

# Falcon Ridge Elementary PAC

## BYLAWS



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### ARTICLE I

**NAME.** The official name of the Parent Advisory Committee is Falcon Ridge Parent Advisory Committee (FRE PAC).

### ARTICLE II

**MISSION.** It is the mission of the FRE PAC to serve as an active forum, strengthening communications and involvement between school staff, district staff, students, families and the community to achieve excellence in education.

**FUNCTION.** The function of the FRE PAC is to raise funds and promote involvement in school activities through the following means:

- a. Recruiting active members and encouraging participation.
- b. Planning and conducting special events and activities.
- c. Raising funds to purchase needed school equipment, pay for field trips, and/or to enhance the educational programs.
- d. Communicating accurate district and school information to the group.
- e. Providing input to the principal's office regarding various aspects of the school; operations, programs, and communications.
- f. Responding to individual concerns.
- g. Producing information for the monthly school newsletter.
- h. Arranging for speakers on topics of interest.
- i. To act as a "Not-for-Profit" Fundraising Organization providing financial support where additional funds may be needed to improve the quality of education for Falcon Ridge Elementary.

### **ARTICLE III**

**BASIC POLICIES.** The organization shall be noncommercial, nonsectarian, and nonpartisan. All votes must be passed by a quorum vote, defined as the majority of members present. No commercial enterprise and no political candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the organization.

The organization may cooperate with other organizations and agencies active in child welfare and with conference groups of coordination councils uniting for child welfare.

### **ARTICLE IV**

**MEMBERSHIP.** Any Falcon Ridge Elementary staff, parent or guardian with children attending Falcon Ridge Elementary who are interested in the mission of the FRE PAC, and who are willing to uphold its basic policies and subscribe to its Bylaws may become a member.

### **ARTICLE V**

**OFFICERS.** The officers of the FRE PAC shall be a President, Vice President, Treasurer, and Secretary. There may be more than one person holding each office.

Officers shall be elected annually at the April meeting, to begin transition in May, by a majority vote of the members present. It is recommended that Officers shall serve 2 year terms, and that they shall not serve a term exceeding two years, but terms may be extended by majority vote. If no one volunteers for one of the Officer positions and the current officer does not continue to serve, the Executive Board will mutually agree on the reallocation of the duties of the unfilled Officer position. It is recommended that the Vice President step into the President position the following term. Terms shall run from May 1 – April 30, with elections in April.

**EXECUTIVE BOARD.** The Executive Board shall consist of the Officers and Principal. The duties of the Executive Board shall be to transact necessary business between PAC meetings, to approve the plans of work of the Standing Committee, and other business that is referred to it. Meetings of the Executive Board may be called by the Principal, President or by the majority of the Board.

The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year and present it at the first PAC meeting for approval. A budget shall be established for the following school year in April and voted upon at the last PAC meeting of the school year.

**VACANCIES.** A position is declared vacant upon resignation. A vacancy, except office of the President (which shall be filled by the Vice President), shall be filled by appointment of the remaining Board members, and approved by the entire PAC.

## **ARTICLE VI**

### **DUTIES OF OFFICERS.**

#### **PRESIDENT**

- a. To prepare agendas in cooperation with the Principal and Family Involvement Coordinator prior to the meeting.
- b. Have the ability to preside at meetings.
- c. To facilitate any group discussions.
- d. To call for members of committees.
- e. To review meeting minutes.
- f. To work closely with the Principal in matters that relate to the PAC.
- g. To make presentations to various groups and school board, if requested.
- h. To orientate the new President.
- i. To plan the annual calendar.

#### **VICE PRESIDENT**

- a. To serve as a PAC Board liaison to all PAC group committees. Committees may include: Fundraising, Family Fun Activities, Book Fairs, Hospitality, etc.
- b. Act as an assistant to the President.
- c. Performs duties of the President in the absence of that officer.
- d. Coordinate special projects as they arise.

## **TREASURER**

- a. To receive, process, and deposit all PAC monies.
- b. To keep an accurate record of receipts and expenditures.
- c. Maintain an adequate paper trail for EVERY transaction.
- d. To make payments (i.e. issue checks) as authorized by any of the following:
  - i. Approved PAC budget
  - ii. Approved by the PAC Executive Committee
  - iii. PAC membership vote
- e. To report financial position at PAC meetings, including:
  - i. Current balances of all accounts
  - ii. Monthly reconciliation of all account activity
  - iii. Year-to-Date performance against plan
- f. To reconcile checking account monthly.
- g. To provide timely and relevant financial information to support financial decision-making.
- h. To consistently apply and follow all financial control policies.
- i. To coordinate and present annual budget for approval each August for the following school year.
- j. To coordinate Audit (financial review) to be conducted annually each August.

## **SECRETARY**

- a. To attend all meetings and record proceedings and votes of the PAC.
- b. To submit minutes of the meetings to the Principal, President and general membership prior to the next scheduled meeting.
- c. To assist the President in handling any necessary correspondence.
- d. Maintain the current meeting attendance list.
- e. Provide and update Falcon Ridge PAC Directory with current member information.
- f. Send flowers and/or notes to staff for any of the following, but not limited to, weddings, births, condolences, and any general thank you notes as needed.

## **ARTICLE VII**

**STANDING COMMITTEES.** Standing Committees shall be formed as necessary by the Executive Board. These Committees shall review and present plans/options to the FRE PAC and designate sub-committees pertaining to their separate functions.

These Committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Executive Board or the voting membership.

FRE PAC shall be open to having Standing Committees for fundraising, activities, hospitality, and any other committees as the FRE PAC deems appropriate.

All Standing Committees shall cease to exist on the last day of each school year.

## **ARTICLE VIII**

**MEETINGS.** FRE PAC shall meet monthly, or a minimum of 5 times a year, September through August with additional meetings as needed. All meetings are open to the public. Meeting times and dates are to be set by the Executive Board and posted on the Falcon Ridge school website, and listed in the monthly newsletter.

## **ARTICLE IX**

### **FINANCIAL CONTROLS.**

- a. FRE PAC Fiscal Year is defined as starting on July 1, XXXX and ending on the following June 30, XXXX.
- b. There shall be a minimum of \$3000 in the FRE PAC bank account at the end of the fiscal year to fund immediate costs of next year.
- c. Mailing address on bank account will be Falcon Ridge Elementary mailing address: 1200 Columbus Ave N, New Prague, MN 56071.
- d. There shall be NO ATM or debit cards issued on any FRE PAC accounts.
- e. All checks will require TWO signatures to be valid. Checks will be imprinted with "Requires Two Signatures to be Valid". Suggested signatures shall be the President and Treasurer.
- f. All monies must be deposited using a Falcon Ridge PAC bank deposit form and kept in a designated account at the designated bank.
  - i. Two people must be present at all times when cash initially collected and counted.

- g.** All requests for payment must be submitted on applicable forms:
  - i. Invoices/Receipts shall be acceptable forms for reimbursements
  - ii. General Requisition Form
  - iii. Reimbursement Claim Form
- h.** The Executive Board can vote and authorize expenditures on non-budgeted requests of \$500 and under.
- i.** Non-budgeted expenditure requests over \$500 must be presented at monthly PAC meetings and voted on by the general PAC membership.
- j.** PAC Treasurer and another member of the Executive Board will reconcile the bank statements monthly. These statements should be compared to monthly financial results reported by the PAC.
- k.** Annual audit to be conducted in August. A report on the findings is to be presented at one of the first PAC meetings of the new school year.

## **ARTICLE X**

**AMENDMENTS.** These bylaws may be amended at any regular meeting of the organization by having a majority vote of those present, providing notice of the proposed amendment was given at the previous meeting.