**Oak Grove Elementary PAC BYLAWS**

**Article l**

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

**Article ll**

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

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.

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**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 with

-out 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 VIIII. 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 o 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 ‹eep

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 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 dale and time of the next meeting)

9. Adjournment

**Motion**

A motion is: formal way says, 'I move that..." and clearly states what is being considered. Someone else \*seconds" the propose something on which the group should vote. The proposer

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 a 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: motion cannot or should not be voted upon the current time, it is typical to

postpone ("table") it until the next meeting. Technically there should be 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-knou

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