Kaukauna High School Parent Advisory Committee (PAC) Bylaws

Article I: Name

The name of this organization shall be the **Kaukauna High School Parent Advisory Committee (PAC).**

Article II: Purpose

The PAC exists to:

- Build a welcoming, supportive, and engaged parent community
- Raise and allocate funds to support student learning, staff appreciation, and school events
- Organize volunteers to support activities that enhance the school experience
- Promote open communication between families and the school
- Learn about school initiatives and provide input when appropriate

The PAC does **not** make school policy decisions but serves as a supportive partner to the school.

Article III: Membership

- All **parents and legal guardians of current Kaukauna High School students are considered members.** Membership is limited to parents/guardians of current KHS students.
- There are no dues and no formal registration

- All members are encouraged to attend meetings, help with events, or take on leadership roles

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Article IV: Roles and Responsibilities

PAC (Parents & Guardians)	KHS Administration/Staff
Organize and participate in fundraising and volunteer efforts	Help identify school needs PAC can support
Support staff appreciation efforts	Offer insight into staff preferences and coordinate logistics
Help promote school spirit and community-building events	Support planning and help with communication as needed
Offer ideas or feedback on school initiatives	Share updates and provide space for discussion
Encourage positive, accurate communication with other families	Share timely and clear information with the PAC at meetings

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Article V: Meetings

- PAC will meet **monthly**, September through May.
- Meetings will be planned by the Chair(s), making school administration aware of the plan a week prior to the meeting.
- A school administrator will attend each meeting
- Meeting agendas may include event planning, fundraising updates, appreciation efforts, and open dialogue about school topics
- PAC decisions will be made through open discussion and consensus where possible. For major decisions (e.g., fund allocation above $500), a simple vote of those present will occur, with one vote per family.
- PAC meetings will follow a consistent format to make the most of our time together and respect everyone's schedules. Effort will be made to keep meetings to one hour or less. The typical structure will include:

- Welcome and Introductions (as needed)
- Principal's Update – Highlights, school news, upcoming events, and school initiatives
- Event Updates – Brief reports from any current initiatives, fundraisers, or volunteer efforts
- Discussion Items – Opportunities for input or brainstorming as appropriate
- New Business and Questions – Open time for sharing ideas or raising questions
- Wrap-Up and Next Steps – Confirming any follow-up actions and previewing the next meeting date

Adjustments may be made based on the needs of the group or the agenda for that particular meeting.

Article VI: Leadership

- PAC may elect a **Chair** or **Co-Chairs** to help lead the group
- Chairs must:
  - Be the parent/guardian of a **current KHS student**
  - Serve no more than **two consecutive school years**
- The Chair(s) will:
  - Plan and lead meetings
  - Coordinate with school administration
  - Help organize PAC events and communication
- A call for interest in leadership roles will be shared each spring. If multiple parents express interest, the principal may facilitate a simple election or consensus process.
- Additional roles (e.g., secretary or treasurer) may be appointed as needed in coordination with the principal.

- If no Chair is available, the principal may designate another parent leader or lead the group with staff support.

Article VII: Standards of Conduct

To maintain a positive, welcoming, and respectful group culture:

- All communication (verbal, written, and digital) should be **respectful, constructive, and student-focused**
- PAC members should model the values of **collaboration, civility, and inclusion**
- Disagreements are welcome, but should be expressed in a way that promotes dialogue and avoids personal attacks or gossip
- Members should avoid using public platforms (email, social media, meetings) to air grievances, criticize individuals, or promote personal agendas
- All mass PAC communications (emails, flyers, social media posts) must be reviewed by school administration prior to distribution
- Concerns about PAC leadership or member behavior should be brought directly to the principal, who will address them confidentially and in alignment with the standards of conduct.

Article VIII: Principal Discretion

The principal reserves the right to:

- Ask a Chair to step down if there is ongoing or serious behavior that undermines the purpose or values of the PAC.
- In consultation with the Chair, require a member to stop attending meetings only if their behavior is persistently disruptive or involves a significant violation of the group's standards of conduct.

Article IX: Finances

- The PAC provides two annual $500 scholarships to KHS students. Recipients are selected by the KHS scholarship committee according to their established procedures. The scholarship is open to all students who apply.

- A simple record of income and expenses will be maintained with the assistance of the principal's Administrative Assistant.

- When cash is collected, two PAC members will count it together before submitting it to the principal's Administrative Assistant.

- Budget decisions will be discussed during meetings, and financial updates will be shared with the group periodically.

Article X: Amendments

The PAC Chair(s) will meet annually with the principal to review the group's activities, alignment with purpose, and leadership needs for the upcoming year.

These bylaws may be revised at any regular PAC meeting. Suggested changes should be shared with the principal in advance and must be approved by a simple majority of members present.