

# Mead Elementary Parent Advisory Council

## Constitution/By-Laws

### Article 1 – Name

#### *Section 1.*

The name of this organization shall be the Mead Elementary Parent Advisory Council; abbreviated as P.A.C.

### Article II – Guidelines

#### *Section 1.*

This council is not a school policy making body.

#### *Section 2.*

All subcommittee actions need input from and approval by a simple majority of the members present at any regularly schedule or special meeting.

#### *Section 3.*

All suggestions/ideas on the agenda and presented by members, parents, teachers, Principal shall be considered and voted on by the P.A.C. See Article VIII, Section 2 for further instructions on properly adding items to the agenda.

#### *Section 4.*

No part of the net earnings of the Council shall insure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in the furtherance of the purposes set forth.

The Council is allowed to make exceptions to this section for benefit of a private person who attends Mead Elementary School in the event of proven financial hardship. (Example: Council purchases student's school supplies.) This exception must be voted on and approved by a simple majority of the members attending the regularly scheduled or special meeting.

#### *Section 5.*

The fiscal year shall run from June 1 to May 31 for financial reporting.

### Article III – Purpose

#### *Section 1.*

This Council's major purpose is to promote cooperation among the parents/guardians, staff and students in order to encourage a friendly atmosphere in the school that is open to the rights and suggestions of all.

#### *Section 2.*

This Council will promote an open forum on matters of general school concern as well as good public relations through community involvement in the school.

#### *Section 3.*

This Council will promote volunteers and fundraising as needed for the benefit of the students and school.

#### *Section 4.*

This Council will contribute a maximum amount of \$50 to any benevolent fund. Benevolent is hereby defined as a charitable cause or goodwill. An example might be a memorial fund or a charitable event. The Executive Board may obtain council's approval to sponsor a community event or give financial assistance to a Mead Elementary family, if an amount in excess of \$50 is agreed upon.

#### *Section 5.*

The Council will comply with District requirements according to District Policies – Option 2.

#### *Section 6.*

This Council is organized exclusively for charitable and educational purposes with the meaning of section 501 (c)(3) of the Internal Revenue Code.

## Article IV - Membership

### Section 1.

Council shall be defined as all members of this organization. This Council shall consist of parents/guardians, the executive board, teacher representatives, and the Principal.

### Section 2.

Any parent/guardian that has a child attending Mead Elementary School (Preschool through 5<sup>th</sup> grade) is eligible to attend regularly scheduled and special council meetings. Representation of all grade levels will be encouraged.

### Section 3.

The Principal will appoint a minimum of two teacher representatives.

### Section 4.

All council members will have voting rights at every meeting they attend. Council members must obtain voting eligibility in order to elect officers for the next school year term. Parents will register for voting membership at the May, September, or October meetings. There will be no limit on the number of members accepted. Members must be present to vote.

### Section 5.

Voting rights – In order to vote for officers on the Executive Board, you must attend more than 50% of the public PAC meetings in a given school year. All council members will have voting rights at every meeting they attend on all other issues except for the aforementioned. There will be no limit on the number of members accepted in either case. Members must be present to vote.

## Article V –Executive Board

### Section 1.

The Executive Board of this Council shall consist of President, Vice-President, Secretary (with the option to split into two positions of Corresponding Secretary and Recording Secretary), Treasurer and Immediate Past President, all of whom must be members of the Council.

### Section 2.

The Executive Board shall be elected at the final meeting of the year by all present voting members. Executive Board members will be elected for the term of one year. The outgoing and incoming Executive Board will overlap in term for the time period from June 1 to August 1. The exiting board will exist for support purposes only and the new Executive Board will assume the responsibilities of their office effective June 1 to coincide with the fiscal year.

### Section 3.

No board member shall hold more than one office at a time, except in the interim of filling a vacant position, and no board member shall be eligible to serve more than two consecutive terms in the same office.

### Section 4.

A vacancy occurring in an office will be filled as soon as possible by a two-thirds majority vote of the members of the board.

### Section 5.

When a board member is not fulfilling their responsibilities of the office as prescribed in the Constitution their position will be filled according to Article V, Section 4.

### Section 6.

A member of the Executive Board who so performs his or her duties as outlined shall not have any liability as to reason of being or having been an officer of the Mead Elementary Parent Advisory Council.

## Article VI – Duties of the Executive Board

### Section 1.

The President will preside at all meetings of the Council; appoint special committees, and Chairperson of such committees; act as a spokesperson for the Council except where otherwise decided by the Council; and perform all other duties assigned by the organization or as needed.

*Section 2.*

The Vice-President shall preside in the absence of the President and assume those duties. He/she shall also act as an aide to the President and chairperson, reconcile the books monthly, and perform all other duties assigned by the organization or as needed.

*Section 3.*

The secretarial responsibilities may be assigned to one person or divided between a Recording Secretary and a Corresponding Secretary as stated below

*Section 3a.*

The Recording Secretary shall keep an accurate and up-to-date record of all meetings if the Council and shall have access to all books and records pertaining to the business of the council. The Recording Secretary shall type the minutes and publish them within one week following the council meeting. The Recording Secretary will also perform all other duties assigned by the president or vice president.

*Section 3b.*

The Corresponding Secretary shall be responsible for all correspondence, memos, documents, etc; being made on behalf of the PAC, which must be approved first by a member of the Executive Board and then by the Principal. Such correspondence includes, but is not limited to, regular newsletters to Mead Elementary parents, flyers for PAC-sponsored events and Mead PAC website.

*Section 4.*

The Treasurer shall have care and custody of and keep accurate records of all funds and securities of this organization. He or she will also give receipts accordingly for money received as donation, all the monies received shall be deposited in the name of the organization in such bank account. The treasurer will keep all records and accounting books for all financial fund raising, expenditures, and any and all financial transactions. The financial books will be kept on a monthly basis and shall be open to inspection of the general membership. The treasurer shall give a report on the financial status at all regularly scheduled PAC meetings and submit an annual financial statement/report at the year-end meeting. Check or vouchers will be signed by the treasurer and the president. The treasurer will work with the CPA/accountant regarding any and all tax related paperwork. The books will be audited yearly.

*Section 5.*

The Immediate Past President shall assist the executive board as a source of information and guidance regarding past practices and other matters on an as-needed basis.

*Section 6.*

A preliminary budget will be developed by the Executive Board and those council members interested in joining the board for the next year and approved by the Principal prior to the May meeting wherein the council members will vote to approve.

*Section 7.*

The minutes of all meetings as well as a copy of this constitution will be made available to members of the community upon request.

*Section 8.*

Copies of the current constitution will be available at the first meeting of the organization each year, with proposed revisions and question or concerns to be answered at the following meeting. Copies will also be available to patrons of the school at any time in the school office. The current constitution is also published on the website.

Article VII - Committees

*Section 1.*

A committee chairperson's responsibilities are to organize the event, find all the facts and figures and present their findings to the PAC for approval. The will also submit a completed Events Procedure Form to the Executive Board at the May meeting or earlier, which will be given to their successor.

*Section 2.*

A committee chairperson must be a council member. The rest of the committee may be made up of members or any interested person.

*Section 3.*

The Executive Board will appoint the committee chairperson(s). Each committee will make reports to the executive board as needed.

Article VIII - Meetings

*Section 1.*

Public meetings will be held on dates designated by the Council at the beginning of the new school year. Meetings may be cancelled at the discretion of the Executive Board with notification to the council.

*Section 2.*

Items to be added to the meeting agenda need to be submitted to an Executive Board member and approved by the president no later than one (1) week prior to the scheduled meeting.

*Section 3.*

Special meetings may be called at the discretion of the President or Principal.

*Section 4.*

Seven council members shall constitute a quorum, which shall include one officer. There will be one vote per member with no proxy votes. Majority vote consists of two-thirds present.

Article IX – Amendments

This constitution can be amended at any council meeting of the organization by a two-thirds vote of those present. Proposed amendments must be made to the board during a regularly scheduled meeting. The proposed amendment will be voted on at the following meeting.

Article X – Dissolution

The members of the Mead Elementary Parent Advisory Council may, by a two-thirds majority, vote to dissolve the organization through the adoption of a resolution to dissolve at a regularly held meeting of the members; provided, however, that notice is given that such dissolution is to be considered at the meeting.

Upon the dissolution of this organization, its assets remaining after payment, or provision for payments, or all debts and liabilities of this organization shall be distributed to one or more exempt purposes, within the meaning of Section 501 (c)3 of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state and shall be determined at the time of the dissolution by the Council.

(revised May 2012)