



## **By-Laws: Silver Ranch Stampede Supporters Parent Advisory Council (PAC)**

Established 10/10/2022

**Article 1: NAME:** The organization shall be known at the Silver Ranch Parent Advisory Council (PAC).

**Article 2: PURPOSE AND GOAL:** The purpose of the Silver Ranch PAC is to provide support for students' educational and recreational needs and increase cooperation between parents, guardians, Silver Ranch Elementary staff, and the Bismarck Public School District. To accomplish this purpose the PAC will establish a set of goals for the upcoming year at the first general fall meeting.

**Article 3: MEMBERSHIP AND DUES:** Membership is open to all faculty members and parents or guardians of enrolled Silver Ranch Elementary students.

Any individual who has a student that attends Silver Ranch Elementary or is a staff member employed at Silver Ranch Elementary is an eligible member of the PAC. Membership in this organization shall be available without regard to race, creed, color, or national origin. All members are eligible to vote.

Membership to the PAC is free.

**Article 4: OFFICERS:** The officers shall be - President, President Elect, Secretary and Treasurer. Officers shall not serve more than two consecutive terms in the same office. If at such a time that there are no nominations for President, President Elect or Secretary, this requirement may be waived. The preferred term for the Treasurer shall be 2 years, with a maximum of two consecutive terms.

### **Article 5: ELECTIONS**

- Officers shall be elected at the May general meeting and assume their duties at the June meeting. They shall serve for a term of one year.
- To be eligible for nomination, the nominee must meet the guidelines established in Article 3 as a qualifying PAC member.
- A nominating committee consisting of at least three members shall be selected by the general assembly at the March meeting or as needed and shall present a slate of candidates for each office at the April general meeting. The President shall also call for nominations from the floor at the April meeting.
- All balloting shall be by secret ballot, except in the case where only one person is nominated for an office. In such case, the balloting may be by voice vote. Elections shall be by simple majority of all votes cast.

### **Article 6: DUTIES OF THE OFFICERS AND COMMITTEES**

#### **President**

- Preside at all meetings of the organization and executive board;

- Lead the group to determine priorities, goals, and objectives;
- Coordinate the work of all the officers and committees so that the purpose of the organization is served;
- Serve as the primary contact for the Principal;
- Represent the organization at meetings/events outside the organization;
- Prepare the meeting agenda and post the meeting agenda on the PAC website.
- Create notices of meetings for the membership on social media platforms.
- Create five-year strategic plan for PAC expenses and funding.

#### **President Elect**

- Attend all meetings of the organization and executive board;
- Assist the president and carry out the president's duties in his/her absence or inability to serve;
- Fulfill duties as assigned;
- Assume the office of president in the event of a vacancy of the president.
- Assume president position the following school.

#### **Secretary**

- Attend all meetings of the organization and executive board;
- Take and record meeting minutes at both regular and executive board meetings and distribute minutes at the next meeting for approval;
- Be the custodian of all records of the organization and maintain electronic files of meeting minutes, bylaws, rules, and membership list;
- Update any training or reference documents for the PAC.

#### **Treasurer**

- Attend all meetings of the organization and executive board;
- Receive all funds of the organization;
- Keep an accurate record of receipts and expenditures;
- Track account balances;
- Pay out funds in a timely manner in accordance with the approval of the executive board;
- Present a financial statement at every meeting and at other times of the year when requested by the executive board;
- Make a full report at the final regular meeting of the school year;
- Prepare and submit a budget for approval at first regular meeting of the school year;

### **Article 7**

**EXECUTIVE BOARD:** The officers, the principal, and a teacher representative shall constitute the Executive Board. If an Executive Board member resigns, a replacement may be elected by the PAC general membership. If any voting is required, all executive board members need to provide their vote.

### **Article 8**

#### **DUTIES AND AUTHORITY OF THE EXECUTIVE BOARD:**

- Transact any necessary business between regularly scheduled meetings;

- Make policy recommendations to the organization;
- Fill vacancies that occur in committees or among the offices between elections;
- Create standing rules and policies;
- Create standing and temporary committees;
- Work with the Treasurer to prepare and submit a budget to the general PAC membership at the first regularly scheduled meeting of the school year;
- Approve routine bills;
- Examine and audit the accounts and books of the organization prior to the last meeting of the school year;
- Approve program activity as recommended by the principal or the committee chair(s);
- Prepare reports and recommendations to the general membership;
- A majority vote of the Executive Board is needed for expenditures that exceed budgeted amount or other unforeseen expenses that need prompt decision before the scheduled board meeting. Any funding would be reported in the next scheduled board meeting treasurer's report.

**Dismissal of Officers/Chairpersons:** In the event an officer/chairperson does not uphold their duties as listed in Chapter IX, they may be brought before the Executive Board and be dismissed from their duties.

## **Article 9**

### **BUSINESS AND SPECIAL MEETINGS:**

- General meeting agenda items at a meeting include but are not limited to:
  - Principal report
  - New business
  - Old business
  - Meeting minutes
  - Treasurer report
  - Meetings shall include opportunities for members to request time on the agenda.
- General meetings shall be held monthly during the school year. The Executive Board may call additional general meetings or adjust the calendar as needed.
- The officers may call meetings of the Executive Board as needed to transact business between general meetings.
- All meetings shall be preceded by due notice, oral or written, to all members of the organization.
- Robert's Rules of Order shall govern all meetings, except where inconsistent with these bylaws.

## **Article 10**

**QUORUM:** A majority of the Executive Board must be present for the transaction of business at any meeting. All issues must be approved by a simple majority of those present.

## **Article 11**

**VOTING:** Matters that require a majority vote of members in attendance at a meeting include but are not limited to:

- A change in by-laws
- Annual budget
- A commitment of financial resources outside of the budget
- Election of officers
- Meeting minutes acceptance
- Treasurer report acceptance
- There will be no proxy or absentee ballots.

## **Article 12**

### **FINANCES:**

**Funds:** The PAC will responsibly spend its funds for the enhancement of the students' education, extracurricular activities and additional needs which may arise. Any PAC participant (parent/guardian/faculty/administrator) or their immediate family member (spouse, parent, child, sibling, or in-law) having a financial interest in a PAC transaction should inform a PAC Board Member regardless of the transaction value as this could potentially pose a conflict of interest. If the PAC decides to enter into a transaction with a related party, it will be voted on by the PAC membership and documented in the PAC meeting minutes. The person with the potential conflict of interest should not be involved in the decision-making process or the vote for the transaction.

### **Handling of PAC Funds:**

1. The fundraising chairperson must oversee all fundraising activities not assigned to another committee.
2. Two (2) or more PAC members must always be present when money is being accounted for.
3. Anytime money is to be deposited, the total amount will be communicated to the Secretary, by someone other than the Treasurer, before the money is given to the Treasurer. The Secretary will record the amount on a deposit log and then verify that amount was deposited by comparing the deposit log to the bank statements or other verification means on a timely basis. Any discrepancies between the deposit log and bank statements will be brought to the attention of the PAC Officers.
4. During ticket sales events or raffles, records must be kept of numbered tickets and number of tickets sold at each event.
5. At the conclusion of fundraising events, the Treasurer will account the PAC for funds received.
6. The Treasurer cannot reimburse individuals for PAC expenses without a receipt for that expense.
7. At least two authorized signatures are required on PAC checks.
8. At the discretion of the PAC officers or a request by a PAC member, a committee will be assembled to conduct an audit on a fiscal year and a report provided to the PAC membership.

**Budgeting:** Budgeting for the school year will take place in June of the preceding school year after newly elected Executive Committee members have taken office.

**Fiscal Year:** The fiscal year for Silver Ranch PAC will begin on August 1st of each year and run through July 31st of the next year.

## **Article 13**

**AMENDMENTS:** The Constitution and By-laws may be amended with a simple majority vote of the members present at any general meeting. An amendment must be presented to the membership prior to the meeting at which the vote is taken; either at the previous general meeting or by vote sent home with all students. BY-LAWS

**Article 14**

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.