

# **PAC BY LAWS**

## **Article I: Name**

Section 1: The name of this organization shall be the Parents' Advisory Council. It shall be a citywide parent, teacher, administration board in the Woonsocket, Rhode Island Public School System and shall be referred to hereunder as PAC.

## **Article II: Functions and Responsibilities**

Section 1: The members of the Advisory Board, hereinafter called delegates, shall serve in an advisory capacity to the superintendent and the school committee in areas such as but not limited to the following:

- a) Parent involvement in education
- b) Improvement of school and community relations and communications
- c) Educational priorities
- d) Parent advisory councils and parent teacher groups at the local school levels
- e) School policies

Section 2: Each member of the PAC acting as a delegate from his/her group or local school shall be responsible for making reports to the group he/she represents regarding the PAC activities.

Section 3: PAC after consulting with each representative group, is empowered to speak on behalf of the parents of Woonsocket school children.

## **Article III: Membership**

Section 1: Composition of the PAC:

- a) Membership shall consist of one delegate selected by each elementary PTO/PTA and two from the Middle and Senior high school's parent group.
- b) One Elementary, Middle and Senior high school teacher selected by the Woonsocket Teachers Guild.
- c) One school committee member selected by the school committee.
- d) The Superintendent or his/her designee.
- e) One Elementary principal, one Middle school administrator and one Senior high administrator selected by the Superintendent.
- f) One representative from existing advisory committees.
- g) Every member shall be called a delegate and shall have an alternate delegate elected or selected at the same time as the delegate. The delegate shall inform the alternate delegate of all discussions via monthly minutes and the alternate delegate shall be asked to attend meetings in the event the delegate is not available so every school and organization shall be represented at all times.

Section 2: Voting. Each delegate shall be entitled to one vote and shall cast that vote on each matter submitted to a vote of the PAC. Proxy voting and absentee ballots shall not be permitted. Passage of any proposals shall be by majority vote of these present and voting.

## **PAC BY LAWS**

### **Article III: Membership (cont.)**

Section 3: Termination of Membership. Any delegate of PAC who is absent from two consecutive meetings without being represented by an alternate delegate may be terminated from PAC.

Section 4: Resignation. A delegate shall resign by written notice to PAC and to the group he/she represents.

Section 5: Vacancy. A vacancy in PAC shall be filled as stated in Article III, Section 1, within thirty (30) calendar days.

### **Article IV: Officers**

Section 1: The officers of this PAC shall be 2 Co-chairs and 2 Co-Secretaries

Section 2: The officers shall be elected by the delegates of PAC.

- a) The officers will be elected at the November meeting of the PAC.

Section 3: Each officer shall serve for a two-year term and cannot serve in the same office for more than two consecutive terms.

- a) A term of office shall run from November to November.
- b) For Year 1 (2004-2005) of PAC, one of the Co-Chairs and one of the Co-secretaries shall be elected two-year terms. Thereafter, all terms shall revert to two-year terms.

Section 4: Duties and Responsibilities:

- a) The following duties shall be mutually distributed by the Co-chairs:  
The Co-chairs shall attend at all PAC meetings, develop a monthly agenda, sign all letters, reports and other communications of PAC, and generally be responsible for directing and coordinating the affairs of PAC. The President of PAC or his/her designee shall represent PAC at appropriate meetings such as School Committee meetings, Educational Forums, etc. He/she shall represent PAC before the public either personally or through an appointed delegate.
- b) The following duties shall be mutually distributed by the Co-secretaries:  
The Co-secretaries shall keep accurate minutes of all PAC meetings and shall keep a record of all minutes on file. He/she shall be responsible for all written correspondence, for sending notice of all special meetings to all delegates and alternates, and for sending monthly minutes and agendas to all delegates and alternates, the school committee, central administration, principals of each school and groups selecting the delegate.

Section 5: Removals. Any officer of PAC shall be removed by a majority vote of the

## **PAC BY LAWS**

delegates whenever it is the judgment of PAC that the best interest of PAC would be served thereby.

### **Article IV: Officers**

Section 6: Vacancies. A vacancy in any office shall be elected by PAC from the existing parent delegates for the unexpired portion of the term at the next regular meeting.

### **Article V: Meetings**

Section 1: Meetings shall be held in September, November, January and March. A schedule of meetings shall be determined at a September meeting. Any meeting which is cancelled will be held within one week of the cancelled meeting. Meetings will at the Woonsocket Area Career and Technical Center.

Section 2: Special meetings shall be called within one week by the Co-chairs at the written request of six delegates.

Section 3: A majority of the voting membership shall constitute an official meeting.

### **Article VI: Procedures**

Section 1: Meetings shall be open to the public. Any person who wishes to express his/her opinion shall do so by notifying his or her delegate. Any person wishing to address the PAC must send written notice to the one of the Co-chairs at least five days prior to that meeting.

Section 2: All decisions of PAC shall be made only after an affirmative vote of a majority of the delegates in attendance.

Section 3: The rules of parliamentary practice as described in Robert's Rules of Order shall govern the proceedings of PAC, provided that they do not conflict with the intent of the by-laws or any city or school regulation.

### **Article VII: Amendments**

Section 1: By-Law and/or Policy changes and suggested amendments or revisions shall be provided in writing to all members of PAC prior to a regularly scheduled meeting. The amendments or revisions shall be read and voted upon at two successive meetings before they become accepted. Action shall be by majority vote of those present.

### **Article VIII: Agenda**

## **PAC BY LAWS**

Section 1: Agenda items shall be submitted to PAC only after previous discussions by the body selecting the delegate.

Section 2: Agenda items shall be submitted in writing by a delegate to the Co-secretary in charge of the agenda at least seven days prior to the next scheduled meeting.

Section 3: An item may be placed on the agenda on the night of the meeting by majority vote parent delegates for the unexpired portion of the term at the next regular meeting. of the delegates present.

Section 4: A copy of each month's agenda shall be sent to the head of each body selecting the delegate and to each school.