

Oak Grove Elementary PAC BYLAWS

Article I

The name of the organization shall be the Oak Grove Elementary Parent Advisory Committee. (PAC)

Article II

The mission of this organization is to support the education and positive growth of the children at Oak Grove Elementary by fostering relationships among the school, parents, and teachers. Additionally, the organization will be a fund raising arm of the school, to which it will financially help support programs, projects and other activities at the school.

Article III- Members

Section 1. Any parent, guardian or other adult standing for a student at the school may be a member and shall have voting rights if they have attended a minimum of one PAC meeting within the previous three months. Any staff member of the school may be a member and have voting rights.

Article IV- Officers and Elections

Section 1 Officer. The officers shall be the president, secretary, and treasurer.

a. **President.** The president shall prepare the agenda, preside over meetings of the organization, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization to be served.

b. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. Digital copies of PAC documents will be made and backed up with the school office and: copy in the school safe with the school checkbook.

c. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts, and expenditures, and payout funds as approved by voting members. He or she will present a financial statement at every meeting and other times of the year when requested by the president, and make a full report at the end of the year.

Section 2. Nominations and elections. Elections will be held at the second to last meeting of the school year. Nominations will be made on the floor by attending meeting held one month prior to the election. At that meeting nominations may also

be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Terms of office. The president can be elected for one year and may serve no more than (2) consecutive terms in the same office each person elected shall hold one office at a time. Unless voted for extension by members of the PAC.

Section 4. Vacancies. If there is a vacancy in any office members will fill the vacancy through an election at the next regular meeting.

Section 5. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting.

Article V-Meetings

Section 1. Regular meetings. The regular meeting of the organization shall tentatively be on a second Tuesday of every month at 3:30 p.m. or at a time and place determined by the members of the PAC. The annual meeting will be held in May. The annual meeting is for receiving reports and conducting other business that shall arise. The secretary will notify the members of the meetings in a flyer sent home with students at least one week prior to the meeting.

Section 2 Special meetings. Special meetings may be called by the president of five members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Sections 3. How meetings are guided- the president can use Robert's rule. (see attachment A)

Article VI- Executive Board...-at this time Not Applicable duties of the executive board extended to members of PAC.

Section 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparations for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit and budget to the membership, approve routing bills, and prepare report and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly. Special meetings may be called by any two board members, with 24 hours notice.

Article VII. Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the Organization:

Section 3. The board may appoint additional committees as needed.

Article VIII.-Finances

Section 1. A tentative budget shall be drafted in the spring for each school year and approved by majority vote of the members present. See attachment B.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Majority of membership present at meeting shall approve all expenses of the organization \$150 or more and any funding request see attachment B.

Section 4. 1 authorized signature shall be required on each check. Authorized signer(s) shall be __Treasurer, _ President_ & district account_. When the signature account needs to be changed all outgoing and incoming members will make an appointment at the annual meeting to sign documentation before the end of the current school year. The treasurer checkbook stays in the safe of the school.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by _the district accountant.

Section 6. Upon the dissolution of the organization, any remaining funds shall be relinquished to the OGES discretionary fund.

Section 7. The fiscal year shall coordinate with the district fiscal year July 1- June 30.

Article VIII. Amendments

These bylaws may be at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent all members of the organization by secretary. Notice may be given by postal mail, email, or fax.

Amendments will be approved by two-thirds vote of those present, assuming quorum.

Attachment A

1. Conduct business one item at a time. Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.

2. Let committees do their work. Your general meeting is to resolve the major issues. Save everybody's time by letting committees deal with the smaller details.

3. Don't allow crosstalk. Require all speakers to address the chairperson. This helps you keep control and ensures everyone will hear the business at hand.

4. Limit discussion to the topic at hand. Keep things focused, and don't be shy about asking speakers to deal only with the current topic.

Cut off discussion when it becomes redundant. For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new or shut off discussion by calling for a motion.

Agenda

The agenda is a detailed list of specific items, in the sequence in which they will be covered. Use a consistent order of business from meeting to meeting and distribute hard copies of the agenda to attendees. Post the agenda ahead of time: the school and on your website so members know what issues will be discussed at the upcoming meeting. And be specific. Don't just list "unfinished business." State what items of unfinished business will be covered.

A typical agenda of business for a regular parent group meeting might be:

1. Welcome
2. President's report
3. Treasurer's report
4. Principal's report
5. Committee reports
6. Unfinished business
7. New business
8. Announcements (including date and time of the next meeting)
9. Adjournment

Motion

A motion is a formal way of saying, "I move that..." and clearly states what is being considered. Someone else "seconds" the proposal something on which the group should vote. The proposer makes the motion. Guided by the president, the group discusses the motion until they are ready to vote. Finally, the president asks for an indication of "all those in favor" followed by "those opposed." There is no need to ask for "abstentions" (those who choose not to vote at all), because abstentions are not counted toward the outcome of the motion.

Quorum

A quorum is the minimum number of members required to conduct business at a meeting. Usually this number is stated in the group's bylaws. If a quorum is not indicated in the bylaws, Robert's Rules of Order sets it at a majority of members.

Minutes

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for an assembly's approval & the next meeting.

Adjournment

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

Tabling a Motion

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.

Resources

There are many guides to Robert's Rules. If you'd like a reference, go with an abridged version such as Webster's New World Robert's Rules of Order, Simplified and Applied. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first-timers.

<http://www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know>
Christy Forkan is a veteran PTO leader who has served as president and treasurer, among other roles. at

Attachment. B

Financial Model

A+B+C= Total Goal \$\$\$

A: PAC Recurring Support, for example

- AR Store
- Year Book
- Field Day popsicles
- Christmas Books-

B: \$ amount available for Teacher/Staff mini-grants

C: \$ amount needed for PAC's operating costs involving any incentives and fundraisers, and special projects.

Any funds raised above and beyond PAC's Total Goal could be applied, at member discretion, to the Oak Grove Student Activity/ General Fund.

Adopted

Title: President of Parent Advisory Committee (PAC)

Signatures of other members present