

**BYLAWS OF THE PARENT ADVISORY COMMITTEE**  
**For**  
**Wachter Middle School**

**ARTICLE I- NAME**

The name of the organization shall be the Wachter Middle School Parent Advisory Committee (PAC).

**ARTICLE II- PURPOSE**

The purposes and duties of the above named advisory committee shall be to:

- a. Serve as an avenue of communication between the school administration, parents, and community.
- b. Assess the needs of the school and students, which may be related to Wachter Middle School's overall philosophy and goals.
- c. Aid and advise the administration and faculty as requested and as deemed appropriate and necessary.
- d. Assist in long-term planning for Wachter Middle School.

**ARTICLE III- MEMBERSHIP**

All parents and/or legal guardians of students who currently attend Wachter Middle School, and all current faculty and staff of Wachter Middle School shall be considered members of this organization. All members shall have the right to attend and participate in all meetings and activities of the organization.

**ARTICLE IV- MEETINGS**

1) TIME

There shall be a minimum of one monthly meeting of this organization during the months of September through May of the school year. The meetings shall be held onsite at the school and/or virtually, during the noon hour. The dates shall be set each year by the president after consultation with the principal. Meetings can be canceled or modified by the Executive Committee as necessary.

2) NOTICE

Written notice, including the agenda, must be given by the Secretary\* to each officer of the Advisory Committee before a regular meeting. Except in cases of emergency, at least three days' notice, including the time, place, and purpose of meeting, must be given by the Secretary\* before a special meeting.

3) ELECTION OF OFFICERS

The election of officers shall take place during or prior to the May meeting each year or as deemed necessary by the Executive Committee. The Executive Committee shall serve as the Nominating Committee for the election of Advisory Committee officers, or further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot. All members of the organization may

participate in the election. The elected officers shall be Vice-President\*\*, Secretary\*\*, and Treasurer. With the exception of the office of President\*\* and Vice-President\*\*, a person may serve in the same or other office for more than one (1) term. There shall be no election for the office of President\*\*, as the Vice-President\*\* shall automatically assume the position of President\*\* at the completion of his or her term. Officers may be any member of the organization.

\*Any of the officer positions, except the Treasurer, may be shared between two individuals.

#### 4) TERM OF OFFICE

The officers shall be elected to serve up to three (3) years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

#### 5) QUORUM

Five members of the Advisory Committee shall constitute a quorum. These five members should consist of at least two Officers, and three members of the organization.

### **ARTICLE V- OFFICERS AND THEIR DUTIES**

The officers of the Advisory Committee shall be a President\*, Vice-President\*, Secretary\*, and Treasurer, and shall when nominated and elected, be qualified as a member under Article III. These officers shall perform the duties described by these bylaws.

The duties of the President\* shall be:

- a. To act as the principal officer and have general supervision of the work and functions of the organization.
- b. Preside at the meetings of the advisory committee.
- c. To serve as chairman of the executive committee.

The Vice-President\* shall perform the duties of the President\*, in the President\*'s absence.

The Secretary\* shall:

- a. Keep the minutes of the Advisory Committee and Executive Committee meetings in one or more books maintained for that purpose.
- b. See that all notices are given in accordance with the provisions of these bylaws.
- c. Maintain and be custodian of the permanent records of Advisory Committee activities.
- d. Distribute minutes of committee meetings and copies of other committee documents to committee members, teachers, and others as requested.
- e. Ensure that meeting minutes are posted to the Wachter Middle School website.

The Treasurer shall:

- a. Keep a detailed ledger of all debits and credits to the treasury.
- b. Pay all bills approved by the advisory committee.
- c. Report the treasury balance at each meeting.
- d. Present a financial summary and have all books reviewed internally, at the end of their term.

An officer who has two consecutive unexcused meeting absences shall be considered as having resigned from the Advisory Committee.

#### **ARTICLE VI- EXECUTIVE COMMITTEE**

##### 1) MEMBERSHIP

The Executive Committee shall consist of the President\*, Vice-President\*, Secretary\*, Treasurer, and the Principal.

##### 2) AUTHORITY OF EXECUTIVE COMMITTEE

The Executive Committee shall have the authority to transact any necessary business between meetings and will be responsible for preparing the agenda for committee meetings. It shall be the further duty of the committee to examine and review the accounts and books of the organization.

##### 3) BALLOTING

A two-thirds vote of the eligible members present is needed to conduct business.

#### **ARTICLE VII- VACANCIES**

The Executive Committee shall fill vacancies that occur in the offices of the Vice-President\*, Secretary\*, or Treasurer. If the office of the President\* shall become vacant, the Vice-President\* shall assume the office.

#### **ARTICLE VIII- COMMITTEES**

The President\*, with the advice of the Advisory Committee, shall appoint such committees as the deemed necessary to carry on the work of the Advisory Committee. Committee members may include Wachter parents who are not officers of the Advisory Committee. The President\* shall be an ex officio member of all committees.

#### **ARTICLE IX- PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Advisory Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Advisory Committee may adopt.

#### **ARTICLE X- MEMBERSHIP DUES**

Membership dues will not be required or collected for this organization.

#### **ARTICLE XI- AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the eligible members present at any regular meeting of this organization. Changes will be presented at one meeting and voted on at the next meeting.

#### **Document History**

Annual Review and Approval November 2022