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 PAC related 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 by a simple majority of 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. Members are subject to the same volunteer eligibility requirements as the school at large.

Article V
Meetings

Section 1. The PAC will hold monthly meetings every school 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 leads will provide an update to the PAC Secretary 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 and posted no later than 3 days.

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 school communication.

Section 4. PMC leads or their representatives will have 8 minutes to present. If further discussion and or questions are needed after 8 minutes, it will continue at the end of the meeting during open forum after the other items listed on the agenda have been completed.

Section 5. Community members may speak publicly for 3 minutes at the end of open forum. If a community member is unable to attend the meeting in person, they may submit their comments/statements via PAC secretary email within 48 hours of the meeting. Statements will be read by the secretary during open forum.

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 participate to express opinions on PAC matters. 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 amendments to the by-laws, which will require a 2⁄3 majority vote by attendees.

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. This will require a simple majority vote from attendees.

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

Section 4. Any proposed budgetary change of $1000 or more will require majority vote from attendees.

Article VIII
Fundraising

Unified Fundraising and Budget Allocation

Section 1. In line with the vision of Bridges Charter School, all fundraising efforts for the school shall be unified. This means that every member of the community contributes to the school, ensuring that every interest is valued equally.

Section 2. All funds raised will be used to support the agreed upon budget. This ensures that the funds are allocated in a way that benefits Bridges Charter School and supports our goal of providing a whole child education.

Section 3. Embarking of funds or fundraisers for specific causes will be precluded except in specific circumstances that are agreed upon by PAC and will require a simple 2/3 majority vote from attendees. This is to ensure that the funds are not disproportionately allocated to specific interests but are used for the benefit of Bridges Charter School.

Article IX
Master Schedule

Section 1. The Vice President shall coordinate with the Director and appropriate staff to compose the master schedule of events after PAC complies their calendar by June 20th.

Section 2. The Vice President will maintain the PAC's 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. All elected officers must volunteer at one major school event.

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

a) No PAC officer may serve more than three consecutive terms, except in the case of a midterm replacement.

b) Full time employees of BRIDGES may not serve as PAC officers.

c) No two members of a household may serve as PAC officers' positions at the same time.

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. In the event of a registration or early evacuation of office a mid-term replacement will be appointed by PAC officers.

f) The PAC may create additional elected officer positions or allow co-officers to fill a single position.

g) PAC officers and PMC members may attend virtually. All other community members please see Article V section V for proxy comment submission.

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 leads 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) Ensure communications with Bridges faculty and staff.

f) Coordinate with Treasure to prepare annual Proposed Financial Statements and Budget for the fiscal year by June 30th.

g) Incoming president shall receive "President Start Here" documents from outgoing President.

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 leads. Maintain the PAC calendar throughout the school year.

c) Inform the Bridges community of PAC activities, events and other news of the PAC.

Secretary shall:

a) Keep an accurate record of the proceedings of all meetings of the PAC on an easily accessible digital form, which will be the legal record of the PAC. Make said records available on the school's website.

b) Be prepared to refer to minutes in 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.

f) Make a previous month's minutes available no later than 48 hours prior to the next meeting.

Parliamentarian shall:

a) Keep a current copy of the bylaws, have comprehension of said bylaws, and give advice pertaining to the 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 over $300.

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 leads to formulate Proposed Financial Statement by June 30th.

Additional statements:

a) The following officers are authorized to sign checks: President and Vice President, Parliamentarian and Secretary. No blank checks may be cosigned at any time.

b) If an officer is not meeting his/her obligations to the PAC, a recommendation can be made to the President to remove the officer prior to the end of their term of service. Removals may be brought to a simple majority vote based on the Presidents discretion.

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. See article X Section III,e.

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 leads, 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.

a) As it is the case that PAC frequently works in close communication with admin, the perspective slate will be offered to them (admin) for input within one week before being made public. If the directors so choose, they may voice any concerns with any perspective officers to the nominating committee. While admin concerns may be heard, the final decision of who may appear on the ballot remains in the control of the nominating committee. If admin does not respond before the slate scheduled to be made public, any perspective concerns may be considered null and void.

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

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

Article XIII
Parent Managed Cohorts

School community members are encouraged to join PMCs as part of their volunteer commitment. Each PMC has a lead who is also a school community member. 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 will strive to have a minimum of 3 members.

b) Each PMC must have representation at every monthly PAC meeting, preferably the PMC leads.

c) Each PMC leads must provide a written report to the PAC president no less than 5 days prior to a PAC meeting.

d) Every PMC must be willing to support another PMCs or school's event. This especially pertains to major school year events.

e) PMCs are to adhere to PAC and Bridges rules procedures for events.