

BY-LAWS

Parent Advisory Committee of Horizon Middle School

ARTICLE I- NAME

The name of the organization shall be the Horizon 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 Horizon 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 Horizon Middle School.

ARTICLE III- MEMBERSHIP

All parents and/or legal guardians of students who currently attend Horizon Middle School, and all current faculty and staff of Horizon 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

Section 1 - Location and Frequency

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. The Executive Board may make adjustments to the timing of the monthly meetings with adequate notice to the membership.

Section 2 - Notice

Written notice, including the agenda, must be provided to the membership before a regular meeting. Except in cases of emergency when a minimum of least three days' notice to include the time, place, and purpose of meeting, must be given to the membership. Electronic notification (i.e. social media, website, email) can serve as written notice.

Section 3 - Election of officers

The election of officers shall take place during or prior to the May meeting each year. The officers shall serve as the nominating committee for the election of new 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 President, Vice-President, Secretary, and Treasurer. 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.

Section 4 - Term of office

The officers shall be elected:

- a. To serve a one year term.
- b. The term of office shall begin at the close of the meeting at which they are elected.

Section 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 be qualified as a member under Article III during the year in which they serve. These officers shall perform the duties described by these bylaws.

Section 1 - President

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 be the spokesperson for the advisory committee to parents and school faculty
- d. Call special meetings of the advisory committee as needed

BY-LAWS

Parent Advisory Committee of Horizon Middle School

Section 2 - Vice President

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

Section 3 - Secretary

The Secretary shall:

- a. See that all notices are given in accordance with the provisions of these bylaws
- b. Keep the minutes of the Advisory Committee and Executive Board meetings and ensure they are posted to the Horizon Middle School website
- 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

Section 4 - Treasurer

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 by a membership committee at the end of their term
- e. Serve as a member of the Fundraising Committee.

Section 5 - Dismissal of officers/chairpersons

In the event an officer/chairperson does not uphold their duties as defined in these bylaws, they may be brought before the Executive Board and be dismissed from their duties.

ARTICLE VI- EXECUTIVE BOARD

Section 1 - Membership

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and the Principal.

Section 2 - Authority of executive board

The Executive Board shall have the authority to transact any necessary business between meetings and will be responsible for preparing the agenda for committee meetings.

ARTICLE VII- VACANCIES

The Executive Board 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

Section 1. Naming Committees

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

Section 2. Fundraising Committee

- a. There shall be a standing Fundraising Committee appointed by the Executive Board.
- b. The Treasurer will be a permanent member of the Fundraising Committee.
- c. When planning fundraising activities, adequate checks and balances of funds will be described clearly.
- d. At the conclusion of fundraising events, the Treasurer will account the PAC for funds received.

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 - FINANCES

Section 1 - Budget

A tentative budget shall be drafted upon completion of and approval of the annual audit report. The budget shall be completed and approved by the board at the summer executive meeting.

Section 2 - Signatories

Two authorized signatures shall be required on all checks. Authorized signers shall be the president and treasurer.

Section 3 - Fiscal Year

The fiscal year shall coordinate with the school year.

Section 4 - Handling of Funds

- a. Two people present: at least one officer, a parent volunteer, or a school official must be present when money is being accounted for. Money will be counted on school premises to prepare it for deposit.
- b. PAC money will not leave Horizon Middle School unless it is required to conduct PAC business such as making deposits.
- c. The Treasurer cannot reimburse individuals for PAC expenses without a receipt for that expense.
- d. A committee will be assembled to conduct an annual audit at the end of each fiscal year and provide a report to the PAC.

Section 5 - Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE XII- AMENDMENTS

These bylaws may be amended.

- a. Proposed wording changes or amendments must be submitted in writing in advance of a regular meeting of the PAC.
- b. Amendments or wording changes must be approved by a two-thirds vote of the eligible members present at any regular meeting of this organization.

Article XIII – LIMITATIONS

The organization shall not directly or indirectly campaign on behalf of, or in opposition to any candidate of public office. Nor shall it devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda, correspondence, or otherwise.