

**BY-LAWS OF THE
PARENT ACTION COMMITTEE**

ARTICLE I: PURPOSE

- 1) The name of this group shall be the Parent Action Committee (PAC).
- 2) The Parent Action Committee shall support, encourage, and advance the communications and fundraising activities of Luther North College Prep, and thereby cultivate wholesome school spirit and develop character and high ideals.
- 3) The Parent Action Committee shall promote projects, events, and fundraisers to improve facilities and general operations for the school.
- 4) The Board of Trustees of Luther North College Prep may dissolve the Parent Action Committee if it feels the stated purpose of the group is no longer being met.

ARTICLE II: MEMBERSHIP

Section I: Qualifications

- 1) Parents or Guardians of current Luther North College Prep students who subscribe to the purpose and function of the Parent Action Committee.
- 2) Annual dues for membership shall be ten (\$10) dollars for a family membership. Membership entitles voting privileges (by parents/guardians) at the annual membership meeting in May. All school families will pay this fee at time of registration.

ARTICLE III: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the group shall be managed and controlled by a board of six (6) directors who shall be elected by a majority vote of the members at the annual (May) meeting. The Board of Directors shall consist of 4 officers (as defined in article IV) plus 2 at-large members. Members of the Board of Directors are elected to 1-year terms. Individuals who feel they cannot fulfill the full term are still encouraged to submit their names for election.

Section II: Vacancies

In case of any vacancy on the Board of Directors, a successor to fill the unexpired term shall be appointed by the Board at the next available meeting.

Section III: Meetings

Meetings shall be held at the time and place as noted on the school calendar of events. All members shall make every attempt to attend each meeting. Minimally, meetings should consist of dates in the following months:

July: (to review financial report of the year, ratify budget for upcoming year, discuss fall events)

October: (to discuss winter/spring events)

February: (to discuss year end events)

May: Annual Membership Meeting (to vote for Officer Positions)

Section IV: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE IV: OFFICERS

Section I: Officers

The officers shall be elected by the members at the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, two (2) co-chairs, a treasurer, a communications director, and two (2) member-at-large. All offices will be 1-year terms, renewable each year for up to a maximum of 2 years. No person shall hold the same office for more than 2 consecutive years.

Section II: Vacancies

In case of any vacancy, a successor to hold the office for the un-expired term shall be appointed by the Board at the next available meeting.

Section III: Duties

- 1) Co-Chair:
 - a) Shall share the job of presiding at all meetings of the group;
 - b) Coordinate with the Development Director/Campaign Director;
 - c) Identify critical areas for parent participation;
 - d) Set targets and goals for the PAC involvement;
 - e) Assist with organizing and administrating campaign(s);
 - f) Shall personally represent the group or appoint a delegate where representation is deemed advisable;
 - g) Shall construct an agenda for each meeting;
 - h) Shall effect compliance with the rules, regulations, and policies of Luther North College Prep;
 - h) Shall sign, together, all contracts in the name of the group;
 - i) Shall attend each meeting if possible;
 - j) One Co-Chair shall be the liaison between the PAC and the Board of Trustees.

- 2) The Treasurer:
 - a) Shall keep the financial records of the group, collect dues, and submit monies to the treasurer of Luther North College Prep;
 - b) Shall perform all the duties usually incident to the office of the treasurer, subject to the control of the Board of Directors;
 - c) Shall provide a written financial report to the Board of Directors at each meeting, including a detailed, annual financial report at the July meeting;
 - d) Shall attend each meeting if possible;
 - e) Shall provide to one of the two co-chairs at the end of the fiscal year, a detailed, annual financial report for the purpose of 2nd-person audit;
 - f) Shall work with the AD to prepare a budget for the June meeting.

- 3) Communications Director:
 - a) Shall keep the minutes of all meetings and report minutes in written form at the following meeting;
 - b) Shall keep a binder of all minutes (and supplemental handouts presented at all meetings), and upon completion of term, pass this binder onto the incoming communication director. In addition, an electronic version shall also be kept and passed on the incoming communication director;
 - c) Shall keep such other records as directed by the Board of Directors;
 - d) Shall formulate a PAC Newsletter to publicize events and actions of the Group. The Newsletter shall be published at least once per quarter and be available in printed as well as electronic form, posted on various websites;
 - e) Shall perform all the duties usually incident to the office of communications director, subject to the control of the Board of Directors;
 - f) Shall attend each meeting if possible.

ARTICLE V: EVENT CHAIRPERSONS

Section I: Chairpersons

- 1) The Board of Directors shall appoint chairpersons as needed for the purpose of organizing and ensuring the successful operation of fundraisers and functions of the Parent Action Committee.

- 2) Chairpersons must be members of the Parent Action Committee. Chairpersons may also be members of the Board. An event/function may have co-chairs.

- 3) The following events/functions of the PAC Group may require chairpersons:
 - a) Development Campaigns

- b) Luther Fest
- c) Luther Auction
- d) Volunteer Recognition and Awards

Section II: Duties

- 1) Duties of an Event Chair:
 - a) work within budget for the event;
 - b) plan and purchase decorations for the event;
 - c) elicit volunteers as needed.

- 2) Duties of the Volunteer Recognition and Awards Chair:
 - a) work within budget for the event;
 - b) plan and purchase decorations for the event;
 - c) elicit volunteers as needed.

ARTICLE VI: FINANCES

- 1) The funds are to be deposited into the Luther North College Prep general bank account and may be withdrawn at the direction of the co-chairs and principal.

- 2) An annual Financial Report shall be submitted to the Board of Trustees and kept for permanent school records at Luther North College Prep.

- 3) The Parent Action Committee exists as an auxiliary group of Luther North College Prep, and as such is bound by section 501(c)(3) of the Internal Revenue Code as a non-profit organization. No member of the PAC shall have any legal or equitable ownership in any of its funds or property.

- 4) In the event of the dissolution of the group, its assets shall be distributed to Luther North College Prep and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VII: FISCAL YEAR

The fiscal year of the PAC Group shall begin July first and end June thirtieth.

ARTICLE VIII: DISSEMINATION OF FUNDS

- 1) The Parent Action Committee shall at its July Meeting pass a budget for the new fiscal year and determine the dissemination of funds.

- 2) Board of Directors will vote and determine what portions of the budget and expenditures will be accepted.

- 3) Board of Directors reserves the right to accept or reject or modify any line item on the proposed budget.
- 4) Luther North purchase orders will be used for initial ordering of items. The treasurer of Luther North College Prep will then pay each vendor promptly.

ARTICLE IX: RESPONSIBILITIES OF LUTHER NORTH PERSONNEL

Section I: General Responsibilities

The staff and faculty of Luther North College Prep should do all they can to support the Parent Action Committee and its activities, recognizing the importance of the Group in maintaining a successful source of communication and fundraising. Personnel of Luther North College Prep should encourage all parents to become members of the Group and to become actively involved in the Group.

ARTICLE X: BASIC POLICIES OF OPERATION

The following are also policies of the group.

- 1) The group shall be non-political and non-sectarian.
- 2) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

ARTICLE XI: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.