

BYLAWS
OF
BRIDGES CHARTER PARENT ADVISORY COUNCIL

Article I

Name

The name of this group shall be Parent Advisory Council Inc. (PAC), an entity of Bridges Charter School, located in Thousand Oaks, CA.

Article II

Purpose and Objectives

The Parent Advisory Council is an elected group of parents which serves as an advisory board. The PAC will be responsible for oversight of the Parent Managed Cohorts (PMCs) and the regulation and delegation of parent involvement in all Bridges Charter School Activities, fundraising and special events.

The PAC's role is also to enhance communication among all community members of BRIDGES, including the PAC, PMCs, parents, students, faculty and administration.

The PAC will be responsible for distributing designated funds to help meet the objectives of the PMCs and the school, as voted on by the PAC officers.

Article III

Policies

Section 1. The PAC shall be non-sectarian and non-partisan and shall not engage in any activities other than those deemed necessary to accomplish the stated objectives.

Section 2. The name of the group and/ or the names, including all contact information, of any officers or members, shall not be used to endorse or promote any commercial concerns or in connection with any partisan interest not directly related to the objectives of this group.

Section 3. This group is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these laws, the organization shall not carry on any other activities not permitted to be carried on by such an organization.

Article IV

Membership

Membership is open to all parents and guardians of children currently enrolled at Bridges Charter School.

Article V

Meetings

Section 1. The PAC will hold monthly meetings every calendar year open to all community members of BRIDGES. Meetings will have an open forum. All community members are encouraged to attend but are asked to be considerate and stay for the entirety of the meeting.

Section 2. PMC heads will provide an update to the PAC president via email 5 days prior to a meeting and will give a short update of their activities at the meeting. The meeting agenda will be finalized by Wednesday prior.

Section 3. Whenever an urgent matter presents itself, non-scheduled public meetings may need to take place. At this time the PAC will do its due diligence to announce said meeting via PAC Weekly Update, Director's Notes, Office fliers, Yahoo Group, and Facebook. However, there is no minimum announcement required.

Section 4. PMC Heads or their representatives will have 8 minutes to present and allow for questions and discussion. If further discussion is needed after 8 minutes, it will continue at the end of the meeting after the other items listed on the agenda have been completed.

Section 5. Community members may speak publicly for 3 minutes. A speaker card should be signed prior to the meeting and handed over to any board member.

Section 6. The PAC officers may hold private discussions at any time to discuss matters requiring confidentiality. The PAC officers reserve the right to make decisions at closed session as necessary.

Section 7. Meetings will be conducted based on Roberts Rules of Order.

Article VI

The Decision Making Process

Section 1. Any parent attending a public PAC meeting will be encouraged to fill out a speaker card to express opinions on matters pertaining to budgets. On any proposal of \$1000 or more, a public vote must take place. When a vote on an item is to take place, members of PAC will have advance notice so that they can be present for the vote. The majority vote of both PAC members and PAC officers will decide. Except for amends to the by-laws, which will require $\frac{2}{3}$ of the vote.

Article VII

Budget

Section 1. Any expense that falls outside the adopted budget will be presented at the monthly meetings.

Section 2. PAC may revise the approved budget as necessary to reflect unexpected changes in projected income.

Section 3. The President and Treasurer shall prepare the annual Proposed Financial Statement and Budget for the new school year by June 30th.

Article VIII

Fundraising

Following the vision of BRIDGES, all fundraising for the school shall be unified. In this way, every member takes part in helping the school as a whole, where every

interest has equal value. While this philosophy of fundraising takes a nontraditional approach, the end result is that this enables our BRIDGES community to come together and collaborate towards one goal, to provide our children with a whole child education.

Article IX

Master Schedule

Section 1. The Vice President shall coordinate with the Director and appropriate staff as well as PMC heads to compose the master schedule of events.

Section 2. The Vice President will maintain the school's website calendar so that all community members may be aware of school events.

Article X

Elected Officers

Section 1. The five elected officers of the PAC shall be President, Vice President, Secretary, Treasurer, and Parliamentarian.

Section 2. Two to three Middle School non-voting student representatives will be appointed by the Director and Middle School teachers.

Section 3. Officers shall service for a term of two years.

- a) No PAC officer may serve more than three consecutive terms.
- b) Full time employees of BRIDGES may not serve as PAC board members.
- c) Neither Bridges Executive Board members nor spouses of Executive Board members may serve as PAC board members.
- d) Officer's term begins July 1st of the upcoming school year and extends until June 30th of the next year.
- e) Positions are staggered, so that at one year, elections will be held for Vice President and Secretary positions, and the next year, new President, Treasurer, and Parliamentarian positions.
- f) The PAC may create additional elected officer positions or allow co-officers to fill a single position.

Article XI
Duties of the Elected Officers

President shall:

- a) Preside over all meetings of the PAC in an efficient manner.
- b) Coordinate the work of the PAC officers and PMC heads in order that the objectives of the PAC may be promoted.
- c) Be a member ex-officio on all committees.
- d) Have all written contracts and/or legally binding documents approved by the PAC within the PAC's spending limits. Approve any memberships or registrations for internet contracts.
- e) Inform the BRIDGES community of PAC activities, events and other news of the PAC.
- f) Ensure communications with BRIDGES faculty and staff.
- g) Coordinate with Treasurer to prepare annual Proposed Financial Statement and Budget for the fiscal year by June 30th.

Vice President shall:

- a) Act as an aide to the President and shall perform the duties of the President in the absence or disability of the officer.
- b) Review and coordinate all master school calendars with Education Coordinator, Director, and PMC heads. Maintain the PAC calendar throughout the school year.

Secretary shall:

- a) Keep an accurate record of the proceedings of all meetings of the PAC in a bound book, which will be the legal record of the PAC. Make available said records on the school's website.
- b) Be prepared to refer to minutes in any and all previous meetings.
- c) Record all expenditures in the minutes. Keep a copy of all Treasurers reports that are submitted at any meeting.
- d) Prepare agendas prior to public meetings and any other documents for community's review.

- e) Prepare a list of unfinished business for the President to review.

Parliamentarian shall:

- a) Keep a current copy of the handbook and bylaws, have comprehension of said handbook and bylaws, and give advice pertaining to the handbook and bylaws as needed.
- b) Ensure that all rules, policies, and procedures set forth by the PAC are adhered to during meetings.
- c) Serve as Nominating Committee Chairperson and oversee the nomination process. Conduct election and voting.

Treasurer shall:

- a) Receive all money for the PAC and deposit same in the name of the PAC.
- b) Pay all bills by check, and keep an accurate record of receipts and disbursements.
- c) Secure two signatures on all checks.
- d) Maintain PAC's credit card commerce account and verify transactions.
- e) Present a statement of account at every public PAC meeting.
- f) Be responsible for filling out and forwarding all necessary reports and forms required by the IRS for filing tax returns and all other forms required by government agencies. Treasurer is not responsible for filing the tax return, but is responsible for coordinating the tax filing of said tax return.
- g) Coordinate with an Auditor prior to the end of each school year for annual audit.
- h) Coordinate with President and PMC heads to formulate Proposed Financial Statement by June 30th.

Additional statements:

- a) The following officers are authorized to sign checks: President and Vice President. No blank checks may be cosigned at any time.
- b) In the event that an officer is not meeting his/her obligations to the PAC, a recommendation will be made to the President to remove the officer prior to the end of their term of service.

- c) The PAC officers shall agree upon the appointment of an officer to serve the remaining term of any elected office should a vacancy occur.

Article XII:

Nominations and Elections

Section 1. Beginning April 1st, the Parliamentarian shall appoint a Nominating Committee of five members and shall serve as Chairperson.

- a) The Nominating Committee will consist of the following: Parliamentarian of the PAC, two PMC heads, and two parents selected at large.

Section 2. The committee will notify the community of upcoming elections and a slate of nominated candidates shall be publicized 2 weeks prior to the May PAC meeting.

Section 3. Silent voting will take place at the May PAC meeting and is open to all community members. One ballot shall be allowed per family.

Section 4. The counting of ballots and announcement of election results shall take place at the May PAC meeting.

Article XIII

Parent Managed Cohorts

Parents are encouraged to join PMCs as part of their volunteer commitment. Each PMC has a lead PMC chairperson, who is also a parent. How each PMC is organized and governed is up to the PMC; however as the umbrella to the PMCs, the PAC has the responsibility of overseeing these PMCs and will advise accordingly as needed.

The following will apply to all PMCs:

- a) Every PMC must have a minimum of 3 members.
- b) Each PMC must have representation at every monthly PAC meeting, preferably the PMC chairperson.
- c) Each PMC chairperson must provide a written report to the PAC president no less than 3 days prior to a PAC meeting.
- d) Every PMC must be willing to support another PMCs or school's event, i.e. the Food PMC assists the Performing Arts PMC at the talent show. This

especially pertains to our three major school year events: the Community Fair, Harvest Festival, and Olympics Sports-a-thon.

- e) PMCs are to adhere to PAC and BRIDGES rules procedures for events.
- f) Our current list of PMCs: Green/Garden Team, Fundraising, Food, Grant Writing, Performing Arts, Library, Art, Room Parent Coordinator, Core (Middle School)

Tuesday, March 04, 2014