

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

Westlake Association of Volunteer Explorers  
A California Non-Profit Public Benefit Corporation

**ARTICLE 1-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 parent support group of the Westlake Charter School (hereinafter WCS), located in Sacramento, CA. W.A.V.E. is registered with the State of California as a non-profit 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, 3700 Del Paso Road, Sacramento, CA 95834, 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 their Participation Commitment by coordinating opportunities for family volunteers to fulfill their hourly family participation obligation.
4. Raising and distributing funds to WCS to enhance the curriculum, support the teachers, improve facilities and the campus, and to 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 may be a member of W.A.V.E. Founding Parents (as described in the WCS Charter) and all WCS staff are also qualified for W.A.V.E. membership.

SECTION 2. Parent participation is a foundational principle of WCS, and upon enrollment of a child at WCS, all families agree to contribute at least 30 hours of volunteer work to the school. Families who have not fulfilled their Parent Participation commitment will be at risk of being classified as not in “good standing” in W.A.V.E. as defined in Article VIII Sec. 4 of these bylaws.

SECTION 3. 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 4. The secretary of W.A.V.E. will compile a membership book annually. Membership information will be compiled using the WCS roster. However, use of the membership book shall be restricted for official W.A.V.E. business, and shall not be available for public use. No parent information may be given to others except by consent of the parent.

SECTION 5. Membership in W.A.V.E. is not transferrable 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.

Appointed Board members may include the Team Leader of any standing committee.

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

A community member may also be recruited as an advisor/assistant to the Executive Board and may attend all meetings of the 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. All nominees must be in “good standing”. (See Article XIII Section 4)
- e. Whenever possible, the new board shall include at least one member from the previous year’s board.

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. No officer shall be eligible to hold the same office for more than two consecutive terms. 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 1<sup>st</sup>. Officers shall assume their duties on July 1<sup>st</sup> 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 shall be filled for the unexpired term by a person appointed by W.A.V.E. Executive Board. 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 Fundraising Committee, including but not limited to the three major annual fundraisers (Golf Tournament, My School Matters, Auction)
- c. Review new business proposals and business contracts for Executive Board discussion and/or approval
- d. Participate as a member of the Business and Finance committee
- e. Attend WCS finance committee meetings as a liaison to/for WAVE

SECTION 3: The Vice President of Parent Participation shall:

- a. Oversee Parent Participation team
- b. Oversee Hospitality and Community Building team and community building events
- c. Encourage new ways for WAVE members to be involved and meet their parent participation hours
- d. 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.
- g. Serve as Team Leader on the School Funding Support Team.

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 and on the website.
- b. Record all expenditures in the minutes.
- c. Keep a current copy of the bylaws and standing rules.

- d. Conduct all necessary correspondences of W.A.V.E. upon authorization of the president, W.A.V.E. board, or W.A.V.E.
- e. 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 at least three days before the meeting date

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 three 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.

SECTION 4. A member must be in good standing in order to gain W.A.V.E. privileges and voting rights. Upon school enrollment, each family has committed to contribute a minimum of 30 hours during the school year (July 1-June 30). In order to maintain good standing in W.A.V.E., half of the 30 hour commitment must be completed by the end of January each year.

## **ARTICLE IX-PARENT PARTICIPATION**

SECTION 1. Parent participation is an expectation of all families. Families are expected to complete a minimum of 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 30 hour commitment by: 1) communicating participation opportunities, 2) logging reported hours, and 3) offering support to families earning hours.

SECTION 3. Families failing to achieve half of their minimum hours by the end of January shall receive a letter informing them of their deficiency and such families will no longer be in good standing until the 15 hours are completed (see Article VIII, section 4).

SECTION 4. Blank parent participation Tally Sheets are sent home periodically and are also available on the W.A.V.E. website. Parent Participation Hours Notifications will be sent home regularly.

**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 non-profit 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 \_\_\_\_\_.

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Ann Alan, Secretary

