## Article I - Name

The name of the Parent Advisory Council (PAC) shall be:
THE HOPE CHILD DEVELOPMENT CENTER PARENT ADVISORY COUNCIL (PAC)

### Article II Goals and Objectives

1. To facilitate communication between parents, caregivers, teachers, and other school staff.
2. To enhance our children's education by supporting educational activities; sponsoring social/fellowship activities; and creating opportunities to network with and learn from other parents and community resources around issues related to our children's education, development, and physical and emotional health.
3. To recruit parents of enrolled students for involvement in professional development opportunities, meetings, conferences, and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs.
4. To provide information to parents of enrolled students regarding Center issues and to bring questions, concerns, and ideas regarding Center related issues to the attention of school staff, administration, and other school community stakeholders.
5. To develop well-rounded students who understand the importance of giving back to the school and community.
6. To raise funds necessary to support programs, events and purchases approved b}} the PAC. .

### Article III - Membership

Section 1. **Eligibility**
Membership in the Parent Advisory Council shall be limited to parents, legally appointed guardians, and persons in parental relation to past or present Hope students, with the exception of persons outlined in Article IV, Section 2. When new children are enrolled, administration shall inform the PAC, which shall send a welcome letter, informing eligible parents of the PAC and encouraging their participation.

Section 2. **Dues**
Effective July 1, 2010, all families of children enrolled in Hope CDC, including Executive Board officers, representatives, and committee chairs, shall be required to pay annual dues in the amount of $20. The amount of $20 is payable per family, regardless of how many children from one family are enrolled in the Center. These fees will go towards supporting PAC activities, Center events and the purchase of materials to support Center operations which will benefit the Center as a whole.

### Article IV — Officers/Council Representation

Section 1. **Executive Committee**
The officers of the Parent Advisory Council shall be Chairperson, Co-Chairperson, Secretary, and Treasurer.

Section 2. **HOPE CDC Staff Representation**
The PAC membership body shall include representation (1 slot each) from HOPE CDC's administration and teaching staff chosen at the discretion of the Director. If a presently employed Hope CDC teacher is also the parent of a child/children attending Hope at the same time, that person is precluded from holding the position of a classroom representative but is eligible for general membership.

Section 3. **Classroom Representatives**
The PAC membership body shall include representation (1 slot each) from each classroom and/or age group.

Section 4. **Term of Office**

The term of office shall be a one-year term from January 1 through December 31. Members are elected annually by a majority vote in the month of November and seated in January. Eligibility for office is limited to parents, guardians or persons in parental relation who are not employed at HOPE CDC.

Section 5. **Duties of Officers**

5.1 **Chairperson:** The Chairperson must serve as a member of the Executive Committee. With prior approval from the PAC, the Chairperson may act as a spokesperson for the Council in events concerning Hope CDC that arise outside of Regular or Emergency/Special Meetings.

The Chairperson's duties include the following: shall preside at all meetings and shall be an ex-officio member of all committees; is responsible for ensuring that the PAC meetings run in accordance with simplified Robert's Rules of Order and PAC by-laws; refrain from entering into debates during PAC meetings; shall extend every courtesy possible; shall call special/emergency meetings when necessary; opens and closes all PAC meetings; explain each motion before it is voted upon; shall be responsible for time limitations on agenda items and holding speakers accountable to keep on time as listed on the agenda; may vote only to break a tie: must serve as a member of the Executive committee; sh411 be available to PAC members and others for questions pertaining to Hope CDC; shall form ad-hoc committees and appoint appropriate chairpersons of such committees as needed; shall be a member of PAC for at least one year.

In addition, the Chairperson shall appoint chairpersons of PAC standing committees with the approval of the advisory council membership; the Chairperson shall delegate responsibilities to other PAC members and shall encourage meaningful participation in all activities; the chairperson shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general advisory council membership meetings; and the Chairperson shall assist with the transfer of PAC records to the incoming Executive Board prior to the end of his/her term of office.

5.2 **Co-Chairperson**: The Co-Chairperson must serve as a member of the Executive Committee and shall assist the Chairperson and shall assume the chairperson's duties in his/her absence, whenever the Chairperson temporarily vacates the chair or at the chairperson's request. The Co-Chairperson shall be responsible for calling together and presiding over, when necessary, the joint Executive committee (Board and Policy Council). The Co-Chairperson shall be the PAC representative to the Board of Directors. The Co-Chairperson shall assist with the transfer of PAC records to the incoming Executive Board prior to the end of his/her end of term of office.

5.3 **Secretary:** The Secretary must serve as a member of the Executive Committee and assist the Administrative Assistant in recording and maintaining official records for the PAC. The Secretary duties include the following: shall keep a record of officers' and members' attendance; keep a record of all PAC minutes; shall maintain the official record of the proceedings and actions of all advisory council meetings; distribute all mail addressed to the PAC; shall distribute a meeting agenda no later than the Friday before the Tuesday meeting (in the event a meeting is rescheduled to a different day, the agenda shall be distributed no later than 48 hours prior to the rescheduled meeting); and shall notify PAC of absent representatives by means of a written/verbal warning following second consecutive absence. Responsibilities shall also include preparation of meeting notices, agendas, sign-in sheets, and material distributed. The Secretary shall prepare and read the minutes of each advisory council meeting and shall make minutes available upon request. He/she shall maintain custody of the advisory council's records and reports. The Secretary shall sign and incorporate all amendments to the advisory council's bylaws and shall ensure that copies of the amended bylaws are on file in the Director's office and available at each advisory council meeting. The Secretary shall be responsible for reviewing, maintaining, and responding to all correspondence regarding the advisory council. The Secretary shall assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

5.4 **Treasurer:** The Treasurer must serve as a member of the Executive maintains and reports on PAC financial activities. The Treasurer's duties are as follows: shall be responsible to the PAC and Hope Administration for the accounting and monthly reporting of the PAC budget; shall keep an accurate accounting system.

The Treasurer shall also be responsible for coordinating and drafting a proposed budget and spending plan, for adoption by the advisory council membership which includes recommendations from the committee and advisory council members. The treasurer will also be responsible, with the PAC Chairperson, for presenting the recommended budget and spending plan to the Director for review and approval within 30 calendar days of the beginning of each calendar year. The treasurer shall also assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

Section 6. **Election of Officers**

6.1 Nominating Committee: The nominating committee shall be established during the October meeting. The nominating committee shall consist of three to five (3-5) members to be elected by the advisory council membership. The majority must come from the membership. The remaining members of the nominating committee shall be selected by the Chairperson, subject to the approval of the Executive Board. The nominating committee shall select one of its members to serve as chairperson. No person employed at Hope CDC shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- preparing and distributing all notices regarding this process in English and other languages, as appropriate, wherever possible, i.e., meeting notices, agendas, reminder notices, tear-of nomination forms, etc.
- preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.
- canvassing the membership for all eligible candidates.
- determining and verifying the eligibility of all interested candidates, prior to the election and reporting the names to date of those candidates during the November meeting.
- ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor during the November meeting.
- officially closing the nominations process during the November meeting.
- ensuring that only eligible members receive a ballot for voting and conducting the November election.

6.2 **Additional Nominations**; At the November meeting, the nominating committee shall request additional nominations from the floor.

6.3 **Notices:** The meeting notice and agenda for the November general membership election meeting shall be distributed not less than ten (10) days prior to the date. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order under the office for which they were nominated.

6.4 **Voting Requirements:** Only families of a child(ren) currently attending Hope CDC (who are current on all tuition and fees or have made arrangements with school administration to become current) shall be entitled to one vote. Families with more than one child enrolled at HOPE CDC are not entitled to more than one vote. Proxy voting or absentee balloting is prohibited.

Each member of the PAC shall have only one vote, with the exception of the Chairperson who shall cast the deciding vote only in the case of a tie.

During the transition period when the out-going and in-coming PAC members are meeting together, both will vote on each agenda item, including the election of officers. Votes are taken after motions are made, seconded, and discussed. The Chairperson calls for the vote asking for an indication of approval, disapproval or abstaining from the vote. The Chairperson announces whether the motion is approved or disapproved. These decisions are included in the minutes.

6-5 **Election and Use of Ballot:**

- Voting shall be by written ballot (for contested elections).
- Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
- Ballots shall be printed with instructions.
- Ballots shall be distributed following verification of member/voter eligibility.
- The elections shall be scheduled at a time that encourages maximum member participation. This will require at least an evening session.
- Ballots shall be counted immediately following the election and in the presence of the members.
- Ballots shall be retained by the chairperson of the nominating committee until such time comes when his/her eligibility as a member is up and then the ballots shall be turned over to the incoming Secretary.

Section 7. **Transfer of Records**

The outgoing PAC Executive Board shall arrange for the orderly transfer of records and information of the PAC, which shall include an overview of PAC meetings, activities and all proposals for the school year, to the incoming Executive Board. This will be done at a Special Meeting to be scheduled before the 1st meeting in January specifically for this purpose.

Section 8. **Certification of the Election and Installation of Officers**

The results of the election shall be announced by the chairperson of the nominating committee, or another committee member designated by the chairperson. The installation of new officers shall be held during the December general membership meeting.

Section 9. **Vacancies**

A vacancy occurring in the office of Chairperson shall be filled by the Co-Chairperson for the remainder of the term of office. A vacancy occurring in any other position shall be filled by a special election process. Officers who wish to resign their positions once an election has been certified must do so in writing to the secretary and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer the records to the Chairperson.

Section 10. **Special Election Process**

Special elections shall be held to fill any vacancy other than the position of Chairperson. The Executive Board shall be responsible for announcing any vacancies which may occur and ensuring that all vacancies are filled by the next regularly scheduled meeting of the PAC. In those instances where a vacancy occurs in the positions of Co-Chairperson, Treasurer and/or Secretary, the Executive Board shall call for a special membership meeting in accordance with the provisions outlined in these bylaws.

Section 11. **PAC Limitations of Membership**

No representative shall be a member of the PAC for more than three years. No person who has a financial obligation to the PAC which has been outstanding for more than sixty days shall be granted nor maintain PAC membership, including holding the position of an Officer. After three consecutive or intermittent years of PAC membership, a person is no longer a voting member of the PAC. Regarding unresolved financial obligations, after sixty days, the Treasurer may bring the matter to the attention of the PAC in full session. Upon satisfaction of financial obligations within sixty days, full membership shall be reconsidered.

Section 12. **PAC Termination of Membership**

12.1 **Voluntary Termination:** Membership in the PAC may be voluntarily terminated at any time by verbal/written notice to the Council. The resigning member must write, sign and date a letter of resignation and submit it to the PAC or verbally inform the Chairperson. The Chairperson will request that an alternate attend until a new member is elected. At the next PAC meeting, the Special Election Process outlined in Article IV, Section 10 will be followed.

12.2 **Involuntary Termination:** A member shall be voted on for termination by a two-thirds vote if he/she is absent from three consecutive meetings without a legitimate reason or has missed three meetings in one year without a legitimate reason. Members may be terminated by means of written notice and by a two-thirds vote from the PAC at any time for:

- failure to uphold the standards of Hope CDC.
- displays of inappropriate behavior while representing the PAC gross misconduct.
- acting on behalf of the PAC without its authority.
- blatant disrespect of Hope CPC philosophies, goals or objectives.
- neglect of duty;
- outstanding debt.

Officers and Executive Board Members accused of misconduct or neglect of duty may be removed only after:

- A motion is presented by any PAC member during any meeting of the PAC assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- The majority of the review committee must be comprised of the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- The review committee must investigate, examine, and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents, and witnesses.
- The committee must present its findings and recommendations during a general membership meeting within a period not to exceed forty-five (45) calendar days from the date of the establishment of the review committee. The advisory council's notice and agenda must cite that a vote will be taken by the advisory council membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

  A member being considered for termination may ask for a hearing to present justification to the PAC. If the terminated member is dissatisfied with the decision, they shall submit written concern to the Hope CDC Director.

## Article V Executive Board

Section 1. **Composition**

The Executive Board shall be composed of the elected officers, appointed or volunteer classroom representatives and chairpersons of standing committees. No person employed at Hope CDC, with the exception of the designated staff representative outlined in Article IV, Section 2 shall be eligible to serve on the Executive Board of the PAC. Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 11 unless a good and valid reason is rendered in writing.

Section 2. **Meetings**
Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the 1st Tuesday of every month at 5:45pm, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous Tuesday.

Section 3. **Order of Business**
The order of business at meetings of the PAC Executive Board, unless changed by the Board shall be:

- Call to Order
- Reading and Approval of Minutes
- President's Report
- Treasurer's Report
- Director's Report
- Committee Reports
- New Business
- Old Business
- Adjournment

Section 4. **Quorum**
Six (6) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

## Article VI Meetings

Section I. **General Membership Meetings**

1.1 The general membership meetings of the advisory council shall be held quarterly and will immediately follow the month's Executive Board meeting. The general membership meeting schedule will be determined yearly by the Executive Board and distributed to each family. The general meetings schedule shall also be posted in the front entrance of the Center.

1.2 All eligible members may attend and participate during general membership meetings and may speak about agenda items subject to restriction in these bylaws.

1.3 Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2. **Order of Business**
The Order of Business at General Meetings shall be the same as that used by the Executive Board (see Article 5, Section 3).

Section 3. **Quorum**
A quorum of (select a number) members of the advisory council shall be required to conduct official business.

Section 4. **Minutes**
Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request to any member.

Section 5. **Special/Emergency Membership Meetings**
5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The Chairperson may call a special membership meeting with a minimum of 72 hours written notice to parents stating precisely what will be the topic of the meeting.

5.2 In addition, upon receipt of a written request from five (S) advisory council members, the Chairperson must call a special membership meeting within five working days of the request and with 72 hours' written notice to parents.

Section 6. **Parliamentary. Authority**

All procedural questions not covered by these bylaws shall be governed by Robert's Rules of Order Newly Revised provided they are not inconsistent with law, policy, regulation, and these bylaws.

Article VII — Standing Committees

Section I. **Standing Committees**

1.1 The president will appoint standing committee chairpersons (except in the case of the Budget Committee) with the approval of the membership. Ad-hoc committees shall be established by Executive Board approval. The standing committees of the association are the following:

Outreach: The outreach committee shall consist of three to five (3-5) persons and be chaired by the Outreach Committee Chairperson. The outreach committee shall be responsible for encouraging parent participation, involvement and assist with recruitment. The outreach committee may also prepare a newsletter or other publication to all members, which contains, at minimum, messages from the Chairperson, list of Executive Board members, all PAC meeting dates, and any other material deemed appropriate by the advisory council. The committee shall also be responsible for maintaining a current list of members which shall be available without home addresses at every advisory council meeting.

**Budget:** The budget committee shall consist of three to five (3-5) persons and be chaired by the treasurer. The committee shall be responsible for drafting:

1) a proposed budget and spending plan, for adoption by the membership, recommending the way in which the advisory council believes the school's minimum Title I Parent Involvement allocation should be spent, and
2) a written review of the prior year's budget and spending plan.

Article Vill- Amendments

These bylaws may be amended at any regular meeting of the advisory council by two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended.
Amendments are effective immediately unless otherwise specified.
These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article Vill, at the membership meeting held on

_____
(Month) (Day) (Year)
Signed By:

_____
Chairperson

_____
Secretary

_____
(Month) (Day) (Year)