

AMENDED AND RESTATED
BYLAWS
of
ORINDA INTERMEDIATE SCHOOL PARENTS' CLUB

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**AMENDED AND RESTATED
BYLAWS
of
ORINDA INTERMEDIATE SCHOOL PARENTS' CLUB**

**ARTICLE I
PRINCIPAL OFFICE**

The principal office of this corporation shall be located in the county of Contra Costa, California.

**ARTICLE II
MEMBERSHIP**

This corporation shall have no voting members, but the Board of Directors may, by resolution, establish one or more classes of nonvoting members and provide for eligibility requirements for membership and rights and duties of members, including the obligation to pay dues.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. Powers. This corporation shall have powers to the full extent allowed by law. All powers and activities of this corporation shall be exercised and managed by the Board of Directors of this corporation directly or, if delegated, under the ultimate direction of the Board.

Section 2. Number of Directors. The number of directors shall be not less than 7 nor more than 15, with the exact authorized number of directors to be fixed from time to time by resolution of the Board of Directors. The total authorized number of directors shall include Officer Directors and At-Large Directors, but not Honorary Directors.

Section 3. Limitations on Interested Persons. At all times, not more than 49% of the directors of this corporation may be interested persons. An interested person means either:

(a) any person currently being compensated by this corporation for services rendered to it within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director in his or her capacity as director; or

(b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Section 4. Selection of Directors. The directors of this corporation shall include the Officer Directors and the At-Large Directors. Unless otherwise specified, references

in these Bylaws to “directors” or to the “Board of Directors” shall include both Officer Directors and At-Large Directors, but shall not include Honorary Directors.

A. Officer Directors. The persons elected as officers of this corporation in accordance with Article VI, Section 2 of these Bylaws shall serve, by virtue of holding such offices, as directors of this corporation for the duration of their service as officers, and only for so long as they serve as officers.

B. At-Large Directors. Two At-Large Directors shall be elected to a term of one year and until their successors have been elected. Such election shall generally be held annually at the final Board meeting of the academic year, and At-Large Directors so elected shall commence their terms on July 1. However, the Board may at any time fill a vacancy in an At-Large Director position. Only individuals who have been slated to serve as an Honorary Director, or who have previously served as an Honorary Director, as described in Article IV of these Bylaws, shall be eligible for election as At-Large Directors. At-Large Directors are elected from parents or legal guardians of students registered at Orinda Intermediate School, including incoming parents of registered students.

Section 5. Vacancies. A vacancy shall be deemed to exist on the Board in the event that the actual number of directors is less than the authorized number for any reason. Vacancies may be filled by the remaining directors for the unexpired portion of the term.

Section 6. Resignation and Removal. Resignations shall be effective upon receipt in writing by the Chair of the Board, the President, the Secretary, or the Board of Directors of this corporation, unless a later effective date is specified in the resignation. A majority of the directors then in office may remove any director at any time, with or without cause. A director who resigns or is removed as a director shall also be deemed to have resigned, or to have been removed, from any office held.

Section 7. Frequency of Meetings. Meetings of the Board of Directors, whether regular or special, shall be held as often as necessary to conduct the business of this corporation, and at least seven times during each academic year from approximately September to June.

Section 8. Regular Meetings. Meetings of the Board of Directors may be held without notice if the time, date, and place of the meetings are fixed by resolution of the Board.

Section 9. Special Meetings. Special meetings of the Board of Directors may be called by the Chair of the Board, the President, or any two directors. Notice of special meetings shall state the date, place, and time of the meeting and shall be given to each director at least four days before any such meeting if given by first-class mail or forty-eight hours before any such meeting if given personally or by telephone, including a voice messaging system, or by other electronic transmission such as e-mail, in compliance with Article IX, Section 7 of these Bylaws. Honorary Directors may also be given individualized notice of special meetings; however, the failure to provide such notice to an Honorary Director shall not invalidate a meeting or actions taken at such meeting.

Section 10. Public Participation. To encourage attendance at all Board meetings by Honorary Directors and any interested members of the public, the date, time, and place of all meetings of the Board of Directors shall be posted on this corporation's website. Meetings of the Board of Directors shall be open to the public, provided that any director at any time may request a closed session of the Board, where all persons not directors shall be excused.

Section 11. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed and wherever held, shall be valid as though taken at a meeting duly held after proper call and notice, if a quorum is present, and if, either before or after the meeting, each of the directors not present provides a waiver of notice, a consent to holding the meeting, or an approval of the minutes in writing. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting without protesting the lack of adequate notice before the meeting or at its commencement.

Section 12. Quorum. Two-thirds of the total number of directors then in office shall constitute a quorum, provided that in no event shall the required quorum be less than one-fifth of the authorized number of directors or five directors, whichever is larger. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except as otherwise provided in Article III, Sections 5 (filling board vacancies), 6 (removing directors) and 13 (taking action without a meeting); Article V, Section 1 (appointing Board Committees); Article VII, Section 3 (approving self-dealing transactions); Article VIII, Section 2 (approving indemnification); and Article IX, Section 9 (amending Bylaws), of these Bylaws or in the California Nonprofit Public Benefit Corporation Law. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 13. Action Without a Meeting. Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent to such action in writing. Such written consents shall be filed with the minutes of the proceedings of the Board, and shall have the same force and effect as the unanimous vote of such directors.

Section 14. Telephone and Electronic Meetings. Directors may participate in a meeting through use of conference telephone, electronic video screen communication, or other electronic transmission in compliance with Article IX, Section 7 of these Bylaws so long as all of the following apply:

- (a) each director participating in the meeting can communicate with all of the other directors concurrently, and
- (b) each director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

Section 15. Rules of Order. Meetings shall generally be held in compliance with the most recently-published edition of Robert's Rules of Order; however, failure to comply with Robert's Rules shall not invalidate any action taken or decision made.

Section 16. Standard of Care.

A. General. A director shall perform the duties of a director, including duties as a member of any Board Committee on which the director may serve, in good faith, in a manner such director believes to be in the best interest of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

(i) one or more officers or employees of this corporation whom the director believes to be reliable and competent as to the matters presented;

(ii) counsel, independent accountants, or other persons as to matters which the director believes to be within such person's professional or expert competence; or

(iii) a committee upon which the director does not serve that is composed exclusively of any combination of directors or persons described in (i) or (ii), as to matters within the committee's designated authority, provided that the director believes such committee merits confidence;

so long as in any such case, the director acts in good faith after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Except as provided in Article VII below, a person who performs the duties of a director in accordance with this Section shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which a corporation, or assets held by it, are dedicated.

B. Investments. Except with respect to assets held for use or used directly in carrying out this corporation's public or charitable activities, in investing, reinvesting, purchasing or acquiring, exchanging, selling, and managing this corporation's investments, the Board shall adhere to the standards set forth in the preceding paragraph, and shall: (a) consider the charitable purposes of this corporation; (b) avoid speculation, looking to the permanent disposition of the funds, considering the probable income as well as the probable safety of this corporation's capital; and (c) consider:

(1) General economic conditions;

(2) The possible effect of inflation or deflation;

- (3) The expected tax consequences, if any, of investment decisions or strategies;
- (4) The role that each investment or course of action plays within the overall portfolio;
- (5) The expected total return from income and appreciation of investments;
- (6) This corporation's other resources;
- (7) The needs of this corporation to make distributions and to preserve capital;
- (8) An asset's special relationship or special value, if any, to the charitable purposes of this corporation.

Board decisions about an individual investment shall be made not in isolation but rather in the context of this corporation's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to this corporation.

Notwithstanding the above, no investment violates this section where it conforms to: (a) the intent of the donor as expressed in a gift instrument; or (b) provisions authorizing such investment contained in an instrument or agreement pursuant to which the assets were contributed to this corporation.

Section 17. Inspection. Every director shall have the right at any reasonable time to inspect and copy all books, records, and documents, and to inspect the physical properties of this corporation.

Section 18. Director Compensation. Directors shall not be compensated for their service as directors. The Board may authorize the advance or reimbursement to a director of actual reasonable expenses incurred in carrying out his or her duties as a director.

ARTICLE IV HONORARY BOARD OF DIRECTORS

Section 1. Honorary Directors. In recognition of their invaluable service to this corporation, the Board of Directors shall recognize certain individuals as Honorary Directors. Honorary Directors shall have the rights described in these Bylaws, but shall not be "directors" under these Bylaws, or as such term is defined in the California Nonprofit Corporations Law. The terms of Honorary Directors shall be approximately one year.

Section 2. Selection. The Board shall select Honorary Directors in its discretion from among those individuals who have volunteered on behalf of this corporation. The Nominating Committee shall recommend candidates for election as Honorary Directors.

Section 3. Meetings. Honorary Directors shall receive notice of Board meetings as specified in Article III, and their attendance and participation at Board meetings is encouraged. Honorary Directors may not vote on Board decisions and their presence shall not be counted towards the quorum requirements of Article III, Section 12 of these Bylaws.

Section 4. Compensation. Honorary Directors shall not be compensated as Honorary Directors. The Board may authorize the advance or reimbursement to an Honorary Director of actual reasonable expenses incurred in carrying out any duties as an Honorary Director.

Section 5. Inspection Rights. Honorary Directors shall have the same rights as directors to inspect and copy all books, records, and documents, and to inspect the physical properties of this corporation.

ARTICLE V COMMITTEES

Section 1. Board Committees. The Board of Directors may, by resolution adopted by a majority of the directors then in office, create any number of Board Committees, each consisting of two or more directors, and only of directors, to serve at the pleasure of the Board. Appointments to any Board Committee shall be by a majority vote of the directors then in office. Board Committees may be given all the authority of the Board, except for the powers to:

- (a) set the number of directors within a range specified in these Bylaws;
- (b) elect directors or remove directors without cause;
- (c) fill vacancies on the Board of Directors or on any Board Committee;
- (d) amend or repeal these Bylaws or adopt new Bylaws;
- (e) adopt amendments to the Articles of Incorporation of this corporation;
- (f) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- (g) create any other Board Committees or appoint the members of any Board Committees; or
- (h) approve any merger, reorganization, voluntary dissolution, or disposition of substantially all of the assets of this corporation;
- (j) approve the corporation's annual budget.

Section 2. Advisory Committees.

A. In General. The Board of Directors may establish one or more Advisory Committees to the Board. The members of any Advisory Committee may consist of directors or non-directors and unless otherwise provided in these Bylaws, may be appointed as the Board determines. Advisory committees may not exercise the authority of the Board to make decisions on behalf of this corporation, but shall be restricted to making recommendations to the Board or Board Committees, and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

B. Specific Advisory Committees. In addition to any Advisory Committee authorized by the Board pursuant to the preceding subsection, this corporation shall have the following Advisory Committees to the Board:

(1) Nominating Committee. The Nominating Committee shall be composed of the Parliamentarian, the Chair, the President, all Vice Presidents, one representative from each of the four Orinda Union School District elementary schools selected by the Parliamentarian, and any other individuals, as long as the total number of non-directors on the Nominating Committee does not exceed the number of directors by more than one. All current Orinda Intermediate School and incoming registered parents are eligible to serve on the Nominating Committee. The Parliamentarian shall serve as chair of the Nominating Committee. The Nominating Committee shall be empowered to interview, in its discretion, and recommend officer candidates, At-Large director candidates, and Honorary Directors for election by the Board each year. Recommendations shall be made to the Board based on the majority vote of the Nominating Committee.

(2) Finance Committee. The Finance Committee shall be composed of the Chair, the President, the Treasurer, the Vice President of Fundraising, the Vice President of Student Activities, and at least two other individuals selected by the Treasurer with the approval of the Board. The Treasurer shall serve as Chair of the Finance Committee. The Principal of the Orinda Intermediate School shall serve as a non-voting advisor to the Finance Committee. The Finance Committee shall receive and study suggestions for appropriations, assist the Treasurer in the preparation of the annual budget, and perform such other duties in connection with appropriations as may be requested by the President or the Board.

Section 3. Committee Supervision and Reliance. If a committee is composed and appointed as required by Section 1 above (concerning Board Committees), it may act with the authority of the Board to the extent and with the scope provided by the Board. Otherwise, the Board of Directors shall remain responsible for oversight and supervision of the committee as an Advisory Committee. If a committee meets the criteria of Article III, Section 16.A.(iii), the individual directors may rely on it in discharging their fiduciary duties as provided in that Section.

Section 4. Audit Committee. At a minimum, for any tax year in which this corporation has gross revenues of \$2 million or more, this corporation shall have an Audit Committee whose members shall be appointed by the Board of Directors, and who may include both directors and non-directors, subject to the following limitations: (a) members of the finance

committee, if any, shall constitute less than one-half of the membership of the Audit Committee; (b) the chair of the Audit Committee may not be a member of the Finance Committee, if any; (c) the Audit Committee may not include any member of the staff, including the President or the Chair and Treasurer or chief financial officer; (d) the Audit Committee may not include any person who has a material financial interest in any entity doing business with this corporation; and (e) Audit Committee members may not receive compensation.

The Audit Committee shall: (1) recommend to the full Board of Directors for approval the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor, (2) subject to approval of the full Board, negotiate the compensation of the auditor on behalf of the Board, (3) confer with the auditor to satisfy the Audit Committee members that the financial affairs of this corporation are in order, (4) review and determine whether to accept the audit, and (5) approve performance of any non-audit services provided to this corporation by the auditor's firm.

Section 5. Meetings.

A. Of Board Committees. Meetings and actions of Board Committees shall be governed by and held and taken in accordance with the provisions of Article III of these Bylaws concerning meetings and actions of the Board of Directors, with such changes in the content of those Bylaws as are necessary to substitute the Board Committee and its members for the Board of Directors and its members. Minutes shall be kept of each meeting of any Board Committee and shall be filed with the corporate records.

B. Of Advisory Committees. Subject to the authority of the Board of Directors, Advisory Committees may determine their own meeting rules and whether minutes shall be kept.

The Board of Directors may adopt rules for the governance of any Board or Advisory Committee not inconsistent with the provisions of these Bylaws.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of this corporation shall be a Chair, a President, a Parliamentarian, a Vice President of Communications, a Vice President of Fundraising, a Vice President of Services, a Vice President of Student Activities, a Vice President of Food Services, a Secretary, and a Treasurer. The corporation may also have, at the discretion of the directors, such other officers as may be appointed by the Board of Directors. No two offices may be held by the same person. Officers are elected from parents or legal guardians of students registered at Orinda Intermediate School, including incoming parents of registered students.

Section 2. Election. Except for the Parliamentarian, the officers of this corporation shall be elected by the Board of Directors. Such elections shall generally be held annually at the final Board meeting of the academic year, and officers so elected shall take office on July 1. However, elections may be held at any meeting of the Board in order to fill a vacancy.

Each officer shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under any contract of employment. If able and willing, the individual who most recently served as Chair shall serve as Parliamentarian. If the individual who most recently served as Chair is not able and willing to serve as Parliamentarian, then the person who most recently served as President shall serve as Parliamentarian. If the individuals who most recently served as Chair or President are not able and willing to serve as Parliamentarian, then the Board shall if possible elect an individual who has served as a President of an Orinda public school Parents' Club or as an Officer to this corporation to serve as Parliamentarian.

Section 3. Removal. Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board of Directors or by an officer on whom such power of removal may be conferred by the Board of Directors.

Section 4. Resignation. Any officer may resign at any time by giving written notice to this corporation. Any resignation shall take effect on receipt of that notice by any other officer than the person resigning or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of this corporation under any contract to which the officer is a party.

Section 5. Vacancies. A vacancy in any office for any reason shall be filled as provided in Article VI, Section 2 above.

Section 6. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board of Directors, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws. The Chair may designate another director to preside at any meeting in the Chair's absence by notifying either the Secretary or the Parliamentarian in writing.

Section 7. President. The President shall be the chief executive officer of this corporation and shall, subject to control of the Board, generally supervise, direct and control the business and other officers of this corporation. The President shall be a member of all Board Committees, shall be a member of the Orinda Intermediate School ("OIS") School Site Coordinating Council, shall have the general powers and duties of management usually vested in the office of president of the corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 8. Parliamentarian. The Parliamentarian shall advise the Chair, the President and the Board regarding meeting procedure, shall be a member of the OIS School Site Coordinating Council, and shall perform such other duties as may be directed or requested by the President.

Section 9. Vice President of Communications. The Vice President of Communications shall oversee all of this corporation's communications activity, including but not limited to this corporation's website and newsletters, shall be a liaison between parents and

the school administration regarding all communications matters, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 10. Vice President of Fundraising. The Vice President of Fundraising shall, with the Treasurer, oversee all fundraising activities of this corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 11. Vice President of Services. The Vice President of Services shall oversee all of this corporation's service activities, excluding food services, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 12. Vice President of Student Activities. The Vice President of Student Activities shall oversee all of this corporation's sponsored student activities, and shall act as a liaison between the Board and the Orinda Intermediate School's administration, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 13. Vice President of Food Services. The Vice President of Food Services shall oversee food services at the Orinda Intermediate School's Kennel, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 14. Secretary. The Secretary shall supervise the keeping of a full and complete record of the proceedings of the Board of Directors and its committees, shall supervise the giving of such notices as may be proper or necessary, shall supervise the keeping of the minute books of this corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 15. Treasurer. The Treasurer shall be the chief financial officer of this corporation and shall supervise the charge and custody of all funds of this corporation, the deposit of such funds in the manner prescribed by the Board of Directors, and the keeping and maintaining of adequate and correct accounts of this corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 16. Officer Compensation. Officers shall not be compensated for their services as officers. The Board may authorize the advance or reimbursement to an officer of actual reasonable expenses incurred in carrying out his or her duties as an officer.

Section 17. Non-Voting Advisors. The Orinda Intermediate School Principal or his or her appointee from among the faculty or staff of the Orinda Intermediate School shall be invited to attend all meetings of the Board and to serve as a non-voting advisor to the Board.

ARTICLE VII CERTAIN TRANSACTIONS

Section 1. Loans. Except as permitted by Section 5236 of the California Nonprofit Public Benefit Corporation Law, this corporation shall not make any loan of money or property to, or guarantee the obligation of, any director or officer; provided, however, that this

corporation may advance money to a director or officer of this corporation or any subsidiary for expenses reasonably anticipated to be incurred in performance of the duties of such director or officer so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

Section 2. Self-Dealing Transactions. Except as provided in Section 3 below, the Board of Directors shall not approve, or permit the corporation to engage in, any self-dealing transaction. A self-dealing transaction is a transaction to which this corporation is a party and in which one or more of its directors has a material financial interest, unless the transaction comes within California Corporations Code Section 5233(b).

Section 3. Approval. This corporation may engage in a self-dealing transaction if the transaction is approved by a court or by the Attorney General. This corporation may also engage in a self-dealing transaction if the Board determines, before the transaction, that (a) this corporation is entering into the transaction for its own benefit; (b) the transaction is fair and reasonable to this corporation at the time; and (c) after reasonable investigation, the Board determines that it could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board in good faith, with knowledge of the material facts concerning the transaction and the director's interest in the transaction, and by a vote of a majority of the directors then in office, without counting the vote of the interested director or directors.

Where it is not reasonably practicable to obtain approval of the Board before entering into a self-dealing transaction, a Board Committee may approve such transaction in a manner consistent with the requirements above; provided that, at its next meeting, the full Board determines in good faith that the Board Committee's approval of the transaction was consistent with the requirements above and that it was not reasonably practical to obtain advance approval by the full Board, and ratifies the transaction by a majority of the directors then in office without the vote of any interested director.

ARTICLE VIII INDEMNIFICATION AND INSURANCE

Section 1. Right of Indemnity. To the fullest extent allowed by Section 5238 of the California Nonprofit Public Benefit Corporation Law, this corporation shall indemnify its agents, in connection with any proceeding, and in accordance with Section 5238. For purposes of this Article, "agent" shall have the same meaning as in Section 5238(a), including directors, officers, employees, other agents, and persons formerly occupying such positions; "proceeding" shall have the same meaning as in Section 5238(a), including any threatened action or investigation under Section 5233 or brought by the Attorney General; and "expenses" shall have the same meaning as in Section 5238(a), including reasonable attorneys' fees.

Section 2. Approval of Indemnity. On written request to the Board of Directors in each specific case by any agent seeking indemnification, to the extent that the agent has been successful on the merits, the Board shall promptly authorize indemnification in accordance with Section 5238(d). Otherwise, the Board shall promptly determine, by a majority

vote of a quorum consisting of directors who are not parties to the proceeding, whether, in the specific case, the agent has met the applicable standard of conduct stated in Section 5238(b) or Section 5238(c), and, if so, shall authorize indemnification to the extent permitted thereby.

Section 3. Advancing Expenses. The Board of Directors may authorize the advance of expenses incurred by or on behalf of an agent of this corporation in defending any proceeding prior to final disposition, if the Board finds that:

(a) the requested advances are reasonable in amount under the circumstances;
and

(b) before any advance is made, the agent will submit a written undertaking satisfactory to the Board to repay the advance unless it is ultimately determined that the agent is entitled to indemnification for the expenses under this Article.

The Board shall determine whether the undertaking must be secured, and whether interest shall accrue on the obligation created thereby.

Section 4. Insurance. The Board of Directors may adopt a resolution authorizing the purchase of insurance on behalf of any agent against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, and such insurance may provide for coverage against liabilities beyond this corporation's power to indemnify the agent under law.

ARTICLE IX MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of this corporation shall end each year on June 30.

Section 2. Contracts, Notes, and Checks. All contracts entered into on behalf of this corporation must be authorized by the Board of Directors or the person or persons on whom such power may be conferred by the Board from time to time, and, except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of this corporation shall be signed by the Chair, the President, the Treasurer, or any other person or persons on whom such power may be conferred by the Board from time to time. Any checks, notes, or other evidence of indebtedness in excess of \$5,000 shall be signed by two such authorized signatories.

Section 3. Unbudgeted Expenditures. Any proposed expenditure in excess of \$5,000 which was not included in the annual budget as prepared by the Treasurer and the Finance Committee shall require advance approval by the Board. Total unbudgeted expenditures, not approved by the Board, shall not exceed \$5,000 in a given school year.

Section 4. Annual Reports to Directors. The chief executive officer shall furnish an annual written report to all directors of this corporation containing the following information about this corporation's previous fiscal year:

- (a) the assets and liabilities, including the trust funds of this corporation, as of the end of the fiscal year;
- (b) the principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) the revenue or receipts of this corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) the expenses or disbursements of this corporation, for both general and restricted purposes, for the fiscal year; and
- (e) any transaction during the previous fiscal year involving more than \$10,000 between this corporation (or its parent or subsidiaries, if any) and any of its directors or officers (or the directors or officers of its parent or subsidiaries, if any), or any of a number of such transactions in which the same person had a direct or indirect material financial interest, and which transactions in the aggregate involved more than \$10,000, as well as the amount and circumstances of any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any director or officer of this corporation. For each transaction, the report must disclose the names of the interested persons involved in such transaction, stating such person's relationship to this corporation, the nature of such person's interest in the transaction and, where practicable, the value of such interest.

The foregoing report shall be accompanied by any report thereon of independent accountants or, if there is no such report, the certificate of an authorized officer of this corporation that such statements were prepared without an audit from the books and records of this corporation. The report and any accompanying material may be sent by electronic transmission in compliance with Article IX, Section 7 of these Bylaws.

Section 5. Required Financial Audits. This corporation shall obtain a financial audit for any tax year in which it receives or accrues gross revenue of \$2 million or more, excluding grant or contract income from any governmental entity for which the governmental entity requires an accounting. Whether or not they are required by law, any audited financial statements obtained by this corporation shall be made available for inspection by the Attorney General and the general public within nine months after the close of the fiscal year to which the statements relate, and shall remain available for three years (1) by making them available at this corporation's principal, regional, and district offices during regular business hours and (2) either by mailing a copy to any person who so requests in person or in writing or by posting them on this corporation's website.

Section 6. Distribution of Bylaws. A copy of these Bylaws shall be distributed annually, either in hard copy or electronic format, to each director and Honorary Director.

Section 7. Electronic Transmissions. Unless otherwise provided in these Bylaws, and subject to any guidelines and procedures that the Board of Directors may adopt from time to time, the terms "written" and "in writing" as used in these Bylaws include any form of recorded message in the English language capable of comprehension by ordinary visual

means, and may include electronic transmissions, such as facsimile or email, provided (i) for electronic transmissions from the corporation, the corporation has obtained an unrevoked written consent from the recipient to the use of such means of communication; (ii) for electronic transmissions to the corporation, the corporation has in effect reasonable measures to verify that the sender is the individual purporting to have sent such transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into clearly legible tangible form.

Section 8. Confidential Information. The names, addresses, and other identifying information of the members, directors, and Honorary Directors of this corporation are proprietary, and any use of such information is prohibited except as required by law or as authorized by the Board.

Section 9. Amendments. Proposed amendments to these Bylaws shall be submitted in writing to the directors at least ten days in advance of any Board meeting at which they will be considered for adoption. The vote of two-thirds of the directors then in office or the unanimous written consent of the directors shall be required to adopt a bylaw amendment.

Section 10. Governing Law. In all matters not specified in these Bylaws, or in the event these Bylaws shall not comply with applicable law, the California Nonprofit Public Benefit Corporation Law as then in effect shall apply.

CERTIFICATE OF SECRETARY

I, _____, certify that I am presently the duly elected and acting Secretary of Orinda Intermediate School Parents' Club, a California nonprofit public benefit corporation, and that the above Bylaws, consisting of ___ pages, are the Bylaws of this corporation as adopted by the Board of Directors at a duly called and noticed meeting at which a quorum was at all times present, on _____, 2012.

DATED: _____

_____, Secretary