**BYLAWS**

**of**

**Bitney Prep Charter High School**

**Parent Council**

**ARTICLE 1. NAME**

1.1 The name of this organization is the Bitney Prep Charter High School Parent Council.

**ARTICLE 2. PURPOSES**

2.1 To support and assist the students and faculty of Bitney Prep Charter High School with school activities and projects.

2.2 To create, develop and maintain the traditions which nurture a sense of community within our school, and foster connections between the school and the larger community in which we exist.

2.3 To increase public awareness about Bitney College Prep High School**.**

2.4 To maintain communication with the Charter Council, the Faculty Council, the Student Council, and all parents regarding the activities of the Parent Council, and to make recommendations to other councils as appropriate.

2.5 To maintain a monetary account dedicated to production and management of said activities and projects. Including procurement of donations, monetary and/or in-kind supplies and/or volunteer time outlined in Appendix A.

**ARTICLE 3. MEMBERSHIP, VOTING RIGHTS AND DUES**

3.1 Membership

Any parent or guardian of a Bitney Prep Charter High School student in the current school year, shall be considered a member of the Parent Council. There is no limit to the number of members of the Parent Council. All who wish to work toward the purposes of the Parent Council may join. There is no restriction on how many parents/guardians of one student may join the Parent Council.

Any parent or guardian of a student who has graduated from Bitney Prep Charter High School (Alumni member) shall be considered eligible for membership in the Parent Council. The alumni parent or guardian must request membership in writing to the Parent Council. The Parent Council may approve the membership request by a simple majority vote. If membership is approved, it will expire at the beginning of the next school year. After expiration of the alumni membership, it may be requested again for the current school year.

3.2 Voting Rights

Every member who attends 2 meetings and activates his or her voting rights shall have one vote.

3.3 Activation of Voting Rights

3.3.1 Each attendee will sign a sign-in sheet at each meeting and provide preferred contact information if not previously done so.

3.3.2 At the first meeting a member attends, he or she receives a copy of the bylaws of the Parent Council.

3.3.3 At the next meeting the member attends, the member signs a statement indicating that the bylaws have been read, fills out a form with notification, and indicates that he or she wishes to activate his or her voting rights.

3.3.4 The Secretary will keep record of all active voting members.

3.4 Dues

3.4.1 The Parent Council may opt to set dues for any academic year.

3.4.2 All money paid out by The Parent Council from its treasury must be approved by The Parent Council members and paid by the Treasurer. Under no circumstances shall members pay bills without authorization by The Parent Council no shall any members authorize payment of any bill or incur any obligation for which funds are unavailable, nor shall the member authorize the payment or incur any debt for any activity not in accordance with these Bylaws. Bills charges to The Parent Council shall be submitted to the Treasure, who in turn shall submit them to The Parent Council meeting for approval

3.4.3 The Treasurer along with Business Manager of Bitney Prep Charter High School shall keep regular and correct accounts of all money received and paid by the Treasurer, and reported at each meeting the balance of cash shown by the last report, the amount received since, the total checks issued and authorized, and the balance remaining.

**ARTICLE 4. POWERS AND DUTIES**

4.1 Direct the affairs of the Parent Council.

4.2 Establish policies for the transaction of business and coordination of the activities of the Parent Council.

4.3 Establish committees as necessary, and define their purpose and activities.

4.4 Assign specific duties for class representatives, general members and officers in carrying out the business and activities of the Parent Council.

4.5 Appoint one or more of their members to be the Parent Council Representative(s) on the Charter Council, or any other Council deemed necessary.

4.6 Perform other duties as necessary to fulfill the Parent Council's purposes as set out in Article 2.

**ARTICLE 5. OFFICERS**

5.1 Officers Enumerated. The officers of the Council shall be a Chair (or President) and a Vice Chair (or Vice President), and Co-Chairs; a Secretary; and a Treasurer.

5.2 Duties. Outgoing officers shall deliver all records to their successors when the successors take office. Duties, in addition to those outlined below, are detailed in job descriptions.

5.2.1 Chair (or President). The Chair (or President) shall preside at meetings of the membership and shall exercise the usual powers pertaining to this office. The Chair (or President) shall, together with the Treasurer, sign all contracts and agreements subject to the Bylaws. The Chair (or President) shall have the right to vote and when all members are equally divided, shall have the deciding vote.

5.2.2 Vice Chair (or Vice President). The Vice Chair (or Vice President) shall assist The Chair (or President) in the discharge of The Chair (or President) duties and during The Chair’s (or President) absence shall perform the duties of The Chair (or President). In the event that a vacancy occurs in the office of The Chair (or President), the Vice Chair (or Vice President) shall act as The Chair (or President) for the unexpired term.

5.2.3 Co-Chairs. Co-Chairs will share the duties outlined in 5.2.1 and 5.2.2.

5.2.4 Secretary. The Secretary shall keep full and accurate minutes of each Parent Council meeting and present such minutes at the next Parent Council Meeting for formal adoption.

5.2.5 Treasurer. The Treasurer shall have the care and custody of and be responsible for all funds of the Parent Council. The Treasurer may make emergency disbursements, in accord with guidelines specified in the minutes of the Parent Council. The Treasurer is accountable to the President and Business Manager of Bitney Prep Charter High School.

5.3 Election. The Officers will be elected by the Parent Council from among their number, by simple majority vote [run off may be required to obtain majority].

5.4 Term. Officers serve for the academic year, or for any other time period which works to ensure that the goals of the Parent Council are met. A change in the time period will be made by majority vote of the Parent Council**.** Any member may succeed him/herself in any office, or any other position, if he or she is chosen.

5.5 Vacancies. Vacancies in any office arising from any cause may be filled at any regular or special meeting, in accordance with 5.3.

5.6 Recall. If it is determined that an officer is not performing his or her duties adequately, the Parent Council may recall that officer by majority vote of those members present.

**ARTICLE 6. CLASS REPRESENTATIVES**

6.1 Class Representatives. Class Representatives are Parent Council members elected to represent each of the four grade levels.

6.2 Duties.

6.2.1 Maintain communication with class parents and guardians.

6.2.2 Sponsor the class in special activities.

6.2.3 Facilitate special projects, trips, etc., undertaken by teachers with class members.

6.2.4 Initiate class meetings, with both parents and students involved, to assist the class in establishing its identity and building cohesion.

6.3 Election.

The Parent Council members from each of the four grades shall determine among themselves, by simple majority vote, who shall be the Class Representatives. [Run-off may be required to obtain majority.] There may be more than one representative from each class.

6.4 Term. Class Representatives serve for the academic year, or for any other time period which works to ensure that the goals of the Parent Council are met. There are no term limits; any member may succeed him/herself as Class Representative, if he or she is chosen.

6.5 Vacancies. Vacancies in any Class Representative position arising from any cause may be filled by majority vote at any regular or special meeting, in accordance with 6.3.

6.7 Recall. If it is determined that a Class Representative is not performing his or her duties adequately, the Parent Council members from that grade may recall that Representative by majority vote of those members present.

**ARTICLE 7. MEETINGS**

7.1 Regular Meetings. The Parent Council shall meet once a month during the academic year. The meeting shall be scheduled on the first Monday of each month at 6:00pm at Bitney Prep Charter Highschool.

7.2 Special Meetings. Special meetings of the Parent Council may be held; notice will be given 24 (twenty-four) hours in advance in writing, or by means specified by individual members as sufficient.

7.3 Quorum. Four members of the Parent Council shall constitute a quorum for the conduct of business, so long as this number includes at least 2 Officers.

**ARTICLE 8. ACCEPTANCE OF AND AMENDMENT TO BYLAWS**

9.1 These Bylaws may be amended by a two-thirds (2/3) vote of the Parent Council, after notification to the members, at least (seven) 7 days in advance, specifying that amending the bylaws will be on the agenda.

9.2 These bylaws shall be in effect immediately following a 2/3 majority vote of the Parent Council Formation Group at its scheduled meeting on February 7, 2022, provided that at least four (4) members of that group are present. All members of the Parent Council Formation Group are automatically voting members of the Parent Council for the 2021-2022 academic year.

**Article 9. Order of Business For Meetings**

1. Call meeting to order.
2. Roll call - by Secretary-Treasurer.
3. Reading of the minutes of the previous meeting.
4. Financial Reports
5. Student Council Reports
6. Reading of Communications.
7. Report of Organizing Fundraisers
8. Initiation of New Members.
9. Unfinished Business.
10. New Business/Future Agenda Items
11. Adjournment.

**EXHIBIT A**

Examples of past & present school activities and projects and fundraisers:

Fall/Halloween dance planned/hosted by the Senior class

Halloween Haunted House planned/hosted by the Freshman class

Winter dance planned/hosted by the Freshman class

Valentine’s dance planned/hosted by the Sophomore class

Prom dance in the Spring planned/hosted by the Junior class

Bitney Marketplace

Bitney Prep Spirit Wear

Spirit Weeks (winning class level/Advisory gets a pizza party)

Holiday Teacher Appreciation Luncheon (procure donations of cash bonuses, gifts, F&B)

Mentor Appreciation Luncheon (procure donations of gifts, F&B)-near end of school year

Annual Giving Campaign

Restaurant Fundraisers (Northridge, Culture Shock Yogurt, Chick-fil-A)

Jamba Juice Fundraising Cards

Paint & Sip Night

Student Art Show ~ Entertainment by Student Musicians ~ Coffee & Tea Night

Calendar Sales (each month features student art or poetry)

Car Wash

Onyx Theatre Concessions (% goes to Bitney on any given movie night)

Studio Movie Grill Concessions (% goes to Bitney on any given movie night)

Procuring donations of event-related money, in-kind supplies, food, beverages, and volunteer time.

Volunteer Time (dance chaperones, handyman help, campus clean-up projects)

Campus work party in the Spring

Road Clean-up Gathering (for Bitney’s bit of Ridge Road that we take care of near A-to-Z Hardware)

CAASPP testing (procure food & beverages for students)