

## **BY-LAWS OF BOULDER HIGH SCHOOL PARENT ADVISORY COUNCIL, October 7, 2016**

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#### **ARTICLE I NAME**

The name of this organization is the Parent Advisory Council of Boulder High School, Boulder, Colorado. This group may be referred to as the PAC in these by-laws. The PAC is a Colorado non-profit organization.

#### **ARTICLE II PURPOSE**

The PAC is organized and will be operated for philanthropic purposes permissible under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

The PAC shall provide an organized structure through which parents of Boulder High School students can communicate with the administration, faculty, staff, Board of Education and other parents on issues concerning the academic, extracurricular and social activities of Boulder High School. The objective is to provide input to promote a quality experience for the Boulder High School students, faculty, and administration.

As the name implies, the PAC's role will be advisory and not that of a direct decision maker. Development of curriculum, judgments on matters of student discipline and policy decisions are the responsibility of the staff of Boulder High and the administration of the Boulder Valley School District. However, the PAC should provide input to the administration and the BVSD Board about problems or concerns of parents of Boulder High students.

In addition to its role as an advisor, the PAC directly supports various activities of Boulder High School. The activities may include, but are not limited to: conducting fund-raising activities for Boulder High School such as use of grocery cards and collection of parent donations; disbursing funds to Boulder High staff through the grant process; publishing the student Directory and E-News (Boulder High School electronic newsletter); translation of E-News; posting information on the PAC website; assisting with Back to School Check-In and

Back-to-School Night; hosting staff appreciation events; and supporting BHS initiatives. These activities may change based on the future needs of the students, faculty and administration of Boulder High School. In order to support these activities, the PAC will accept donations and disburse funds from different sources.

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#### **ARTICLE III MEMBERSHIP**

All parents of Boulder High students are members of the PAC. In addition, individuals who do not currently have students at Boulder High but who are interested in providing a quality experience for the students, staff, and administration of Boulder High are welcome to participate in the PAC activities, with the approval of the PAC officers.

#### **ARTICLE IV MEETINGS**

In ordinary course, meetings of the PAC shall be held approximately monthly from August through May. Meetings are open to the general membership and there will be opportunity for general membership to voice opinions and concerns. Meetings may be held more than monthly

or at times other than during the normal school session if determined appropriate by the Co-Chairs. The time and place of the meetings shall be determined by the Executive Committee and should be published in the school calendar and E-News. Meetings of the Executive Committee may be held by telephone, or other electronic media, upon unanimous consent of the members of the Executive Committee.

#### **ARTICLE V EXECUTIVE COMMITTEE OF THE BOARD**

Although all parents are members of the PAC, an Executive Committee will be formed and will be responsible for deciding which items to put to a vote at a general PAC meeting. Most decisions will be made by vote of the PAC members in attendance at the PAC meeting. If the Executive Committee must make a recommendation outside of a PAC meeting, then the Committee should consider the input received from the members of the PAC and should vote according to what they believe is the consensus, or most favored, opinion of the total membership of the PAC. For those issues which are viewed to be highly controversial by the Co-Chairs, and would result in a publicly disclosed position by the PAC, the Executive Committee shall not vote on such matters until the PAC membership has been notified at least one week in advance that the matter will be discussed at the next PAC meeting and PAC members have had the opportunity to make their positions known at that meeting.

##### **Section 1 – Members of the Executive Committee**

The Executive Committee shall consist of the officers of the PAC (Co-Chairs, Secretary, and Treasurer) and at a minimum three committee chairs who have attended two consecutive PAC meetings prior to a vote. A quorum of three Executive Committee members is needed to finalize a vote.

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**ARTICLE V – (continued)**

**Section 2 – Additional Voting Members**

In addition to the Executive Committee, any of the general membership may request to attend the Executive Committee meeting and vote on recommendations that come before the Committee, providing they have attended the two consecutive PAC meetings immediately preceding the vote.

At any time, the current Executive Committee can, by a majority vote, add or delete positions to the Executive Committee for the following year. If the position of Chairperson or Coordinator is shared by more than one individual, the Executive Committee may determine that each person shall be entitled to serve on the Executive Committee, with each person having a separate vote. In the event that one party holds more than one position, they will be allowed to cast only one vote on any given issue. Although any interested party may be a member of the PAC, only those individuals who have a student at Boulder High School may serve as a voting member of the Executive Committee.

**Section 3 – Election of Executive Committee**

Election of the Executive Committee will occur at a PAC meeting during spring semester. Notice of the meeting will be advertised in E-News two weeks prior to the meeting. Interested candidates will be encouraged to contact the PAC Chairs to indicate their desire to be a candidate for the Executive Committee.

All persons having a student at Boulder High School during the current or following school year is eligible to vote for the Executive Committee. Voting will be conducted by secret ballot or by a show of hands if positions are unopposed, and a quorum is defined as the PAC members present. Any positions remaining open at the time of the elections will be voted on, in a similar fashion, as they are filled.

The Executive Committee will identify and establish PAC Subcommittees and solicit interested parties to serve as subcommittee chairs.

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**ARTICLE V (continued)**

**Section 4 – Terms of Office**

All persons elected shall begin serving the following school calendar year and are limited to one two-year term. This limitation may be waived by majority vote of the general membership.

**Section 5 – Ex-Officio Members**

The principal of Boulder High School, or his/her designee, shall be an Ex-Officio non-voting member of the PAC Executive Committee.

**Section 6 – Termination/Resignation from the Executive Committee**

It is expected that members will attend PAC and Executive Committee meetings on a regular basis. If attendance is not possible, members are expected to provide an electronic report of their current activities to the Co-Chairs prior to the meeting. In the event that an individual resigns from their position, they shall be replaced at the next meeting by a majority vote of the PAC Executive Committee.

**ARTICLE VI OFFICERS**

The officers of the PAC shall be Co-Chairs, Secretary, and Treasurer.

**Section 1 – Co-Chairs**

The Co-Chairs shall conduct the meetings and consult with the principal, teachers, and members of the PAC in the preparation of the agenda for the meetings.

**Section 2 – Secretary**

The Secretary shall notify the PAC membership of meetings via E-News, prepare and ensure distribution of the minutes via E-News to the BHS community, and be responsible for the elections of the Executive Committee.

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**ARTICLE VI (continued)**

**Section 3 – Treasurer**

The Treasurer shall be responsible for maintaining the financial records of the PAC, for paying all expenses as approved by the Executive Committee and preparing Treasurer's Reports. The Treasurer will ensure that at least one other member of the Executive Committee will be a signatory on PAC bank accounts.

**ARTICLE VII CHANGES TO THESE BY-LAWS**

These By-Laws may be amended from time to time by a vote of the general membership of the PAC. Prior to such modifications to these by-laws, the proposed change must be published in the E-News at least two weeks prior to any vote on the proposed change. Voting will be conducted by a show of hands and a quorum is defined as the PAC members present.

**ARTICLE VIII MISCELLANEOUS PROVISIONS**

**Section 1 – Conflict with I.R.C. Section 501(c)(3)**

If any provision of these bylaws should be in conflict with the provisions and requirements of Section 501(c)(3) of the Internal Revenue Code, then such provisions shall be null and void, and a new provision shall be adopted by the Executive Committee as soon as practicable.