

# Puma Parent Advisory Council (PAC) By-Laws

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## I. Mission

To strengthen our children's education and development through the collaborative effort of parents, teachers, and administrators.

## II. Objectives

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teachers, administrators, community and elected school officials.
3. To promote volunteer programs and resources for the school.
4. To promote educational and informative programs.
5. To raise funds as required providing for all the above objectives.

## III. Executive Board

1. The executive board shall consist of the PAC officers (defined below) and the Parker Parent Liaison and Principal.
2. The executive board shall approve and schedule all PAC programs and activities.
3. The executive board shall review the bylaws annually and ensure the adherence of the organization to the bylaws.

## IV. Officers and Elections

1. The officers of the PAC shall be a Chair (or Co-Chairs), Vice Chair, and Secretary.
2. Officers shall be elected by the executive board and parents and teachers attending the business meeting in April.
3. The term of the office shall be defined as two years. It is not recommended that a person serve more than one term in the same office. However, the board under special circumstances may waive this.

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## V. Duties of the Officers:

### 1. Chair or Co-Chairs:

- \*Facilitate meetings
- \*Ensure an agenda is prepared for meeting
- \*Contact for other schools and organizations
- \*Ensure other officers are fulfilling their responsibilities
- \*Term for office is 2 years

### 2. Vice-Chair:

- \*Work with chair
- \*Substitute when chair is absent
- \*Keep the PAC link on the Parker website up to date
- \*Term is 2 years (one may be as Chair)

### 3. Secretary:

- \*Record, transcribe and distribute minutes of the meetings in a timely matter
- \*Maintain a record of attendance at all meetings
- \*Maintain a binder in school office which includes minutes, agendas, by-laws, and financial reports.
- \*Term for office is 2 years

## VI. Standing Committees

1. Standing Committees shall be created as needed by the executive board as may be required to promote the objectives and plan the activities of the PAC.
2. Standing Committees may include: Carnival, After School Enrichment, Fundraiser, Book Fairs, Teacher Appreciation, and School Dance.

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## **VII. Meetings**

1. All business meetings of the PAC shall be open to the public. There will be at least 8 meetings per school year. Time and dates will be determined and voted on in April for the following year.
2. The public should be encouraged to attend and contribute ideas, make motions, and debate issues.
3. Voting and motioning shall be limited to the executive board and to those who have attended the previous meeting. Eligibility for the vote will be announced prior to voting on any amendment. Eligibility can be verified by review of attendance records.
4. A quorum shall consist of at least 5 (five) voting members, 3 (three) of which are executive board members. In the event that there is not a quorum and vote must be taken, a phone vote of executive board members will be organized by the Chair or delegate. A quorum is required for all financial votes and changes to the bylaws.

## **VIII. Membership**

1. All parents, guardians, teachers, and school staff at Parker Elementary School are eligible for membership in the PAC.

## **IX. Financial and Contracts**

1. The executive board shall present to the membership at the first regular meeting of the school year a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the PAC during the year. *Any substantial deviation from the budget must be approved in advance by the membership.*
2. Expenditures over \$250 shall be authorized by a majority vote of the voting members present at a general or special PAC meeting. Expenditures under \$250 may be allocated by the administration for school purposes only.
3. All financial transactions will be submitted and handled by Parker's Senior Secretary and will be under the rules and regulations as described by the school district using requisition request forms.

## **X. Conflicts of Interest**

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1. If the executive board or a member of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the other executive board members and refrain from deliberating or voting on any decision with respect to the matter.
2. No parent or executive board member shall make a personal profit from any fundraiser for Parker PAC.

### **XI. Amendments to the bylaws**

1. A committee may be appointed by the executive board to submit revisions to these bylaws which must be passed by a majority vote of the executive board. Prior notification of the bylaws as an agenda item must be made to the membership.

### **XII. Conducting Business via E-mail**

1. If issues arise and must be addressed before the next PAC meeting, the first contact should be made to the Chair or Vice Chair.
2. If necessary the Chair can then send out an email to the rest of the board to open discussion. Not until a majority of the Executive Board has responded can the Chair ask for a motion to be made. The pending issues can then be voted on and posted.
3. Any business conducted via email should be an agenda item for the next meeting. It can then be recorded by the secretary and posted in the minutes.