



## **Pioneer Parents Collective Bylaws**

**Passed on March 19, 2026**

### **Article I – Name**

The name of this organization is Pioneer Parents Collective (formerly Pioneer Parents Club), a non-profit organization located in Brentwood, California, in Contra Costa County, and affiliated with the Brentwood Union School District.

### **Article II – Purpose**

The purpose of the Pioneer Parents Collective is to support and advocate for Pioneer Elementary School's vision to put students first. This purpose guides everything we do to ensure that Pioneer is a place where our students thrive academically and feel welcome and safe in bringing their full, authentic selves.

#### **Inclusion**

We commit to putting diversity into action to ensure everyone feels welcomed, respected, supported, and valued-- and can fully participate with an equal voice and right to be heard

#### **Collaboration**

We believe in listening and learning from others to creatively achieve common goals

#### **Integrity**

We act on our personal and shared values, especially when faced with challenges

#### **Love**

We humanize our relationships by fostering joy, kinship, and goodwill towards others.

Find the complete statement here: <https://pioneerparentsclub.com>

### **Article III – General membership**

#### **Section I – Eligibility**

Membership of the Pioneer Parents Collective is automatic for any parent, guardian, grandparent, or caregiver of a child attending Pioneer Elementary School. Membership dues are not required.

#### **Section II – Inspection Rights**

Records of the Collective shall be available for inspection at [www.pioneerparentsclub.com](http://www.pioneerparentsclub.com). If any member would like to inspect the records further, a written request can be submitted to the Pioneer Parents Collective. A meeting will be scheduled with an Executive Board Member and the school's principal.

### **Article IV – Board membership**

## **Section I – Composition of the Board**

The Board shall consist of Elected Board Members. The Elected Board Members shall consist of a minimum of a President, Vice President, Secretary, and Treasurer, DE&I Chair and Fundraising Coordinator. The following positions will also be elected: Communications Chair, DE&I Chair, Fundraising Chair, Volunteer Coordination Chair, Staff Appreciation Chair, Art Chair, and Events Chair. All Board Members shall vote on matters of the Collective. Any position may be shared by two Board Members if both parties desire.

## **Section II – Qualifications for the Board**

1. Pioneer Parents Collective Board Member positions are open to any parent, guardian, or family member of a child attending Pioneer Elementary School.
2. The Executive Board comprises the President, Vice President, Secretary, and Treasurer.
3. The Administrative Board is comprised of the site Principal and/or Vice Principal and Site Teacher position. These are non-voting roles.
4. Every Board Member must follow the Board Member Code of Conduct. See Attachment 1.
5. School district administrators should not hold any office or position that includes financial responsibility, financial oversight, or expenditure approvals.
6. Board members cannot personally benefit from their positions at the school or derive financial gain from the Pioneer Parents Collective, for example, by serving as vendors for the organization.
7. Board Members should have a current student enrolled at the school to hold a Board position, but the Board may, at its discretion, have any past Board member(s) serve as Board Advisor upon agreement of all Board Members. This is a non-voting role.

## **Section III – Election of Board Members**

1. Open Board Member positions shall be announced at the Pioneer Parents Collective General Meeting in the spring.
2. Instructions for running for an open Board Member position will be given at the Spring General Meeting.
3. Nominations will be accepted for a determined period of time. Instructions will include a deadline for the nomination period.
4. Nominees running unopposed shall assume the desired office upon the Board's approval of the nomination process. If there are multiple candidates, the option to serve as co-chair will be offered. If co-chairing is not desired, an election will be held with the entire membership.
5. Elections via online ballot will follow as needed, and newly elected Board Members will be introduced before the end of the current school year if possible.
6. If a position remains unfilled after the election, it shall be considered vacant. Efforts will continue to fill the vacancy.
7. Board members may be related by blood or marriage; however, related members across all families may not constitute more than 49% of the quorum at any given time to prevent conflicts of interest.

## **Section IV – Term of Office**

1. Board members shall serve two-year terms and shall not be subject to re-election or reaffirmation at the conclusion of the first year of their term; members may resign prior to the completion of their term by submitting written notice to the Board
2. No Board Member shall be eligible to run for the same office for more than two consecutive terms unless uncontested in the election, with Board and admin approval.
3. Board Members shall assume their duties on July 1st, or if filling a vacancy or moving roles, at a different time during the school year.

## **Section V – Removal and Resignation**

1. Board members are expected to attend Board general meetings and volunteer for a minimum number of in-person events (number of events decided during the Annual Planning meeting, with agreed-upon exceptions if warranted). Meetings are generally held in-person but a video option can be made available for board members who cannot attend in-person. The board may also hold video-based

meetings when helpful.

2. Any Board Member who is absent from three consecutive Board and general meetings shall be dropped from the membership of the Board unless excused by a two-thirds vote by the Board.
3. If, in the judgment of the Board, a Board Member is not fulfilling the duties of the position or adhering to the code of conduct, the Board Member may be removed by a two-thirds vote of the Board and shall be notified in writing of this action.
4. All Board members are expected to remain neutral on divisive issues when acting in an official Board capacity and should refer such questions and comments to the school administration. Active Board members must publicly conduct themselves as individuals (for example, at a school Board meeting) and not as representatives of the Pioneer Parents Collective or the Pioneer Parents Collective Board, unless explicitly approved in advance by both the Board. Any Board Member who fails to observe this expectation shall be dropped from the membership of the Board by a majority vote.
5. Any Board member wishing to resign should notify the full Board in writing. Whenever possible, 2-4 weeks of notice is ideal to fill the vacancy and hand over responsibilities.

## **Section VI – Vacancies**

Any vacancy shall be announced school-wide, with a call for volunteers to fill it for the remainder of the term. If a vacancy occurs in the Office of the President, the Vice President shall serve as the President for the completion of the term. The remaining board members will be responsible for fulfilling the duties of the vacant position until the position is filled.

## **Section VII – Voting**

1. Every voting Board Member shall have one vote. In the event of a tie vote, the decision shall be put on hold until absent members can be polled. In the event of a true tie, the principal shall be the tie-breaking vote.
2. Two-thirds of the Board Members shall constitute the quorum necessary for Board votes. Decisions are made by a majority vote of those who vote, unless otherwise noted in other parts of the bylaws, where a higher threshold is sometimes required.
3. Voting can be completed online and should be noted in the next meeting's minutes as a vote that happened between meetings.

## **Section VIII – Duties of the Board**

### **It shall be the duty of the President to:**

1. Preside over all General and Board meetings of the Pioneer Parents Collective. Oversee all plans required for the year.
2. Call an emergency Board meeting, if necessary.
3. Manage communication with school administration including meeting with the site principal, whenever requested.
4. Keep school staff updated on the PPC's activities by communicating directly or by asking other members of the Board to do so where appropriate.
5. Attend (or have a substitute attend) the BUSD Parent Advisory Meetings
6. Be a signer on the Tri-Counties Bank account.
7. Make deposits and withdrawals on the PPC's behalf.
8. Making purchases on behalf of the PPC.
9. Attend (or have a substitute attend) any district-required meetings.
10. Hold keys for on-campus storage.
11. Ensure the PPC has appropriate insurance coverage.
12. Regularly check the PPC President's email account and respond promptly.

### **It shall be the duty of the Vice President to**

1. In the absence of the President, assume all duties of the President.

2. Assist the President whenever necessary.
3. Arrange for speakers for the General Meeting, as requested by the President or Principal.
4. Assume the office of President if s/he chooses for the following two-year term.
5. Be a signer on the Tri-Counties Bank account.
6. Manage spirit wear relationship and collaborate with the Communications team to ensure strong sales.
7. Ensure donors (in-kind, sponsors, grants) are thanked in writing.
8. Back up other Board positions as needed.
9. Regularly check the PPC VP's email account and respond promptly.

**It shall be the duty of the Secretary to:**

1. Record attendance at each meeting and help maintain a timely, on-track meeting.
2. Record and retain accurate minutes for all Board and General meetings and forward to the Communications Chair to post on the website.
3. Retain a current copy of the Mission Statement and Bylaws.
4. Guide the Board in following the bylaws.
5. Conduct an audit of the financial records at the end of each quarter. Findings will be reviewed with the Board and signed off by attending Board Members.
6. Regularly check the PPC Secretary's email account and respond promptly.

**It shall be the duty of the Treasurer to:**

1. Work with the Board to develop the Collective's annual budget and disburse funds as directed by the Board.
2. Be responsible for filing all necessary reports required by the CA State Franchise Tax Board and the IRS.
3. Ensure retention of financial records for seven years, in line with previous Treasurers' practices.
4. Act as the authorized custodian of all funds for the Pioneer Parents Collective.
5. Comply with financial deadlines and prepare records for quarterly and annual audits.
6. Maintain accurate and permanent records of all financial transactions, including bank accounts, budget, deposits, and disbursements.
7. Make financial records available for inspection with the presence of an authorized Board Member and Executive representative of Pioneer Elementary School, with prior appointment.
8. Keep the Board informed of expenditures in relation to the approved budget.
9. Present and distribute a financial statement at every Pioneer Parents Collective meeting and make it available at general meetings.
10. Prepare and submit an annual financial report detailing the school year's gross receipts and disbursements.
11. Receive, verify, and deposit all monies for the organization and maintain records via receipts, deposit slips, and/or copies of spreadsheets. Deposits shall be made in the established Pioneer Parents Collective bank accounts and approved by an Executive Board member.
12. Process all accounts payable; all must have the original signed pre-approval and authorization signature(s) by an Executive Board member to pay.
13. Only the Treasurer shall write all the checks to secure two signatures from the signing authorities. Any two of the following are signatories on file at the authorized bank: the current Board President, the current Board Vice President, and the current Pioneer Administrative Assistant for Pioneer Elementary School.
14. Manage staff stipend process.
15. Regularly check the PPC Treasurer's email account and respond promptly.

**It shall be the duty of the Communications Chair to:**

1. Provide information to the media about the Pioneer Parents Collective and/or school events.
2. Maintain the marquee board with timely and requested updates for the Pioneer Parents Collective and School Admin, including birthday fundraisers.
3. Assure creation of, duplication of, and distribution of any send-home flyers.

4. Maintain Pioneer Parents Collective social media account(s).
5. Maintain Pioneer Parents Collective Website. Major content updates to be approved by the Board prior to publishing.
6. Create a regular Pioneer Parents Collective newsletter.
7. Create/distribute an annual survey to staff and families to inform Board decisions throughout the school year.
8. Collaborate with the Fundraising Chair to advertise the sponsorship opportunity to local businesses and fulfill promises made to sponsors.
9. Regularly check the PPC Communications email account and respond promptly.

**It shall be the duty of the Fundraising Chair to:**

1. Research and recommend desired fundraising programs to the Board.
2. Upon approval of the Board and Principal, plan the details and execution of the chosen events.
3. Lead all fundraisers for the year.
4. Plan any dine-in and take-out nights.
5. Coordinate donation campaigns in the local community.
6. Manage business sponsorship process, and then collaborate with the Communications Chair to ensure we fulfill promises made to sponsors (and/or with Events Chair if the sponsor is event-specific)
7. Regularly check the PPC Fundraising email account and respond promptly.

**It shall be the duty of the Volunteer Coordinator to:**

1. Coordinate the volunteers for school events as needed.
2. Communicate with volunteers to ensure they have the information they need to be successful, including reminders and appreciations.
3. Provide the Events or Fundraising, or DE&I Chair with lists of volunteers for events..
4. Regularly check the PPC Volunteer email account and respond promptly.

**It shall be the duty of the Staff Appreciation Chair to:**

1. Plan a monthly coffee cart or other appreciation for staff.
2. Celebrate staff birthdays.
3. Chair Teacher Appreciation Week planning and committees.
4. Chair the annual supply restock event in January.
5. Celebrate support staff appreciation days throughout the school year.
6. Regularly check the PPC Staff Appreciation email account and respond promptly.

**It shall be the duty of the DE&I Chair to:**

1. Lead monthly Community Celebrations as determined by Brentwood Union School District, including booking performers, hanging fence banners, liaising with Communications Chair to ensure social media and marquee are updated.
2. Chair DE&I committee.
3. Provide ideas and feedback to ensure that our Pioneer Parents Collective actions align with our DEI values.
4. Represent Pioneer Parents Collective at the annual Black History Oratorical.
5. Plan Multicultural Event.
6. Regularly check the PPC DEI email account and respond promptly.

**It shall be the duty of the Art Program Coordinator to:**

1. Ensure each classroom has an art docent.
2. Make monthly art lesson suggestions available to art docents, including a possible collaborative art project that includes all students each year
3. Keep art docents up to date via meetings, emails, or newsletters.
4. Keep families and staff updated about the art program with occasional updates via our Communications

channels.

5. Manage Art Program fundraiser.
6. Collaborate with the President, VP, and school staff to order art supplies throughout the year.
7. Serve as the district contact for the art program (district funding is dependent on this) and attend district art meetings on behalf of Pioneer Elementary.
8. Organize Pioneer's involvement in the BUSD Art Show.
9. Organize Pioneer Art Program Art Show at Open House.
10. Regularly check the PPC Art email account and respond promptly.

**It shall be the duty of the Events Chair to:**

1. Lead the Events Committee
2. Upon the Board's approval, plan the details and execution of events.
3. Coordinate with the school administration on events, including scheduling and facility access.
4. Coordinate Food Trucks for PPC events.
5. Coordinate with the Fundraising Chair if fundraising is a part of any given event.
6. Regularly check the PPC Events email account and respond promptly.

**It shall be the duty of the Principal/Vice Principal to:**

1. Represent the School Administration in matters of the Pioneer Parents Collective.
2. Sign all written contractual facility agreements between the Pioneer Parents Collective and any other Collective, business, or individuals.

**It shall be the duty of the Pioneer Parents Collective Advisor to:**

1. Provide support and guidance to the Pioneer Parents Collective Board.
2. Assist with Pioneer Parents Collective functions, events, and activities.
3. Be a past PPC Board member.

## **Article V – Meetings**

All meetings will follow Robert's Rules of Order. See Attachment 2.

### **Section I – Annual Board Planning Meeting**

1. The Annual Planning Meeting, before the start of the school year or shortly after (can be in conjunction with a Board Meeting), where a calendar of events for the coming year shall be set.

### **Section II – General Meetings**

1. Meetings of the general membership shall be held twice a year at a minimum.
2. The Board shall determine the time and location of the meetings.
3. General Membership shall be advised of meeting dates and times at least two weeks in advance.

### **Section III – Board Meetings**

1. The Board Members shall meet at least once a month or as deemed necessary by the President. Additional meetings may be set upon the call of the President or by the request of three Board Members.
2. The board may meet even if a quorum (two-thirds of board members) is not present, but votes must occur only when a quorum is present.

Notice of the meetings must be given to Board Members two weeks in advance, unless special circumstances exist.

## **Article VI – Committees**

The Board shall create committees as required to carry out the Collective's work, and these committees are led

by the Board member(s) responsible for a given area.

## **Article VII – Finances**

### **Section I – Fiscal Year**

The fiscal year shall begin July 1 and end June 30 of the following year.

### **Section II – Monetary Transactions**

1. All monies paid to the PPC shall be deposited into the General Operating Fund. Disbursements shall be made only upon the authorization of the Board and upon receipt of proper documentation, and shall require a signed pre-approval and payment approval. The signature of two authorized signers (the President(s), Vice President, and the Administrative Assistant to the site Principal) shall be required for check payments and debit card transactions.
2. No more than 2 debit cards will be issued at a time (one per President role, one per Vice President role).

### **Section III – Fundraising**

The principal must approve any fundraising activity in advance. It is recommended that an adult family member aged 18 or older be present during door-to-door fundraising activities involving students.

### **Section IV – Budget**

The Board and Treasurer shall create and approve an Annual Budget, including planned expenses and revenue, that aligns with the following:

- Goals established at the beginning of the year
- Annual expenditures that are traditionally expected of the Collective.
- Support of school and student programs

The budget can be passed with a majority vote of the board. Where the annual budget calls for spending more than is planned to be raised (spending down reserve funds), the budget will require a two-thirds vote to pass.

### **Section V – Audit**

The Board may appoint an independent auditor to audit the previous year's financial records. The audit would be completed at the end of the fiscal year and filed with the Brentwood Union School District.

### **Section VI – General Liability and Board Member Insurance**

The Pioneer Parents Collective Board will budget for the annual premiums for general liability and Directors and Officers insurance. The policy will be renewed annually, and a copy will remain on-site at Pioneer Elementary School.

## **Article VIII – Amendments of the Article Revision**

These bylaws may be amended by a two-thirds vote of those present at any Board or General Meeting of the Collective. Notice of the change(s) must be posted and made available to all members. A current copy of these bylaws shall remain on file at the Brentwood Union School District and on the Pioneer Parents Collective website.

## **Article IX – Dissolution**

Upon dissolution of the Collective, any funds remaining shall be distributed to one or more educational equipment purchases to be selected by the Board as defined in Internal Revenue Service section 501(c)(3).

## **Adoption of Bylaws**

These bylaws supersede all previous versions and shall remain in effect until amended or repealed in accordance with the procedures outlined herein.

These bylaws were reviewed and approved by the following voting members of the Pioneer Parents Collective on March 19, 2026:

- Becca Frey
- Angelica Galleto
- Jessica Eastman Stewart
- Anitra Simpson Cox
- Jennifer Sasak
- Dari Tran
- Nuai Chen
- Jackie Shiels

## **Attachment 1**

### **Code of Conduct**

The long-term success of any Board depends on the competence and integrity of its members and on the community they represent.

To maintain a standard of excellence, we require that you carefully read, understand, and comply with this Code of Conduct. This code represents the minimum standards of behavior and performance. The code cannot cover every conceivable type of situation you may encounter as a Board member, but it is intended to guide your behavior as you do your job. Together, the principles and behaviors will foster an effective and productive Pioneer Parents Collective Board for our school. All Board members are required to uphold a high degree of integrity with students, guardians, staff, administration, and other board members. This conduct expectation extends to school and community events when acting as a representative of the Pioneer Parents Collective.

#### **Always uphold and demonstrate high standards of personal ethics and professional conduct:**

- Treat all individuals with dignity and respect
- Be honest and truthful
- Make an effort to be fair to everyone
- Accept responsibility for mistakes
- Encourage a spirit of cooperation

#### **Foster a culture that incorporates guardians, teachers, staff, school administration, and other Board members as a key value:**

- Listen and respond to the school community
- Promote positive relations and a positive image of our school and the Pioneer Parents Collective
- Inform the school community of future plans, events, or activities
- Incorporate feedback from all sources to achieve long-term benefit to the school • Place the students first and focus on the best interest of the school

#### **Conflict of Interest:**

- Never use your position, influence, and/or knowledge of confidential school or Board information for personal gain and/or in lieu of personal agendas.

#### **Maintain a vision and commitment to improvement:**

- Keep an open mind to new and different ways of thinking
- Learn from others
- Seek honest feedback
- Actively seek fresh ideas, activities, and fundraisers
- Actively work to improve efficiencies and success year over year

#### **Encourage teamwork, cooperation, and collaboration with the Pioneer Parents Collective and the school community:**

- Directly and openly manage conflict
- Acknowledge, celebrate, and reward progress, milestones, and successes
- Adapt to meet the changing needs
- Respect and appreciate others' time

#### **Communicate timely and concise information:**

- Keep the school community up to date with accurate information
- Demonstrate active listening – clarify, confirm, and summarize
- Encourage appropriate/relevant expression of opinions between all involved parties

#### **Solve problems as a team:**

- Obtain information needed to understand and solve the issue
- Analyze alternate solutions
- Collaborate when making decisions
- Take responsibility

## **Attachment 2**

### **Robert's Rules of Order**

All Board members should be familiar with Robert's Rules of Order, available [here](#). Below is a summary. Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with Boards of directors.

#### **Types of Motions:**

1. Main Motion: Introduce a new item
2. Subsidiary Motion: Change or affect how to handle a main motion (vote on this before the main motion)
3. Privileged Motion: Urgent or important matter unrelated to pending business
4. Incidental Motion: Questions the procedure of other motions (must consider before the other motion)
5. Motion to Table: Kills a motion
6. Motion to Postpone: Delays a vote (can reopen debate on the main motion).

#### **Every Motion Has 6 Steps:**

1. Motion: A member rises or raises a hand to signal the chairperson.
2. Second: Another member seconds the motion.
3. Restate motion: The chairperson restates the motion.
4. Debate: The members debate the motion.
5. Vote: The chairperson restates the motion, then asks for affirmative votes, then negative votes.
6. Announce the vote: The chairperson announces the vote result and any instructions.

If the Board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote, and then announce the vote.

#### **Requesting Points of Something:**

Certain situations require attention during the meeting, but they don't require a motion, second, debate, or a vote. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away.

Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege. Point of Order: Draws attention to a breach of rules, improper procedure, breach of established practices, etc.

- **Point of Information:** A member may raise an additional point or piece of information (in the form of a non-debatable statement) to enable other members to make fully informed votes.
- **Point of Inquiry:** A member may use the point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use a point of personal privilege to address the physical comfort of the setting, such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct. \*A member may make a motion to reconsider something that was already disposed of; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and may extend to a meeting lasting more than one day.

The following tips and reminders will help chairpersons to run a successful and productive meeting:

- Follow the agenda to keep the group moving toward its goals.
- Control the meeting flow by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the Board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.