

# **BY-LAWS OF BOULDER HIGH SCHOOL PARENT ADVISORY COUNCIL**

**SEPTEMBER 6, 2006**

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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, judgements 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 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 include, but are not limited to, publishing the student directory, Enews, and Highlights (Boulder High School newsletter); assisting with student registrations and Back-to-School Night; hosting staff appreciation events, After-Prom, and Senior Barbecue; and supporting fund-raising activities for Boulder High School such as grocery certificates and the Make-A-Difference Wish List. 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.

## **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.

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**ARTICLE IV MEETINGS**

In ordinary course, meetings of the PAC executive committee shall be held 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, Highlights, and Enews.

**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 voting on such recommendations which may come before the PAC. When voting on such recommendations, the Executive 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 (through mailings, speeches, communications to the various media, etc.), the Executive Committee shall not vote on such matters until the PAC membership has been notified through the Highlights and/or Enews 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 a representative from each of the following groups: DAC, DPC, SIT, and GT.

Section 2 – Additional Voting Members

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

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## **ARTICLE V – Section 1 (continued)**

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 2 – Notification of Nominations**

The Nominating Committee, consisting of one PAC co-chair and the four class representatives, shall meet in February to solicit interested parties to fill the various open positions on the Executive Board for the following year. They will also solicit interested parties to serve as chairs of the various committees. Open positions shall be advertised in the Highlights and/or Enews and interested parties should be encouraged to contact the Nominating Committee to indicate their desire to be a candidate for the Executive Committee or other open positions.

In the April issue of Highlights, the P.A.C. shall announce that the election of the Executive Committee will occur at the May meeting of the P.A.C.

### **Section 3 – Election of the Executive Committee**

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

### **Section 4 – Terms of Office**

All persons elected in May 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.

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**ARTICLE V (continued)**

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 P.A.C. Executive Committee.

Section 6 – Termination/Resignation from the Executive Committee

It is expected that members will attend 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 P.A.C. Executive Committee.

**ARTICLE VI OFFICERS**

The officers of the P.A.C. 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 P.A.C. in the preparation of the agenda for the meetings.

Section 2 – Secretary

The Secretary shall notify the P.A.C. membership of meetings via Enews, prepare and distribute the minutes to interested P.A.C. members, and be responsible for the elections of the Executive Committee.

Section 3 – Treasurer

The Treasurer shall be responsible for maintaining the financial records of the P.A.C. and for paying all expenses as approved by the Executive Committee

**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 Highlights and/or Enews 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.

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**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.

Section 2 – Meetings Other Than In Person

Meetings of the Executive Committee may be held by telephone, or other electronic media, upon unanimous consent of the members of the executive committee.