

**BYLAWS
Of
W.A.V.E.**

Westlake Association of Volunteer Explorers
A California Nonprofit Public Benefit Corporation

ARTICLE I-NAME AND AFFILIATION

The name of this organization is W.A.V.E. Foundation (hereinafter W.A.V.E.) which stands for the Westlake Association of Volunteer Explorers. W.A.V.E. operates as the official parent committee for those with students at Westlake Charter School (hereinafter WCS), located in Sacramento, CA. W.A.V.E. is registered with the State of California as a nonprofit corporation.

ARTICLE II-OFFICES

SECTION 1. The Principal office of W.A.V.E., for the transaction of business, is located at the Westlake Charter School, 2680 Mabry Drive, Sacramento, CA 95835, in Sacramento County, California.

SECTION 2. The county of the principal office may be changed only by amendment of these bylaws. The Executive Board may, however, change the principal office from one location to another within Sacramento County by noting the changed address and effective date below, and such changes of the address shall not be deemed an amendment of these bylaws.

_____ Date _____
_____ Date _____

SECTION 3. OTHER OFFICES

W.A.V.E. may also have offices at such other places, within the state of California, where it is qualified to do business, as such business may be required, and as the Executive Board designates.

ARTICLE III-MISSION STATEMENT

The Purpose of W.A.V.E. is to support the mission, goals, and objectives of Westlake Charter School by:

1. Ensuring open and reciprocal communication within the WCS community by providing a link between the WCS administration, staff, board, and families.
2. Empowering parents by providing a forum where parents can get involved, be informed, and share their ideas.

3. Supporting families in fulfilling the recommended thirty (30) hours of volunteerism to benefit the school by coordinating opportunities for family members to collaborate with WCS staff, fundraise, and build community .
4. Raising and distributing funds to WCS to enhance the curriculum, support the teachers, improve facilities, and support the innovative programs that enhance the educational opportunities for the students at WCS.
5. Fostering a proud, committed community of individuals who inspire each other to contribute to the achievement of the goals of WCS.
6. Providing opportunities to connect with our local and global communities through service events and projects.

ARTICLE IV-MEMBERSHIP AND VOTING RIGHTS

SECTION 1. W.A.V.E. shall have only one class of members. The qualifications for membership in W.A.V.E. shall be as follows: every parent or legal guardian of a student enrolled at WCS is considered a member of W.A.V.E.

SECTION 2. Each member of W.A.V.E. shall be permitted to vote only upon the election of W.A.V.E. officers. Members may also vote upon any issue submitted by the Executive Board for a vote by the general membership. Each individual member of W.A.V.E. shall be entitled to one (1) vote. A member must be present to vote.

SECTION 3. Membership in W.A.V.E. is not transferable or assignable.

ARTICLE V-EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of Officers, appointed members, and the WCS principal or his/her appointed representative. All members of the Executive Board shall serve without compensation.

Officers of W.A.V.E. shall include: President, Vice-President of Business Affairs, Vice-President of Parent Participation, Treasurer, and Secretary.

The previous school year's president shall act as advisor to the Executive Board and may attend all meetings of the Executive Board.

SECTION 2. The Executive Board shall conduct monthly W.A.V.E. meetings pursuant to Article XIII of these bylaws.

The Executive Board may create committees as deemed necessary to promote the Mission of W.A.V.E., and to carry on the work of W.A.V.E.

The Executive Board shall oversee, assist, and advise committee activities in all their endeavors.

SECTION 3. The activities, affairs, business, and property of W.A.V.E. shall be managed and controlled by its Executive Board. The Executive Board is subject to the Mission (see Article III) and bylaws of W.A.V.E. and none of its actions shall be contrary to this.

SECTION 4. Only Officers may be voting members of the Executive Board.

SECTION 5: A quorum shall consist of three Officers. No business shall be considered by the Executive Board in any W.A.V.E. meeting at which a quorum is not present. Every act or decision done or made by a majority vote of the Officers present at a W.A.V.E. meeting duly held at which a quorum is present is the act of the Executive Board.

SECTION 6. Any person elected or appointed to the Executive Board may be removed by a two-thirds vote of the Executive Board whenever in its judgment the best interests of W.A.V.E. would be served thereby.

ARTICLE VI-OFFICERS AND ELECTIONS

SECTION 1. W.A.V.E. officers shall be President, Vice President of Business Affairs, Vice President of Parent Participation, Treasurer, and Secretary. Officers shall be elected annually.

SECTION 2. All officers must have completed at least 25 of the 30 hour commitment for the year prior to the April elections.

SECTION 3. A W.A.V.E. member cannot hold more than two leadership positions in W.A.V.E. (i.e., officer and committee Team Leader) concurrently.

SECTION 4. Nomination Process

- a. A Nominating Committee shall begin to solicit candidates at least two months prior to the annual election meeting, held in April.
- b. The report of the Nomination Committee with the slate of nominees shall be communicated to the membership at least fifteen days prior to the annual election meeting.
- c. Only those persons who are eligible and who have signified their consent to serve if elected may be nominated for or elected to office.
- d. Whenever possible, the new board shall include at least one member from the previous year's board.
- e. The outgoing president shall serve in an advisory capacity.

SECTION 5. Election shall be held by written ballot at the April W.A.V.E. meeting. Election to office requires a majority vote of all members present at the April W.A.V.E. meeting. If there is only one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 6. Officers shall serve for a term of one fiscal year. An officer may hold more than one elected office if there is no conflict of interest between the offices and a nomination is not

received to fill the office otherwise. Outgoing officers shall mentor newly elected officers and appointed Team Leaders after the election meeting until July 1st. Officers shall assume their duties on July 1st for the following fiscal year. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

SECTION 7. A vacancy occurring in any Officer position may be filled for the unexpired term by a person appointed by W.A.V.E. Executive Board or remain unfilled for the remainder of the term. Any appointment to fill a vacancy shall require a majority vote of the Executive Board members, with at least ten days previous notice; if such notice was not given, any appointment to fill the vacancy shall require a two-thirds vote. In case a vacancy occurs in the office of the President, the Vice President of Business Affairs shall serve the remainder of the term as President. If an office remains unfilled after election, it shall be considered a vacant office to be filled by appointment of the W.A.V.E. Executive Board.

ARTICLE VII—DUTIES OF THE OFFICERS

SECTION 1: The President shall:

- a. Provide vision and leadership to fulfill the Mission of W.A.V.E.
- b. Coordinate the work of W.A.V.E. officers and committee Team Leaders in order that the W.A.V.E. mission may be promoted.
- c. Be the official contact person for WCS administration and WCS Board on matters pertaining to W.A.V.E.
- d. Serve as a spokesperson and representative of W.A.V.E.
- e. Develop agenda and preside at all meetings of W.A.V.E. and W.A.V.E. Board.
- f. Be a member ex officio of all committees except the nominating committee.

SECTION 2: The Vice President of Business Affairs shall:

- a. Assist the President and carry out the President's duties in his or her absence or inability to serve.
- b. Oversee all major WCS fundraisers including the Fall Festival, International Festival, and Olympic Triathlon.
- c. Oversee all hospitality and community building events.
- d. Review new business proposals and business contracts for Executive Board discussion and/or approval.

SECTION 3: The Vice President of Parent Participation shall:

- a. Create a list of current committee leads, facilitate committee lead transitions, and advertise for vacant committee positions.
- b. Encourage new ways for W.A.V.E. members to be involved and meet their recommended family hour goal (See Article IX, Section 1).
- c. Assist the president as needed

SECTION 4: The Treasurer shall:

- a. Keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of W.A.V.E.

- b. Pay all bills as authorized by W.A.V.E. Executive Board with two qualifying signatures on all checks.
- c. Present a statement of account at each general W.A.V.E meeting and when requested by the W.A.V.E. Executive Board.
- d. Collect and maintain records of each Team's approved yearly budget, keeping the Team Leader informed of expenditures as they relate to their approved budgets.
- e. Provide information required to file all tax returns and other forms required by government agencies.
- f. Conduct all necessary financial correspondence of W.A.V.E. upon authorization of the President or the W.A.V.E. Board.

SECTION 5. The Secretary shall:

- a. Record accurate minutes of each W.A.V.E. meeting and publish minutes in a timely fashion to a public binder held in the WCS office.
- b. Keep a current copy of the bylaws..
- c. Conduct all necessary correspondences of W.A.V.E. upon authorization of the President, W.A.V.E. board, or W.A.V.E.
- d. Keep a record of membership.

SECTION 6: Upon expiration of the term of office, resignation, termination, or removal from office, all records, monies, books or other materials belonging to W.A.V.E. shall be returned to the Executive Board without delay.

ARTICLE VIII-MEETINGS

SECTION 1. W.A.V.E. meetings are public, parent-involved meetings and shall be held at least eight times, preferably monthly, during the academic year. Special meetings may be called by W.A.V.E. Board upon written notice sent preferably three days before the meeting date. A closed session meeting may be called at the discretion of the President.

SECTION 2. Members are encouraged to participate and discuss issues that are scheduled on the agenda for Board consideration. Additionally, unscheduled items may be discussed, but shall be limited to five minutes' discussion. Members may request that a topic be placed on a future agenda by making a request to the Board.

SECTION 3. The W.A.V.E. meeting in April shall be the annual election meeting, at which time officers shall be elected for the next school year.

ARTICLE IX-PARENT PARTICIPATION

SECTION 1. Parent participation is a recommendation for all families. Families are encouraged to complete a minimum of thirty (30) hours of parent participation work per fiscal year according to the policies established by the WCS Board.

SECTION 2. W.A.V.E. will support families in fulfilling the recommended thirty (30) hours by: 1) communicating participation opportunities, 2) logging reported hours and 3) offering support to families earning hours.

ARTICLE X-FISCAL YEAR

SECTION 1. W.A.V.E. fiscal year shall begin July 1 and end June 30 of the following year.

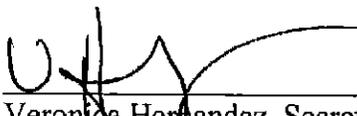
ARTICLE XI-AMENDMENTS

Subject to any provision of law applicable to the amendment of the bylaws of a public benefit nonprofit corporation, these bylaws may be amended by a two-thirds affirmative vote of all of the Officers of the Executive Board.

ARTICLE XII-ADOPTION

I the undersigned, certify:

- a. That I am the duly elected and acting Secretary of W.A.V.E. Foundation;
- b. That the forgoing Bylaws constitute the bylaws of W.A.V.E., as amended and duly adopted on April 5, 2018.



Veronica Hernandez, Secretary