

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

Article I – Name, Purpose/ Mission Statement

- Section 1: **Name:** The name of the organization, corporation shall be Archer Glen Elementary School Parent Advisory Council (PAC).
- Section 2: This Corporation shall be organized and operated exclusively for charitable, scientific, literary and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purpose of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and Section 501(c) (3) of the Internal Revenue Code of 1954 (or its corresponding future provisions).
- Section 3: **Purpose:** The primary purpose of the Archer Glen Elementary School PAC shall be to establish a working relationship between parents, teachers and school staff to enhance the school community and learning environment within Archer Glen Elementary School; and to support Archer Glen Elementary School students, teachers, school staff and programs through volunteer and fundraising efforts.
- Section 4: **Mission:** The Archer Glen PAC is dedicated to providing quality education for our children.
The mission of Archer Glen PAC shall be pursued at all PAC sponsored events.

Article II – Membership, Voting

- Section 1: **Members.** Membership shall consist of parents, legal guardians, teachers and staff of Archer Glen Elementary School.
- Section 2: **Voting.** Each member shall be entitled to one vote of all matters for which a membership is permitted by law, the Articles of Incorporation, or the bylaws of this corporation.

Article III – Meetings

- Section 1: **Annual Meetings.** A meeting shall be held annually for the purpose of electing PAC officers. The Annual Meeting will be held on the first Thursday of June unless otherwise determined by PAC.
- Section 2: **Monthly Meetings.** PAC Meetings shall be held at least once a month during the school year in order to conduct PAC Business. The President can decide to skip either the month of

**Archer Glen Elementary
Parent Advisory Committee (PAC)
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BYLAWS/ CONSTITUTION**

December or January, if desired. The monthly PAC meeting will be held on the first Thursday of each month unless otherwise determined by the PAC Officers.

Section 3: **Meeting Notice.** Notice of each meeting shall be given to the members of PAC at least 10 days in advance. Agendas will be made available (1) one week prior to meetings, any concerns regarding any topic shall be communicated to the president prior to the meeting.

Section 4: **Quorum and Voting:** Each member in attendance at the meeting is entitled to one vote. Those votes represented at a meeting of members shall constitute a quorum. A majority vote of the members voting is the act of the members, unless these bylaws or the law provide differently.

Article IV – Executive Board

Section 1: **Board Duties.** The Executive Board shall manage the affairs of the PAC. The Executive Board is responsible for overall policy and direction of the PAC.

Section 2: **Board Officers.** The Executive Board will consist of all elected PAC Officers and the Director-At- Large (Archer Glen Principal). The Executive Board shall have up to fifteen (15) and no fewer than five (5) PAC Officers, including the Director-At-Large. The Executive Board receives no monetary compensation.

Section 3: **Committee Meetings.** The Executive Board shall meet as needed at an agreed upon date, time, and place.

Section 4: **Special Committee Meetings.** Special Meetings of the Executive Board shall be called upon the request of the President or one-third of the Executive Board. Special Meetings of the Executive Board shall be held at the time and place to be determined by the Executive Board. Notice of such meetings, describing the date, time, place, and purpose of the meeting shall be delivered to each officer personally, by telephone or e-mail not less than two days prior to the special meeting. Meetings can take place in person or via e-mail.

Section 5: **Committee Quorum and Voting.** An Executive Board quorum shall be two-thirds of elected officers. If a quorum is present, action is taken by a majority vote of officers present.

Section 6: **Voting.** Permanent voting officers of the Executive Board shall consist of the President, Vice-President, Fundraising Chair, Treasurer and Secretary. Vote can be at actual meeting or through special e-mail if a time sensitive vote needed.

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

Article V – Officers

Section 1: **Elections.** Nomination of officers will occur as the first item of business at the monthly meeting preceding the Annual Meeting. Ballots are to be made available to all PAC Members at least 2 weeks prior to the Annual Meeting and are due back to Archer Glen Elementary School PAC at least one week in advance of the Annual Meeting. Ballots will be counted by two or more members of the Executive Board. Results of ballots must be made available to all PAC members within 10 days of the election close date.

Section 2: **Terms.** All officers shall serve one-year terms. All officers are eligible for re-election.

Section 3: **Officers and Duties.**

President. The President is the face of the Board to the Archer Glen and Sherwood Communities. The President is responsible for keeping open communication between PAC members, Joint PAC Presidents, and community members as needed. Duties include setting the agenda for Annual and Monthly meetings, running monthly PAC meetings, working with the Treasurer and Budget Planning Committee to determine school activities, calendar and budget, and act as a liaison with the school principal.

Vice President. The Vice President assists the President when at all possible in representing Archer Glen Elementary. The Vice President oversees PAC activities as the liaison between the Activity Chairpersons and the PAC Board. Duties include coordinating with the Volunteer Coordinator to determine Activity/Committee Chairpersons, explain responsibilities to the chairperson and support each chairperson as needed.

Treasurer. The Treasurer maintains bookkeeping of PAC funds and annual budget, reports monthly status of funds in PAC banking accounts, makes regular deposits of PAC funds into PAC bank account, and reports on the execution of the annual budget. They also fill out and file the PAC's tax forms, serve as the Finance/ Budget Committee Chair, if such a committee is formatted, and maintain at least four (4) years of tax records easily accessible to all PAC members to view.

Secretary. On a monthly basis, the Secretary is responsible for recording and archiving meeting minutes. The Secretary works closely with the Communications Coordinator to include the same information on our website and on social media networks.

Volunteer Coordinator. The Volunteer Coordinator coordinates the volunteers of the school into the various areas of interest, collects, and organizes volunteer form information, and verifies with school/district staff that volunteers have submitted an application for a criminal background check and have received approval to work within the school. He/she keeps a

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

database with the volunteer information organized so when volunteers are needed they can be contacted in a timely fashion, and coordinates with the Vice President to ensure chairpersons and volunteer positions are filled. The Volunteer Coordinator also makes sure each teacher has a room coordinator to meet the teacher's needs.

Fundraising Coordinator. The Fundraising Coordinator oversees all school fundraisers, including supporting the chairpersons for Fun Run and Marketplace & Fair, and being the chairperson for all other fundraisers.

Hospitality Coordinator. The Hospitality coordinator is responsible for welcoming activities for new students, supplying refreshments at certain PAC events, organizing potluck dinners for staff during conferences, coordinating Staff Appreciation week and arranging catering for the first and last day staff luncheons, as well as send out thank you notes to guest speakers and volunteers.

Communications Coordinator. The Communications Coordinator is responsible for promoting school and PAC sponsored events through local press, social media and the PAC website. This may include writing articles, updating the PAC website and posting frequent upbeat descriptions about events on our social media networks. This person will work closely with the other Board Officers to ensure communications are consistent.

Director-At-Large. The Director-At-Large is the Archer Glen principal. She/he approves all publicity and external communication. She/he attends and participates regularly in the PAC meetings, and acts as a liaison between Archer Glen staff and PAC members.

Section 4: **Vacancies.** When a vacancy on the Executive Board exists within a school year, nominations for new members may be received from present Executive Board members. The Executive Board will then vote on these nominations in order to fill the vacancy. These vacancies will be filled only to the end of the vacated Executive Board member's term.

Section 5: **Resignation, Termination and Absences.** Resignation from the Executive Board must be in writing and received by either the Principal or the President. An Executive Board member may be removed by a two-thirds vote of the remaining Executive Board members.

Article VI – Committees

Section 1: **Committees.** The Executive Board may create committees as needed. Volunteers from the PAC membership will be requested to serve as Committee Chairpersons.

Section 2: **Finance/Budget Committee.** PAC will annually establish a Finance/Budget committee which consists of the Treasurer, and four (4) members from the general PAC membership.

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

The Treasurer will serve as the committee chair. The Committee will be responsible for development of the PAC annual budget, budget execution and fiscal procedures.

Article VII – PAC Budget and Finance Operations

- Section 1: **Fiscal Year.** The PAC fiscal year shall be the school year, July 1st to June 30th.
- Section 2: **Annual Budget.** The Finance/Budget Committee will develop the annual budget for the upcoming school year during the months of April and May. The committee will present the budget for approval to the PAC at the last PAC meeting of each school year. The general membership will be allowed to discuss and recommend amendments during the committee's presentation. The final fiscal budget shall be adopted by a general PAC vote, and will serve as a guideline for the next fiscal year.
- Section 3: **Financial Reports.** PAC Treasurer will report monthly the status of funds in all PAC banking accounts. The report will provide information pertaining to all sources of income, expenses, and balances. The Treasurer will provide a profit and loss statement at each regular meeting for review of all PAC members.
- Section 4: **Checking Account(s) and Check Writing.** PAC Treasurer will maintain all the PAC banking account and support records. The Treasurer will only make payment for PAC expenses when supported by an approved Purchase Order or Request for Reimbursement. All checks must be signed by the PAC Treasurer and one other PAC Officer (or two PAC Officers in the absence of the PAC Treasurer). PAC Treasurer has a \$100.00 approval limit for emergency transactions. At least two Executive Committee members must have bank account signature authority.
- Section 5: **Expenditure Guidelines.** PAC raises a significant amount of money for Archer Glen each year with Fun Run, Marketplace & Fair, and several smaller fundraisers. PAC must oversee expenditures of these monies carefully.

PAC funds are distributed at the monthly PAC meetings. Teachers and staff may submit requests, PAC discusses the request, and then PAC votes. The funds are granted if the request receives a simple majority vote of the members in attendance. Since attendance varies from month to month, it is important that each request is evaluated in accordance with PAC's Mission to provide quality education for Archer Glen children and held to specific guidelines. The guidelines shall include:

- At the end of each school year, PAC prepares a budget for the following school year.

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

Funds are earmarked for specific programs or categories. These budgeted items receive priority and are always funded first. Any extra money that is raised goes into the General PAC Fund.

- Within reason, money earned in a given school year shall be spent in that year. Families should directly benefit from their financial contributions
- However, because of seasonal fluctuations and larger expenditures a portion of the General PAC Funds should be held in reserve. A minimum of \$10,000 each year will be held over to ensure that operating funds are available at the beginning of the following school year. Additional funds may be held to build a reserve for larger capital expenditures or be available for unforeseen needs.
- When approving expenditures from the General PAC Fund, the following criteria shall be considered:
 - Ideally, the expense should benefit as large a segment of the Archer Glen population as possible (ie. The whole school, a whole grade), or a group of students that spans many different grades. Past distributions should also be considered.
 - The expense should provide a direct positive benefit to our students' educational needs, understanding that these needs may have physical, social and emotional components. The maintenance and upgrade of the Archer Glen facility is considered to positively impact the student's educational experience.
 - The expense shall not cover items that are expected to be covered by Classroom Funds:
 - Each year, teachers receive Classroom Funds as part of the Fun Run distribution. The expectation is that these funds will be used in the school year they are earned, thus directly benefiting the students that raised the money. This money should be used to cover the following expenses (but is not limited to this list):
 - Classroom supplies and materials
 - Field Trips
 - Party funds
 - Incentives

Article VIII – Amendments

These bylaws may be amended or repealed, and new bylaws adopted, by the Executive Committee by a two-thirds majority vote of the Executive Board Officers. Prior to the adoption of the amendment, each Officer shall be given at least two days notice of the date, time and place of the meeting at which the proposed amendment is to be considered, and the

**Archer Glen Elementary
Parent Advisory Committee (PAC)
Sherwood, Oregon
BYLAWS/ CONSTITUTION**

notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment. Any PAC member may submit proposed amendments. To be considered for adoption, proposed amendments must be submitted in writing to the Executive Board Officers.

These bylaws are hereby approved by the Executive Committee of Archer Glen Elementary Parent Advisory Council, on this the _____ day of _____ in 2013.

President

Vice President

Treasurer

Secretary

Volunteer Coordinator

Communication Coordinator

Fundraising Coordinator

Hospitality Coordinator