

**MARYVILLE JUNIOR HIGH SCHOOL**  
**PARENT ADVISORY COUNCIL**  
**BYLAWS**

Revision 2017-09-12

Approved by the membership on 9/12/2017

Connie Huffman  
PAC President 2017-18

Connie Huffman 10/17/17  
SIGNATURE DATE

Summer Robinson  
PAC Vice President 2017-18

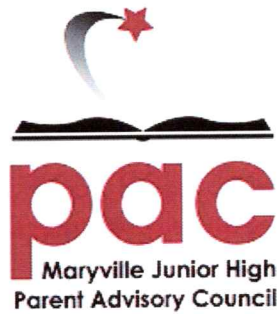
<eSigned 9/27/2017>  
see attached  
SIGNATURE DATE

Julie Hilborn  
PAC Secretary 2017-18

Julie Hilborn 10/17/17  
SIGNATURE DATE

Michelle Peruski  
PAC Treasurer 2017-18

Michelle Peruski 10/17/17  
SIGNATURE DATE



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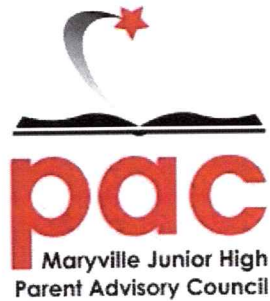
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|---|---|--------------|
| Connie Huffman<br>PAC President 2017-18 | <u>Connie W Huffman</u><br><small>Connie W Huffman (Sep 15, 2017)</small> | Sep 15, 2017 |
|   | SIGNATURE   | DATE         |

|   |   |              |
|---|---|--------------|
| Summer Robinson<br>PAC Vice President 2017-18 | <u>Summer D Robinson</u><br><small>Summer D Robinson (Sep 27, 2017)</small> | Sep 27, 2017 |
|   | SIGNATURE   | DATE         |

|  |           |       |
|--|-----------|-------|
| Julie Hilborn<br>PAC Secretary 2017-18 | _____     | _____ |
|  | SIGNATURE | DATE  |

|   |           |       |
|---|-----------|-------|
| Michelle Peruski<br>PAC Treasurer 2017-18 | _____     | _____ |
|   | SIGNATURE | DATE  |



## **Article I: Name**

The name of this organization is the Parent Advisory Council of Maryville Junior High School, Maryville, Tennessee.

## **Article II: Objectives**

### **Section 1. Mission**

The purpose of the Parent Advisory Council (PAC) is to be a support organization to Maryville Junior High School (MJHS) faculty, staff, and families, by providing feedback, assistance, and opportunities that will contribute to the success of every student.

### **Section 2. Goals**

1. To facilitate parent to parent communication and education: bridging the gap between school and families regarding news, updates, and events.
2. To create a consistent protocol for reaching out to new families at MJHS in the form of a new parent outreach.
3. To identify community assets and ways to foster a two-way alliance that translates into enrichment and mentoring opportunities in the school and/or classroom.
4. To solicit, evaluate, approve, and fund mini-grant requests submitted by the
5. To fund and operate a budget to perpetuate PAC goals and to provide “above and beyond” experiences for the student body.

## **Article III: Basic Policies**

1. The organization shall be non-commercial, nonsectarian, and nonpartisan.
2. The name of the organization or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
4. The organization shall work within the school to provide quality education for all students and shall seek to participate in the decision-making process by providing advisement to the School Administration and/or School Leadership Team concerning school improvement and policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no binding commitments with the organization.

6. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code.
7. Said organization is organized for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Article IV: Membership**

**Section 1. Members:** The Parent Advisory Council consists of parent representatives from each grade, the principal, assistant principals, school counselors, technology coordinator, and two active classroom teacher from each grade level, selected by the School Leadership Team. The faculty representatives may designate a representative in the event that he/she cannot attend a PAC meeting.

- a. Every parent or legal guardian of a MJHS student is considered a voting member of the organization.
- b. Membership in the PAC shall be made available without regard to race, color, creed, or national origin.
- c. The total amount of donations is utilized within MJHS as designated by the PAC.

**Section 2. Meetings:** Regular meetings of the PAC shall be held monthly during the school year, the time to be fixed by the council at its first meeting of the year. A majority of the PAC shall constitute a quorum.

- a. Special meetings of the organization may be called by the president or by the executive board. Three days notice shall be given, but may be waived by a majority of the PAC.
- b. Time sensitive issues which cannot wait until the next council meeting may be resolved through electronic voting (email). The issue must be distributed to all members of the council and allow sufficient time for feedback. The email votes must be counted and announced by email and then in writing at the next regular meeting and recorded in the minutes. A quorum must respond for the issue to be concluded.

**Section 3. Representatives:**

- a. Parents of rising 8<sup>th</sup> graders (current 7<sup>th</sup> graders at Montgomery Ridge Intermediate and Coulter Grove Intermediate) shall be notified of the opportunity to join PAC in April/May.

**Section 4. Resignations/Termination:** Members of PAC may resign at any time by tendering a letter of resignation to the president.



## **Article V: Officers and their Duties**

**Section 1. Officers:** At its last meeting for the term, the PAC shall elect the following officers from among its representatives:

- a. President
- b. Vice President (president-elect)
- c. Secretary
- d. Treasurer

The officers of PAC shall serve for a term of one (1) year. These officers will comprise the executive board of the PAC. Each elected officer shall sign an acceptance and acknowledgement verification that they have read these bylaws and that they will abide by that which is stated herein.

**Section 2. Duties of president:** The president shall preside at all meetings of the organization; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization; shall be a member ex officio of all committees; and shall coordinate the work of the officers and committees of the organization in order that the objectives be promoted.

**Section 3. Duties of vice-president:** The vice-president shall act as an aide to the president and shall in their designated order perform the duties of the president in the absence or inability of that officer to act.

**Section 4. Duties of secretary:** The secretary shall record the minutes of all meetings of the organization; shall retain a current copy of the bylaws and ensure that it is made available to the public online; and shall perform such other duties as may be delegated. In addition, the secretary shall ensure that approved minutes are available on-line within 30 days of the approval.

**Section 5. Duties of treasurer:** The treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the PAC.

Any reimbursement to a party for a budgeted event must submit a request along with their documented receipt to the President and Treasurer for approval prior to any reimbursed payment being issued.

The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the PAC and ensure that approved financials are available online within 30 days of the approval.

The treasurer shall ensure that the annual non-profit return required by the IRS is filed by the government-mandated due date. In the event that an extension is required by the tax preparer, this must be submitted and approved in advance by PAC. Verification of compliance must be reported to MCS District by close of each fiscal year.

**Section 6. Continuity:** Any officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds and/or bank account information pertaining to the office. In addition, Treasurer will transfer signatory authorization over to the newly-elected Treasurer by fiscal year-end.

#### **Article VI: Committees**

**Section 1. Eligibility:** Any member of the organization will be eligible to serve in any elected or appointed position unless rendered ineligible by MCS District policy and/or state law.

**Section 2. Standing Committees:** The standing committees for each term shall be determined and formed the first meeting of the fiscal year. The purpose of these committees are to promote the objectives and carry on the work of the organization. The term of each chairperson shall be one year or until the selection of a successor.

**Section 3. Committee Work Plan:** The chairperson of each standing committee shall present a work plan to the PAC for approval. No committee work shall be undertaken without the consent of the PAC.

**Section 4. Special Committees:** The power to form special committees and appoint their members rests with the PAC.

**Section 5. Ex Officio Members:** The principal and the president shall be ex officio members of all committees.

#### **Article VII: Fiscal year**

The fiscal year of this organization shall begin July 1 and end June 30.

#### **Article VIII: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern the organization in cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **Article IX: Amendments**

**Section 1.** These bylaws may be amended at any regular meeting of the PAC by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which amendment is voted upon.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

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