facsimile machine, and shall state the place, date, time or manner of the meeting and the matters proposed to be acted upon at the meeting.

## Section 11. Quorum for Meetings

A quorum shall consist of a minimum of three (3) members regardless of the total number of Board Members. If more than three (3) members of the board, then a quorum will require two thirds of the members of the Board of Directors to be present in order to conduct business.

Except as otherwise provided under the Articles of Incorporation, these Bylaws or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting 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 the act of the Board of Directors, unless the Articles of incorporation, these Bylaws or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

## Section 13. Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, the President of the corporation or, in his or her absence, by the Vice President of the Board or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary
of the Meeting.
Meetings shall be governed by Robert's Rules of Order Newly Revised $10^{\text {th }}$ Edition, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws or with provisions of law.

No Board Niember may vote on a matter of personal nature or in which they have a financial interest. If there is a question as to whether the issue at hand is of a personal nature, the Board will defer to the decision of the Executive Panel as determined by a majority vote (see Article 4, Executive Panel)

## Section 14. Vacancies

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the President of the Board, the Secretary 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 notice to the Office 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. A director may be removed if he/she is not present at a total of three regularly scheduled monthly meetings during the course of one year, without cause or notice given prior to the meeting.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the board may be filled by approval of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office. Mid-Term appointments would be limited to the remainder of the term for whom they have replaced.

## Section 15. Responsibility 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 of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

## Section 17. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

## Article 4 OfFICERS

## Section 1. Designation of Officers

The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer with or without voting rights. The corporation may also have a Chairperson of the Board, one or more Vice Presidents, Assistant Secretaries, Assistant Treasurers and other such officers with such titles as may be determined from time to time by the Board of Directors.
a) Executive Panel

In addition, an Executive Panel will be created and will include no more than three members of the Board of Directors and at least one member of the community who is not an officer of the Board who will help provide an impartial opinion.

## Section 2. Qualifications

Any person may serve as officer of this corporation.

## Section 3. Election and Term of Office

Officers shall be elected by the Board of Directors, at any time, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

## Section 4. Removal and Resignation

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

## Section 5. Vacancies

Any vacancy caused by the death, resignation, removal, disqualification or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

## Section 6. Duties of President

The President shall be the chief executive officer of the 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. Unless another person is specifically appointed as Chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors and, if this corporation has members, at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation or by these Bylaws, 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 7. Duties of Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation or by these Bylaws or as may be prescribed by the Board of Directors.

## Section 8. Duties of Secretary

a) The Secretary shall certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
b) Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting and the proceedings thereof.
c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
d) Be custodian of 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.
e) Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.
f) Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book and the minutes of the proceedings of the directors of the corporation.
g) In general, perform all duties incident to the office of 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 9. Duties of Treasurer

The Treasurer shall:
a) Have charge and custody of, 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 Board of Directors, taking proper vouchers for such disbursements.
d) Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
e) Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request thereof.
f) Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
g) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
h) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of incorporation of the corporation or by these Bylaws or which may be assigned to him or her from time to time by the Board of Directors.

## Section 10. Compensation

Officers shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## Article 5 <br> COMMITTEES

## Section 1. Executive Committee

The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting of at least three board members and may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and except as may otherwise be provided, by provisions of law.

By a majority vote of its members, the board may at any time revoke or modify any or all of the Executive Committee authority so delegated, increase or decrease but not below two (2) the number of the members of the Executive Committee and fill vacancies on the Executive Committee from the members of the board. The Executive Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records and report the same to the board from time to time as the board may require.

## Section 2. Other Committees

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

## Section 3. Meetings and Action of Committees

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Byiaws.

## Article 6 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

## Section 1. Execution of instruments

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 countersigned by the President of the corporation. Examples of exceptions to this ruie would be normal payments made in the course of every day operation, such as bills under the amount of $\$ 1,000.00$ or items previously approved by Board vote; in which case the Treasurer may sign alone. (amended 2/21/2011)

## 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.

## Section 4. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the nonprofit purposes of this corporation.

## Article 7 CORPORATE RECORDS, REPORTS, AND SEAL

## Section 1. Maintenance of Corporate Records

The corporation shall keep at its principal office:
a) Minutes of all meetings of directors and committees of the board, in dicating the time and place of holding such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof;
b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
c) A record of its sponsors, subscribers, benefactors if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
d) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the sponsors subscribers, benefactors of the corporation at all reasonable times during office hours.

## Section 2. Corporate Seal

The Board of Directors may adopt, use and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

## Section 3. Directors' Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation and shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Sylaws and provisions of law.

## Section 4. Superintendents' inspection Rights

The Oregon Department of Education's Superintendent shall have the following inspection rights, for a purpose reasonably related to such Superintendent's interests as a sponsoring school district (amended 2/21/2011):
a) To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.
b) To obtain from the Secretary of the corporation, upon written demand on, and payment of a reasonable charge to, the Secretary of the corporation, a list of the names, addresses and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the Secretary of the corporation or after the date specified therein as of which the list is to be compiled.
c) To inspect at any reasonable time the books, records or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of the corporation by the Superintendent, for a purpose reasonably related to the Superintendent's interest.
a) The Superintendent shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of incorporation, other provisions of these Bylaws and provisions of law.

## Section 5. Right To Copy And Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

## Section E. Periodic Report

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state, or to the Superintendent of the Oregon Department of Education to be so prepared and delivered within the time limits set by law (amended 2/21/11).

## 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 the carrying on of 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 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 deductibie under Section 170(c)(2) of the Internal Revenue Code

## Section 2. Prohibition Against Private Inurement

No part of the net earnings of this 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 this corporation is a private foundation as described in Section 509 (a) of the Internai Revenue Code, the corporation 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code.

## Article 9 <br> AMENDMENT OF BYLAWS

## Section 1. Amendment

Subject to the power of the stakeholders of this corporation to adopt, amend or repeal the Bylaws of this corporation and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended or repeaied and new Byiaws adopted by approval of the Board of Directors.

## Article 10

## CONSTRUSTION AND TERMS

If the: e is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, the provisions of the Articles of incorporation shall govern.

Should any of the provisions or portions 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.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of incorporation, Articles of Organization, Certificate of incorporation, Organizational Charter, Corporate Charter or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

All references in these Bylaws to a section or sections 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.

