

**FORT JACKSON, SOUTH CAROLINA
PARENT ADVISORY COUNCIL
BYLAWS**

Paragraph	Page
1. PURPOSE	2
2. GENERAL GUIDELINES	2
3. STAFF ORGANIZATION	2
4. SELECTION AND APPOINTMENT OF PAC OFFICERS	2
5. PAC OFFICER RESPONSIBILITIES	3
6. PAC MEMBERSHIP	3
7. PAC BUDGET	3
8. MEETINGS	4
9. STANDING AND SPECIAL COMMITTEES	4
10. INSURANCE	5
11. DISSOLUTION OF THE ORGANIZATION	5
12. EFFECTIVE DATE	5
APPENDIX A	6
APPENDIX B	7

1. **PURPOSE.**

These by-laws provide Fort Jackson Parent Advisory Council (PAC) members with guidelines consistent with the mission and vision of Fort Jackson Elementary Schools, Department of Defense Educational Activity (DODEA) and the Department of Defense Elementary Secondary Schools (DDESS). The PAC is an organization whose sole purpose is to support the improvement of education and welfare of the school-aged children attending Fort Jackson Elementary schools. The PACs function is to supplement and cooperate with Fort Jackson's school administration. The PAC is a community-based and community-supported system. It consists entirely of parents whose children are in attendance at the respective elementary schools on Fort Jackson. The organization serves as a common link between the educators and the parents. The objectives of the organization are promoted through a spirit of cooperation between parents and teachers. All activities of the PAC focus on creating a closer relation between the school and the home so that teachers and parents may cooperate intelligently in the development of the child. These by-laws reflect and support the mission, vision, goals, and responsibilities as they pertain to the PAC.

2. **GENERAL GUIDELINES.**

The PAC is a non-commercial, not-for-profit organization. It does not represent the DODEA/DDESS or the U.S. Army. The name of the organization or members in their official capacities shall not be used in connection with any commercial interest or agency.

The PAC shall cooperate with Fort Jackson elementary schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.

The PAC may cooperate with other agencies concerned with child welfare or education, but no persons representing the organization will make any commitments that bind the organization or otherwise conflict with these bylaws.

3. **STAFF ORGANIZATION.**

The **Executive Committee** consists of the **Chairperson, Secretary, and Treasurer**. The corresponding school principal sits on the PAC committee strictly on a consultant (advisory) capacity. The school principal is a non-voting member whose primary purpose is to ensure PAC activities do not interfere or conflict with school policies, administration, or existing regulations. Regular membership is open to all parents of the children attending the corresponding school.

The Executive Committee will transact business in the intervals between organization meetings and such other business as may be referred to by the organization. This committee has the authority to create standing or adhoc committees; and to plan meetings of the organization to discuss issues, concerns, and activities involving each corresponding elementary school.

4. **SELECTION AND APPOINTMENT OF PAC OFFICERS**

- a. PAC Officers will be selected from among volunteer parents, either nominated by PAC members or self-nominated to a position. At no time will two family members concurrently hold PAC officer positions.
- b. Only PAC members can vote for nominees. A nominee must obtain a 3/4-membership

open vote to be selected for an office. In case of a draw, voting will be repeated by closed ballot. Closed ballot voting will be based on a simple majority rule.

c. Once elected to the position, all officers will serve a one-year term. A two-year maximum term in the Executive Committee position can be served only if the incumbent is nominated by another PAC member (cannot self-nominate) and by receiving a 3/4-membership vote.

d. Eligibility for PAC Chairperson is limited to members with at least a half-year prior active experience.

5. PAC OFFICER RESPONSIBILITIES

All officers are responsible for and will perform duties as outlined in these bylaws and those duties assigned from time to time by the PAC. They will deliver to their successors all official material within ten days before the end of the school year.

- a. The **Chairperson** presides at all meetings of the PAC. This officer performs such duties as may be assigned to the chairperson by the PAC or by the executive committee and will assign and/or coordinate the work of the officers and committees. The Chairperson will be an ex-officio member of all committees (standing and special).
- b. The Vice Chairperson will assume the Chairperson responsibilities if the Chairperson is unavailable.
- c. The **Treasurer** is the custodian of all PAC funds. This individual will keep accurate records of receipts, deposits, and expenditures authorized by the Executive Committee and prepare a financial statement (treasurer's report) to be submitted at every PAC meeting. This individual will make disbursements in accordance with the approved budget processes as authorized by the PAC. This officer shall have the PAC fund account audited annually and/or upon change in incumbent. The audit report is presented to the executive committee during the first regular meeting of the school year and the PAC checkbook is always stored at the school vault when not in use.
- d. The **Secretary** is responsible for attendance records and recording of the minutes of all meetings of the PAC. This individual will generate and distribute meeting minutes no later than one week following a scheduled meeting. Additionally, the Secretary is responsible for generating and distributing the monthly agenda and coordinating with the Chairperson prior to the following month's scheduled meeting. A PAC membership roster, to include electronic mail, will be initiated and maintained by the Secretary, which will be used to distribute communications, minutes and any other documents as required. The secretary will assume the chairperson responsibilities if neither the chairperson nor the vice chairperson are available.

6. PAC MEMBERSHIP.

Membership in this organization will be available without regard to race, gender, creed, or national origin. Membership is free and open to any parent(s) whose child(ren) attend any of the elementary schools on Fort Jackson. Ideally, parents are encouraged to become members of the PAC corresponding with the specific school their child attends. Every effort will be made to contact parents of children attending the school and remind them that PAC membership is on a standing and open invitation, so as to encourage maximum attendance and parent participation.

7. PAC BUDGET.

The PAC is a not-for-profit, self-sustaining, non-Federal entity. Its sources of funding are primarily through fundraising and/or donations from any source or organization. However, the name of the PAC or the names of members in their official capacities will not be used in connection with, or endorsement for, any commercial entity.

a. **Funds.** The PAC funds will be budgeted and used to support the organization's planning objectives for the school year.

b. **Auditing.** The PAC fund will be audited annually or when a change of Treasurer is made and when deemed appropriate by the PAC's Executive Committee. Any discrepancy in funds or accounts will be brought to the immediate attention of the Executive Committee who shall take action to report to appropriate authorities to assist in resolving the discrepancy.

c. **Disbursements.** The Treasurer shall make all authorized disbursements. All checks must be signed by two (2) PAC members as designated by the chairperson. In cases where the Treasurer is not available, the PAC Chairperson, followed by the Secretary, may sign authorized disbursements on behalf of the PAC. All such disbursements will be duly documented and reflected in the minutes. Approval for a disbursement is made with a 2/3 vote of attending PAC members. At no time will two family members be assigned to sign checks.

d. **Project Funding Requests.** Requests for project funding from PAC monies must be submitted on an appropriately filled Funds Request Form (Appendix A). The form must be submitted no later than 1400 the Friday prior to the next regularly scheduled PAC meeting.

e. **Approved Expenditures.** Any monies disbursed for approved projects will be used within **30 calendar days** or funding will be retracted. Upon completion of a project or purchase, the requesting individual must submit original receipts and unused monies to the PAC Treasurer for fund accountability **within 14 calendar days**. No monies will be disbursed/reimbursed without a receipt.

8. MEETINGS.

Regular meetings will be held monthly, or no less than quarterly, with the exact dates and times at the determination of the PAC Chairperson during the school year. Once established, meeting details will be communicated to PAC members and school parents via email and/or school newsletters.

9. STANDING AND SPECIAL COMMITTEES.

a. **Standing Committees.** Standing committees will be created by the Executive Committee to promote the purpose and carry on the work of the organization. The Executive Committee will select the chairperson of a standing committee. This individual's term will be for one school year or until the purpose of the committee is completed.

b. **Special Committees.** On occasion, a special committee may be formed which goes out of existence when its work is done and its final report is received and approved by the Executive

Committee.

10. INSURANCE.

This item is pending, awaiting Fort Jackson Garrison Commander's waiver approval.

11. DISSOLUTION OF THE ORGANIZATION.

If it becomes necessary to dissolve the PAC, the following steps must occur: Dissolution of the organization will only occur through 3/4 vote by the corresponding school PAC membership. Existing PAC funds at the time will be donated to the corresponding school to be used for procurement of educational material. The community will be notified via email and/or school newsletters.

12. EFFECTIVE DATE.

These bylaws will be effective immediately upon approval by the PAC membership and reviewed annually thereafter on the anniversary. Review will be specified by signature and date of each school's PAC Executive Committee (Chairperson/Treasurer/Secretary). A signed and dated copy will be submitted to the district office.

PAC Chairperson (Print)

(Signature)

Date

PAC Treasurer (Print)

(Signature)

Date

PAC Secretary (Print)

(Signature)

Date

APPENDIX A

Funds Request Form

GENERAL. This form is used to request monies from the Parent Advisory Council (PAC). You must complete all information requested. Please submit requests no later than 1400 (2:00 p.m.) the Friday prior to the next PAC meeting. To help us expedite your request, please print legibly.

SCOPE. This document is applicable to all school staff members requesting funds from the PAC.

a. Requestor's Name: (print) _____

b. Date Needed By: _____

c. Description/Justification: (attach additional sheets if required)

d. Amount Requested: _____ (exact / approximate)

School Principal Signature Date

PAC USE

Date Received: _____ **Approved / Denied** **Amount:** _____

Signature of PAC Treasurer (or alternate) _____

APPENDIX B

Receipt Document

GENERAL. This form is used to account for monies received from the Parent Advisory Council (PAC). You must complete all information requested. Please submit to the PAC Treasurer as soon as possible. To help us, please print legibly and attach all receipts for a refund (**failure to submit receipts will result in no refund**).

SCOPE. This document is applicable to all school staff members requesting funds from the PAC.

a. Requester's Name: (Print) _____

b. Date Money Received: _____

c. Amount Received: _____

d. Short Project Description:

Item Purchased	Number of Items	Source/Store	Cost (each)

e. TOTAL EXPENSES: _____

REQUESTER SIGNATURE

DATE