

## **Article I – Name**

The name of the organization shall be Adams Parent Advisory Council (PAC).

## **Article II – Purpose**

The PAC's purpose is to build a strong community at Adams Elementary and to support students and staff in their academic efforts. Through these efforts, the PAC will encourage collaboration for members and provide financial support to enrich the education for all students enrolled at the school.

## **Article III – Membership and Dues**

### **Section 1. Membership.**

- Any parent or guardian of a student enrolled at Adams Elementary School may be a member and shall have voting rights.
- Any community member within the Adams Elementary School attendance area may be a member and have voting rights.
- The principal and any staff actively employed at Adams Elementary School may be a member and have voting rights.
- All members shall have one vote per household.

### **Section 2. Dues.**

There will be no monetary dues required for membership.

## **Article IV – Officers and Elections**

### **Section 1. Officers.**

The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization. Each officer is also expected to serve on a minimum of one committee.

- President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.
- Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle council correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, and any other necessary supplies, and brings them to meetings.
- Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, as well as make a full report at the end of the year.

### **Section 2. Eligibility.**

- Members, in good standing, will be eligible to hold an officer position.
- Only one member per household.
- Two positions must be held by a parent, guardian or community member of Adams.
- The principal of the school shall not be eligible to hold any officer position.

### **Section 3. Nominations and Elections.**

Elections will be held at the April annual meeting of the school year. The nominating committee shall seek out eligible and willing candidates prior to this meeting for each position and present this document to the council at the meeting. Nominations may also be made by members during the meeting, prior to official vote. Voting will be by standard quorum.

### **Section 4. Terms of Office.**

Officers are elected for a one-year term and may serve no more than two consecutive terms in the same office. If, after serving two consecutive terms in the same office, a board member wishes to continue in the same position, as

long as there are no other candidates, a proposal can be made at a regular meeting to reinstate an officer for an additional one-year term; a proper quorum must vote anonymously at a regular meeting to reinstate the officer for an additional one-year term. Officers will be sworn in at the May general meeting and shadow the current officers until assuming official duties on July 1.

In the event the PAC fails to fill any officer position during the general election, the incumbent of the expiring term may remain in office for one additional year or until an election of a new officer occurs at a general meeting. If the incumbent of the expiring term is unable to fulfill their duty another term, the position will remain vacant.

#### **Section 5. Removal From Office.**

Officers can be removed from office, with or without cause, with proper quorum and voting at a regular meeting where previous notice has been given.

#### **Section 6. Vacancies.**

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. If two or more vacancies are present in a given year for more than two consecutive general meetings, the process of dissolution shall be considered.

#### **Section 7. Compensation.**

No officer shall be financially compensated by the PAC for their services.

### **Article V – Meetings**

#### **Section 1. Regular Meetings.**

Regular meetings of the organization shall occur no less than four times in each fiscal period, with the schedule to be determined by the executive board.

#### **Section 2. Special Meetings.**

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least ten days prior to the meeting by flyer, email, social media and/or phone calls.

#### **Section 3. Annual Meeting.**

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

#### **Section 4. Quorum and Voting.**

A quorum shall consist when five or more members, in good standing, are present. Two of the five must include executive board members.

Voting shall occur by majority of members present, with at least two votes being executive board members. No voting shall be done by proxy. If a vote, done by show of hands, ends in a tie, a new vote shall be cast using paper ballot. If a tie is unable to be broken, the motion may be tabled for a later date.

#### **Section 5. Notification of Meetings.**

The secretary will notify the members of the meetings via email, social media and/or paper flyers at least one week prior to the meeting.

### **Article VI – Executive Board**

#### **Section 1. Membership.**

The Executive Board shall consist of the officers, principal and standing committee chairs.

#### **Section 2. Duties.**

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

#### **Section 3. Meetings.**

Regular meetings shall be held monthly with the schedule to be determined by the board. Meetings may be in person or electronic, as deemed appropriate for business. Special meetings may be called by any two board members, with 24-hours' notice.

#### **Section 4. Quorum.**

Half the number of board members plus one constitutes a quorum for these meetings.

#### **Section 5. Compensation.**

No executive board member shall be financially compensated by the PAC for their services.

### **Article VII – Committees**

#### **Section 1. Membership.**

Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

#### **Section 2. Standing Committees.**

The following committees shall be held by the organization: Finance & Audit, Membership and Communications, Program and Events, and Nominating.

#### **Section 3. Additional Committees.**

The board may appoint additional committees as needed.

### **Article VIII – Finances**

**Section 1.** A budget shall be drafted prior to the beginning of the school year and approved at the first general meeting by standard voting procedures.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** Two authorized signers will be required on all financial account records. This shall be the current secretary and treasurer.

**Section 4.** Both authorized signers must review all expenses of the organization exceeding \$200 prior to payment.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Finance & Audit Committee and used for IRS Tax Filing and SOS annual renewal.

**Section 6.** The fiscal year begins on July 1 and ends on June 30.

**Section 7.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, be spent for the benefit of the school.

**Section 8.** As able, the PAC will carry over a minimum financial amount to cover one year's budget, but not to exceed 200 percent of the annual budget without a future purpose previously approved by the membership.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

### **Article X – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

### **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a majority vote of those present at the meeting.

### **Article XII – Amendments**

These bylaws may be reviewed and amended at any regular or special meeting. Amendments will be approved by a majority vote of those present, assuming a quorum.