



BYLAWS

OF

K280 School of Journeys Parent Advisory Committee

APPROVED BY THE MEMBERSHIP ON OCTOBER 26, 2023

Article I - Name

The name of the PAC shall be K280 Parents Group, Inc. and hereafter referred to as K280 PAC.

Article II - Objectives

The objectives of the advisory committee are:

1. Provide support and resources to the school for the benefit and educational growth of the students.
2. Develop a cooperative working relationship between the parents and staff of our school.
3. Develop parent leadership and build capacity for greater involvement.
4. Foster and encourage parent participation on all levels.
5. Provide opportunities and training for parents to participate in school governance and decision-making.

Article III - Membership

Section 1 Eligibility

Parents of students currently attending **K280 School of Journeys** are automatically members of the **K280 PAC**. Parents include parents by birth or adoption, step-parents, legally appointed guardians, foster parents, and persons in parental relation to a child currently attending **K280 School of Journeys**. Parents of a child who is attending **K280 School of Journeys** full time while on the register of a citywide program are eligible to be members of the **K280 PAC**. At the beginning of each K280 year, the PAC shall send a welcome letter to inform parents of their automatic membership status and voting rights.

Section 2 Voting Privileges:

Each parent of a child currently enrolled at **K280 School of Journeys** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited. The right of a member to vote may be limited by the Conflicts of Interest restriction outlined in Chancellor's Regulation A- 660.

Article IV – Officers

Section 1 Titles

The officers of the PAC shall be: president, vice president, recording secretary, treasurer. The Advisory Committee must elect the mandatory officers: president, recording secretary, and treasurer, in order to be a functioning PAC. There shall be no qualifications for any office other than to be a parent of a child attending **K280 School of Journeys**.

Section 2 Co-Officers

All offices may be shared by co-officers, including President, Treasurer, and Recording Secretary. Further information is provided in the role descriptions below. All officers of the PAC, mandatory or non-mandatory shall be eligible to vote on all matters. Co-officers must run together as a slate in order to serve together. Upon the resignation or removal of a co-officer, the remaining co-officer must choose whether to serve alone for the remainder of the term, or resign so that the position can be filled by succession or expedited election. The remaining co-officer may run again in the expedited election with the potential new co-officer.

Section 3 Term and Term Limits

The term of office shall be from a date no later than October 1st through June 30th. All parent members are eligible to run for any office. Term limits for each officer position of the PAC shall be two (2) consecutive one-year terms.

Section 4 Duties of Officers

President [or Co-Presidents]: The President presides over all Executive Committee and General Membership meetings. The President may delegate responsibilities to other executive committee members and should encourage meaningful participation in all parent and school activities. The President should assist the Principal with the transfer of committee records to the PAC's new members before the close of the school year prior to the election of the new Executive Committee.

Recording Secretary: The recording secretary shall record minutes at all PAC meetings. The recording secretary's responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials for distribution. The recording secretary shall prepare and read the minutes of each PAC meeting and shall distribute copies of the minutes at the next scheduled meeting for review and approval by the general membership. The recording secretary shall maintain custody of the PAC's records on K280 premises. The recording secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the Principal's office. The recording secretary shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the PAC. The recording secretary shall assist with the June transfer of all PAC records to the incoming executive committee.

Treasurer: The treasurer is responsible for managing fundraising activities in collaboration with the PAC and the Principal. The treasurer should assist the Principal with the transfer of committee records to the PAC's new members at the start of a new school year. The treasurer shall also prepare the PAC's interim and annual financial reports. The treasurer shall make available all books and financial records for viewing by members upon request and for audit.

Vice President: The vice-president shall assist the president or co-presidents and shall assume the president's or co-presidents' duties in his/her or their absence or

at the president's or co-presidents' request. The vice-president shall assist with the June transfer of PAC records to the incoming executive committee.

Section 5 Election of Officers

Officers shall be elected by the October 1st of each K280 year for a one-year term. **[The bylaws can designate one or more non-mandatory officer positions to be elected.]**

Employees of **K280 School of Journeys** may not serve as members of the executive committee. This restriction applies equally to employees who have a child currently attending **K280 School of Journeys**.

The Principal shall solicit candidates from the membership during the annual start of the year meeting.

Notices should be translated into languages spoken by parents in K280 whenever possible. K280 will also be responsible for conducting the election meeting; a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

- a) Notices: The meeting notice and agenda for the Annual PAC meeting shall be distributed in accordance with the guidelines established by the Division of Early Childhood. All meeting notices and agendas shall be available in English and translated into languages spoken by parents in K280 whenever possible.
- b) Contested Elections and the Use of Ballots:
 - Written ballots are required for all contested offices. Candidates must be listed on ballots in alphabetical order by last name for each office. Candidates running for co-offices must be listed together and voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents other than English.
 - Ballots must remain in the meeting room until the election meeting has been adjourned. Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.
 - Ballots must not be removed from K280. The PAC must retain ballots on K280 premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.
- c) Uncontested Elections:

If there is only one candidate for an office, a member must make a motion to cast one vote to elect the candidate for office. A vote of the membership is required for approval of the motion. The result of the motion must be recorded in the minutes.
- d) Officer Vacancies:

All officer vacancies must be filled by succession of the next highest ranking officer. For example, a vacancy in the position of president will be filled by the vice-president or next highest ranking officer. In the event that an office cannot be filled through succession, an expedited election must be held to fill the vacancy.

Officers who wish to resign their positions once an election has been certified must submit their written resignation to the Principal and immediately turn over all PAC records. The ranking of officers for succession purposes shall be: **President, Vice President, Secretary, Treasurer**

e) Expedited Election Process:

Expedited elections shall be held to fill vacancies in the event they cannot be filled through succession. The executive committee shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 4.3 of these bylaws.

Section 6 June Transfer of Records

All PAC Records must be maintained for 6 years. Files should be kept in a secure locked cabinet within the Center. Officers shall prepare for a June transfer of records with the Principal or designee. Transfers must occur on K280 premises, in the presence of the Principal, the next practicable day after the election. At least one meeting will be scheduled during the month of June for this purpose. Any member of the executive committee may request the assistance of the Presidents' Council during this process.

Section 7 Disciplinary Action

Any officer who fails to attend 3 consecutive executive committee or general membership meetings shall be removed from office by recommendation of the executive committee or motion from a member. A two-thirds vote of the membership present is required for approval. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the general membership's consideration.

PAC officers may also be removed for unsatisfactory performance through the process outlined below:

- At any general membership meeting, a PAC member may make a motion to begin the process of removing an executive committee member for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the general membership must select a review committee by majority vote. Executive committee members may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 calendar days of the date the motion was presented. The PAC's notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an executive committee member.
- The result of the motion must be submitted in writing to the Principal and to the Division of Family and Community Engagement.

Article V - Executive Committee

Section 1 Composition

The executive committee shall be composed of the elected officers of the PAC **[The executive committee may also include presidents of standing committees]**. Officers shall be expected to attend all executive committee meetings.

Section 2 Meetings

The executive board shall meet monthly on dates arranged within one calendar week of the election. The executive board must determine its capacity to host meetings using a particular meeting format (in-person, virtual and Hybrid).

Section 3 Voting

Each member of the executive committee shall be entitled to one vote.

Section 4 Quorum

2 out of 3 Members of the executive board shall constitute a quorum, allowing for official business to be transacted. For larger boards, at least 50% of members constitutes a quorum.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

- a) At the beginning of every school year, the executive board must survey the parent members to determine the day, time, location, and format (in-person, virtual, or hybrid) for the monthly general membership meeting.
- b) The general membership meetings of the PAC shall be held monthly, September through June, as determined by the executive committee. Written notice of each membership meeting shall be distributed in languages spoken by parents at K280, whenever possible. Notice must be sent at least ten calendar days prior to the scheduled meeting.
- c) All meetings, including committee and executive committee meetings, may be held virtually or in-person/hybrid at a location convenient to members of the committee. Meetings may be conducted virtually on a platform that allows for a dial-in option. Under no circumstances are PAC meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).

- d) All eligible members may attend and participate in general membership meetings.
- e) Non-members may only speak or otherwise participate, if acknowledged by the presiding officer.

Section 2 Order of Business

The order of business at meetings of the PAC, unless changed by the executive committee shall be **[may be adjusted]**:

- Call to Order
- Sharing and Approval of Minutes
- President's Report
- Treasurer's Report
- Principal's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 3 Quorum

A quorum of 6 members of the PAC shall be required in order to conduct official PAC business. The quorum for a general membership meeting must consist of representation by at least 6 PAC members, including a minimum of 2 executive committee members and 4 parent members. Quorum for a Hybrid meeting shall consist of at least one of the executive board members present at the in-person location and at least one executive board member on the virtual platform.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form and read for approval at every general membership meeting. The minutes of any PAC meeting must be made available to any member upon request.

Section 5 Special Membership Meetings

- a) A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be. **This does not apply to the PAC's election.**
- b) Upon receipt of a written request from 8 PAC members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents.

Section 6 Parliamentary Authority

Meeting rules of order should be adopted for use as a guide and included in these bylaws. Where no meeting rules of order are adopted, *Robert's Rules of Order – Newly Revised* will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations.

Article VII - Committees

Section 1 Standing and Ad-hoc Committees

- a) The president will appoint standing committee presidents with the approval of the executive committee. Ad-hoc committees shall be established by executive committee approval. Only presidents of the standing committees will be allowed to vote on executive committee issues. There are no current standing committees. Ad-hoc committees may include, but are not limited to those listed below. Ad-hoc committees may become standing committees with a vote by the full membership.
- b) Membership: The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The president of the membership committee shall make every effort to coordinate their outreach efforts and strategies with K280's Parent Coordinator.
- c) General Fundraising: The fundraising committee shall be responsible for planning and executing fundraising efforts throughout the year. The president of the fundraising committee shall work with the Treasurer to input into the budget as necessary.

Article VIII – Financial Affairs

A. Fiscal Year

The fiscal year of the Association shall run from July 1 through June 30.

B. Signatories

The president and treasurer shall be authorized to sign checks. All checks require at least 2 signatures. The 2 signatories of a check may not be related by blood or marriage (i.e., spouses, siblings, in-laws, relatives or members of the same household). An Association member may not sign a check if she/he has any direct or indirect interest in the expenditure.

C. Budget

1. Budget Process

The executive board shall be responsible for the development and/or review of the budget process, which includes:

- a. The outgoing executive board must review the current

- budget, annual financial status, accounting, expenditures and outstanding bills, and prepare a proposed budget for the next school year.
- b. The proposed budget must be presented to and approved by the membership no later than the June meeting.
 - c. The incoming executive board must review the proposed budget for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
 - d. The executive board must present the budget process for membership approval no later than the October meeting.
 - e. The counting and handling of any cash, checks, or money orders received by the Association must be completed by at least 2 members of the Association. These Association members cannot be related by blood or marriage. Funds must be counted in the school on the same day of receipt. The Association's financial records must display the total amount of funds and the signatures of the Association members who participated in counting the funds.
 - f. The principal's written consent is required when a fundraising activity is held during school hours or on school property.
 - g. All funds should be deposited into the bank account by an authorized executive board members within 1 business day of receipt, but in any event, no longer than 3 business days. If the deposit will not be made within 1 business day, the executive board must ensure that all funds are secured in a locked location on school premises. The executive board must obtain written acknowledgement from the principal when Association funds are secured in the school. Under no circumstances may fundraiser proceeds be stored in a member's place of work or residence. Association funds must be taken to the bank for deposit by at least 2 authorized members.
 - h. Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, Association minutes related to the financial transactions, etc.)

Banking

Contact your bank for instructions on how to open a checking account that includes online access for PAC officers.

To setup online banking, you must use your **DOE issued email** to open and link bank account. (Do not link your personal bank account to the PAC bank account.) If you need access to the DOE issued email, please contact your Parent Coordinator, School Administrator or Family Leadership Coordinator.

PACs that have established online access to checking accounts are able to make payments through their bank's online bill payment system.

All transactions must receive prior authorization to make a payment through their bank's online bill payment system from the general membership. This authorization is separate from and in addition to the approval of the expenditure.

A Disbursement Form must be completed for all transactions; the form must be signed by 2 account signatories and filed with the PAC's financial records. A disbursement form should include but not limited to; date, payment method, amount, PIN/signature, amount paid, paid by whom, membership approval date, receipt attachment/invoice, and description of purchase/expenditure (see bank for details).

ATM/Bank Cards

PACs may possess and use ATM/Bank Cards issued by the banking institution connected to the primary checking account of the association.

ATM/Bank Cards must be linked to PAC accounts only, linking the debit card to a personal account is prohibited. (Linking a personal bank account to a PAC bank account is prohibited.)

ATM/Bank Cards can be used for the following approved transactions:

- a. Transactions for online vendors
- b. Vendors who do not accept a physical check

ATM/Bank Cards prohibited use:

- a. Third party applications such as, personal mobile phone wallets or any other personal electronic device.
- b. Linkage to your personal account (phone, Uber, Lyft, or any other transportation expenditures)
- c. Direct Donations

- d. Out of Pocket Reimbursements
- e. Receiving ‘Cash Back’ or ‘Cash Refunds’
- f. ATM Cash/Bank Card Withdrawals are prohibited

Third Party Cash Applications

- a. PACs may use third-party applications to accept money. The application must be created using the DOE issued email and must be connected directly to the PAC bank account using the PAC account number or debit card.

Use of Funds

a. Budget Amendment

The budget may be amended by vote of the general membership at any membership meeting.

b. Expenditure

All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

c. Emergency Expenditures

The executive board is authorized to make an emergency expenditure not to exceed \$2000 with a two-thirds approval of the executive board.

Emergency expenditures are appropriate for the following purposes:

These expenditures shall be reported to the general membership at the next Association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Association to accept this action.

d. Misuse of Funds

Allegations of financial wrongdoing may result in a legal investigation. Misappropriation of funds and the misuse of an ATM/Bank Card may be punishable by law. The Chancellor or designee may immediately remove any officer complicit in the violation of this provision.

D. Audit

Audit Committee

The president shall request volunteers to form an audit committee of 3 to 5 persons of the general membership. Executive board members who are not eligible signatories on an association’s checking account may serve on the audit committee. The majority of the committee shall be

comprised of general members.

Duties

- a. The audit committee shall conduct an audit of all financial affairs of the Association with the help of the treasurer who shall make all books and records available to them.
- b. The audit committee may examine all relevant financial statements and records of disbursements, verify all Association equipment and ensure compliance with bylaw provisions for the transaction of funds.
- c. The audit committee shall prepare a written audit report to be presented to the membership at a general membership meeting, upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

E. Financial Accounting

1. Financial Report

The treasurer shall prepare the Interim PA Financial Report by January 31st and the Annual PA Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal. The annual report must be filed with state and federal agencies in order to maintain the Association's 501(c)3 non-profit status.

2. Record Keeping

The treasurer shall be responsible for all funds of the Association and shall keep accurate records in a form consistent with these bylaws and applicable Regulations of the Chancellor. In accordance with Chancellor's Regulation A-610, parents must obtain written approval from the principal before collecting fundraiser proceeds from students. The treasurer and at least one other officer shall transport all funds to the bank. Deposit slips shall identify the source of all deposited funds. All parties involved in financial transactions shall initial the deposit slips. All financial records of the Association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

Article IX – Amendments and Regular Review of Bylaws

Section 1 Amendments

- a) These bylaws may be amended at any regular meeting of the PAC by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to CR A-660 and Department of Education guidelines.
- b) Any member may present a motion at a general membership meeting to amend a provision of the bylaws that is not in compliance with CR A-660. Amendments that bring the bylaws into compliance must be voted on immediately after the motion is presented. A two-thirds vote of the membership is required for approval.
- c) These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on October 26, 2023.