

BYLAWS OF THE CENTRAL HIGH SCHOOL
PARENT ADVISORY COUNCIL

I. Mission

To support and enhance the education of students and the experience of staff and the school community at Central High School.

II. Objectives

1. To raise funds for classroom essentials not otherwise provided by the school, excluding extracurricular activities.
2. To support special projects and initiatives as funds are available, excluding professional development for staff..
3. To foster communication between the school administration, staff and the school community.
4. To encourage family and community participation in school-related activities.
5. To advocate on behalf of staff, students and the school community, as needed.

III. Executive Board

1. The Executive Board shall consist of the PAC officers (as defined below).
2. All PAC programs and activities must be approved by the Executive Board.
3. The Executive Board shall review the bylaws annually and ensure adherence of the organization to the bylaws.

IV. Officers and Elections

1. The officers of the PAC will be a Chair (or co-chairs) and a treasurer.
2. The Officers shall be elected by the Executive Board and the parents and guardians in attendance at the last PAC meeting of the school year.
3. The term of office is two years, with the ability to be re-elected after the initial term.

V. Duties of the Officers

1. Chair or Co-Chairs:
 - a. Prepare agenda for meetings
 - b. Facilitate meetings

- c. Oversee other committees
 - d. Approve funding (along with Treasurer)
- 2. Treasurer
 - a. Oversee tax preparation
 - b. Review and approve budget
 - c. Issue checks for approved funding requests
 - d. Prepare annual budget
 - e. Track funding requests and status of same
 - f. Communications regarding approval of funding
 - g. Prepare a monthly financial report for the PAC meeting
- 3. Secretary
 - a. Record minutes of the PAC meetings
 - b. Prepare summaries of the PAC meetings to present to CHS administration

VI. Standing Committees

1. Standing committees shall be created as needed by the Executive Board to promote and fulfill the objectives of the PAC.
2. Standing Committees may include: Grad Party, Conference food, Equity and Inclusion, and Fundraising.
3. Special committees for other PAC activities may be formed with the approval of the Executive Board.
4. Funding and policies for committees must be approved by the Executive Board.

VII. Finances and Contracts

1. The Executive Board shall present a budget to the membership at the January meeting of the PAC. The budget will run from January to January. 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. During the school year, expenditures of over \$250 shall be authorized by a majority vote of the members present at a general or special PAC meeting.
3. Prior to the school year, the Executive Board may authorize funding requests for materials to be purchased and used prior to the first meeting of the PAC during that school year. Such funding requests must be in line with the budget presented to PAC membership the previous January.
4. All contracts must be approved in advance by the Executive Board.
5. Review funding requests

VIII. Membership

All parents and guardians are eligible for membership in the PAC. The only requirement for membership is attendance at some of the PAC meetings. There are no dues or fees for membership.

IX. Meetings

1. There will be at least six meetings of the PAC per year. The PAC meetings shall be open to the school community.
2. The school community should be encouraged to attend and contribute ideas, make motions, and debate issues.

X. Legal Status

1. The PAC is organized as a nonprofit corporation under the Minnesota Nonprofit Act and as a tax exempt organization under Section 501©(3) of the Internal Revenue Code of 1986, as amended. The PAC is a public benefit corporation and shall have perpetual duration and succession.
2. The registered office of the corporation shall be located in the State of Minnesota, as set forth in the Articles of Incorporation. The Executive Board shall have authority to change the registered office of the PAC and a statement evidencing such change will be filed with the Secretary of /state of Minnesota as required by law.