

Jackson Preparatory & Early College Parent Advisory Committee

BYLAWS

PURPOSE:

1. To develop and promote a strong unity between students, school and community.
2. To improve communications and understanding between Jackson Preparatory & Early College staff and the community it serves, and to provide the staff with an avenue through which issues involving the total school community can be discussed.
3. To raise funds for providing essentials or extras no longer provided in the tax base, special programs or projects initiated by the Parent Advisory Council (PAC).
4. To encourage parent and community participation in school related activities.

POLICIES:

1. The PAC shall not become a policy making body or manage or direct the school administration. It is assumed, however, that through improved communication and understanding, the school administration will be in a position to reflect the demonstrated needs and desires of the PAC membership.
2. The PAC shall operate with the cooperation of the school staff and within the policies and procedures of the Jackson Preparatory & Early College School District.
3. Matters for consideration by the PAC may be initiated by request of the school administration or members of the council itself.
4. The PAC shall be non-sectarian, non-commercial and politically non-partisan.

RESPONSIBILITIES:

1. Advise the school staff on matters related to educational needs and problems, and suggest priorities that involve the school as a whole. Matters that involve the district shall be referred to the Academy President and the Board of Governors through the PAC Board of Governors Representative.
2. Advise the school administration regarding opinions, attitudes, or significant issues of the council, parents, or other citizens of the community.
3. Provide assistance in evaluating existing programs through parental and community participation.
4. Assist in establishing and strengthening communication between the school and community by providing a forum for discussion.
5. Consider requests presented by school staff for special programs or projects.
6. Review and amend as needed the bylaws and internal operating policies and procedures.

MEMBERSHIP:

1. Membership shall be open to parents or guardians of students attending Jackson Preparatory & Early College, staff members and other interested community persons.
2. Voting privileges will be restricted to parents or guardians of students
3. A membership roster will be maintained.

ELECTIONS, TERMS AND VACANCIES:

1. Officers of this PAC shall be a President; First Vice President—Volunteer Coordinator; Second Vice President -- Membership; Secretary; Treasurer; Auditor, Board of Governors Representative; and Parliamentarian.
2. These officers shall be elected annually with the exception of the Parliamentarian, who shall be appointed by the President. These officers are deemed the PAC Executive Board.
3. All officers must be voting members of the PAC.
4. The First Vice President--Volunteer Coordinator shall form a non-partial nominating committee, which shall report recommendations for office at the March meeting.
5. At the annual election meeting in May, additional nominations may be made from the floor, beginning in May 2020.
6. Elections shall be held by ballot at the annual election meeting in May. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.
7. Officers shall serve for a term of one year. No officer shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected office. Officers shall assume their duties on June 1. In the event an elected position has not been filled, the current officer may continue for an additional consecutive term with majority approval of the general membership.
8. The PAC President shall appoint persons to fill offices not filled by election or which become vacant. Appointments shall be confirmed by vote at the next meeting of the general membership.

DUTIES OF OFFICERS:

1. President:

The President shall:

- (a) Preside at all meetings of the PAC and assure that the meetings are conducted in a timely manner,
- (b) Prepare an agenda prior to each meeting,
- (c) Make contact with individuals or organizations wherever necessary to carry out the programs and aims of the PAC,
- (d) Preside over the PAC Executive Board and
- (e) Be authorized to sign checks with the Treasurer.

2. First Vice President--Volunteer Coordinator:

The First Vice President-- Volunteer Coordinator shall:

- (a) Work with staff and administrators to supply volunteers for various jobs throughout the school year,
- (b) Maintain a list of volunteers which is current and available to any committee that desires the help of volunteers and
- (c) Form the nominating committee.

3. Second Vice President--Membership:

The Second Vice President--Membership shall:

- (a) Preside over membership drive efforts,
- (b) Coordinate efforts with Jackson Preparatory & Early College Student Council to solicit PAC membership,
- (c) Maintain a current list of paid members and
- (d) Be responsible for counting all monies with the treasurer.

4. Secretary:

The Secretary shall:

- (a) Take minutes of all meetings and have them prepared in a legible form to be presented at the following meeting or when called upon by the President,
- (b) Take minutes at PAC Executive Board meetings for presentation at the following general membership meeting,
- (c) Post minutes for the general membership
- (d) Maintain records of general membership, and
- (e) Handle PAC correspondence.

5. Treasurer:

The Treasurer shall:

- (a) Maintain an account with a commercial bank for collecting all moneys and paying PAC bills,
- (b) Provide financial support to all PAC committees,
- (c) Present PAC financial reports at meetings of the general membership or as otherwise requested by PAC officers or committee chairpersons and
- (d) Be authorized to sign checks with the President.

6. Auditor:

The Auditor shall:

- (a) Certify the accuracy of the financial books and records and
- (b) Present audit results to the general membership at the first regular meeting in September.

7. Board of Governors Representative:

The Board of Governors Representative shall:

- (a) Be responsible for conveying opinions and needs of the Jackson Preparatory & Early College PAC to the District forum and sharing Board of Governors responses on a monthly basis. (Board of Governors rules permit a two (2) year term, served one time only.)

8. Parliamentarian:

The Parliamentarian shall:

- (a) Attend all meetings of the general membership and the Executive Board and give necessary advice in parliamentary procedure when requested and
- (b) Chair the bylaws committee to review bylaws and internal operating policies and procedures.

9. Reports shall be compiled annually by all officers and submitted to incoming officers.

EXECUTIVE BOARD:

1. The members of the Executive Board shall be: President, First Vice President--Volunteer Coordinator, Second Vice President--Membership, Secretary, Treasurer, Auditor, Board of Governors Representative and Parliamentarian.
2. The Executive Board, committee chairpersons, and other interested members will convene in June to set goals and establish the budget for the coming school year. The goals and budget will be presented for approval at the first general membership meeting of the school year in September.

COMMITTEES:

1. Committee chairpersons shall be appointed by the PAC President. Committees may include: Academic Materials Grant, Parent Communication Council, Prom Promenade, Scholarship, Staff Appreciation and other committees may be formed as the need arises or as projects are presented to the membership.
2. Committee members will be volunteers from the general membership.
3. Reports shall be compiled by all committee chairpersons and submitted to incoming committee chairpersons.

MEETINGS:

1. General membership meetings shall be held in September, November, January, March, and May with the time and date to be decided by the Executive Board.
2. Special meetings may be called by the President and/or Principal.
3. At the regular meeting in March, the nominating committee shall report recommendations for office. The regular meeting in May shall be the annual election meeting at which time officers shall be elected.
4. All meetings shall be conducted according to the agenda and with due accord for proper parliamentary procedure. If necessary, Robert's Rules of Order Newly Revised will be invoked by the Parliamentarian to bring order.
5. A Jackson Preparatory & Early College Student Council representative will be invited to share items of mutual concern.

DISSOLUTION:

1. Upon dissolution of this organization, assets shall be distributed to Jackson Preparatory & Early College Student Council for purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or to a state or local government for a public purpose.

BYLAW AMENDMENTS:

1. The PAC bylaws may be amended by a majority vote of those attending a meeting of the general membership.