



800 CANONIE DRIVE | PORTER, IN 46304

PARENT ADVISORY COUNCIL (PAC) BYLAWS

ARTICLE I - NAME

The organization shall be named Discovery Charter School Parent Advisory Council (PAC).

ARTICLE II - MISSION STATEMENT

The PAC is organized for the purpose of supporting and enhancing the educational experiences of the students of Discovery Charter School by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget.

ARTICLE III - POLICIES

Section 1: Non-discrimination. The PAC shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: Tax-exempt. The policies of the PAC are established to maintain a tax-exempt status as defined by Section 501(c) (3) of the Internal Revenue Code.

Section 3: No commercial or political advantage. The name of the PAC and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the aforementioned mission of the PAC.

Section 4: Relations to other schools. The PAC may cooperate with other parent advisory councils or parent teacher organizations within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5: Background checks. Any person volunteering at a PAC event or serving in an official PAC position must have an approved background check with the exception of any event off campus prior to volunteering.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PAC shall begin on July 1st and end on the following June 30th.

ARTICLE V - MEMBERSHIP AND DUES

Section 1: Membership. Any parent or guardian of a student at Discovery Charter School, the Principal, the CEO, the Head of School, or any teacher or permanent staff currently employed at the School is a PAC member subject to Section 2: Dues.

Section 2: Dues. Dues, if any, will be established by the PAC Executive Board. Only members in good standing (who have paid their dues at least 30 calendar days prior to a PAC meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PAC which shall end on June 30th. In lieu of monetary dues, the PAC Executive Board may require members to complete one (1) hour of service before being considered a member in good standing, which may be acquired by attending a PAC meeting or participating in a school event and/or fundraiser. Dues or service hour implementation shall be announced at the first meeting of the fiscal year.

Section 3: Vote. When the Executive Board determines that a vote from the membership is necessary, each individual member shall have one vote. Voting may take place by voice, or, upon request, by written ballot.

ARTICLE VI - OFFICERS

Section 1: Officers. The officers shall consist of an elected President, Vice President, Secretary, Treasurer, and Board Member at Large which comprise the Executive Board. All officers shall act in the best interest of the PAC.

Section 2: Executive Board. The Executive Board shall create standing rules and policies, conduct necessary business in preparation for the regular PAC meetings, and prepare a proposed budget at the first regular PAC meeting of the fiscal year. The Executive Board will sign the Parent Advisory Council Bylaws at the beginning of each fiscal year which will be kept with the current Secretary.

Section 3: Officer Duties.

- a. **President.** The President shall preside over meetings of the PAC and Executive Board and prepare each meeting's agenda. The President will serve as

- the primary contact for the Principal and represent the PAC at meetings outside of the organization. In addition, he or she will serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the PAC is served. The President will spend no more than \$500 on any one item or combination of related items not included in the budget, without the approval of the Executive Board, and will sign checks, notes, etc. in the absence of the Treasurer. Finally, the President will announce PAC meetings to the PAC membership at least one week in advance of that meeting.
- b. **Vice President.** The Vice President shall assist the President and carry out the President's duties in her or her absence or inability to serve.
 - c. **Secretary.** The Secretary shall keep all records of the PAC, take and record minutes of the meetings of the Executive Board and the PAC, prepare the agenda (if the President chooses not to do so), handle correspondence, and send notices of meetings. The Secretary also keeps a copy of the minutes book, Bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
 - d. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board. The Treasurer will also perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PAC's 501(c) (3) status, as applicable, and maintain accurate records of such. The Treasurer shall ensure that the PAC's financial statements are reviewed by a Certified Public Accountant at least once each fiscal year, including in connection with the preparation of the PAC's tax returns.
 - e. **Executive Board Member at Large.** The Board Member at Large shall perform such duties as the Executive Board or the President may prescribe.

Section 4: Eligibility. Only members in good standing (who have paid their dues, if any, or completed any requisite volunteer service) shall be eligible to serve in any officer position. No two individuals of close, legal relation (i.e., spouses, siblings, parent-child, cousins, or in-laws) shall serve as officers during the same school year, and permanent staff of the School shall be ineligible to serve in an officer position.

Section 5: Nominations and Elections. Nominations for officers' positions shall be submitted by the Executive Board at the February or March PAC meeting. At this meeting, additional nominations may also be made by the general PAC membership. Elections will be held during the March or April PAC meeting. This allows for a transition period to take place during the school year. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 6: Term of Service. Officers shall be elected for a term of two (2) calendar years (beginning July 1st and ending on the following June 30th) by the general PAC membership. A person may hold only one officer's position at a time. An officer may also act as Chair of up to two (2) Standing Committees.

Section 7: Vacancies. If there is a vacancy in the office of the President, the Vice President will become the President. At the next regularly scheduled PAC meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular PAC meeting. In the event the PAC fails to fill any officer positions by the April PAC meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 8: Compensation. No officer shall be compensated by the PAC for their service.

Section 9: Attendance. Each officer shall attend the Executive Board and monthly PAC meetings.

Section 10: Committee Service. Each officer is expected to serve on a minimum of one committee.

Section 11: Contracts and Purchases. No officer shall secure any contract in the name of the PAC without the approval to do so by vote of the PAC Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 12: Removal from Office. Any officer can be removed from office, with cause, by a majority vote of those present (assuming a quorum) at a regular PAC meeting. Advance notice of the vote shall be given to the PAC membership at least one week prior to the meeting.

ARTICLE VII - MEETINGS

Section 1: Regular Meetings of the PAC. Regular meetings shall be held monthly, except during June, July, and August, at the School. Time and date determined by the Executive Board 10 days prior to the scheduled meeting.

Section 2: Special Meetings of the PAC. Special meetings may be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PAC members in good standing. The objective(s) of such special meeting must be set forth and presented to the PAC membership at least 10 days prior to the meeting.

Section 3: Quorum. PAC members present, including the Executive Board, constitutes the quorum. A request is approved by a majority of PAC members present.

Section 4: Budget Proposal. The newly elected Executive Board shall meet at least once between July 1st and the first PAC meeting of the upcoming fiscal year and consult with the CEO or Head of School for the purposes of preparing a balanced budget proposal which shall be presented at the first regular PAC meeting of the school year.

Section 5: Final Meeting. The final PAC meeting of each fiscal year shall take place in May, prior to the close of school.

ARTICLE VIII- FUNDS

Section 1: Budget. A tentative budget for each school year shall be drafted in the fall, in consultation with the CEO or Head of School, and approved by a majority vote of the members present at the first regular PAC meeting of the fiscal year.

Section 2: Use. PAC funds shall be used for programs, events, and items that directly benefit the students of the School, with the exceptions of teacher appreciation events and staff holiday gifts.

Section 3: Income. All funds raised for the PAC must be documented and submitted to the Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PAC bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event. All funds raised in cash for Fall Fest and Discover Our World must be counted and documented by two PAC members day of the event.

Section 4: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the President and/or Treasurer. Reimbursement requests should be submitted to the Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the Treasurer immediately following the purchase.

Section 5: Authorization. Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the President and Treasurer.

Section 6: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PAC at a monthly PAC meeting by any PAC member in good standing. A vote for approval of the monetary disbursement shall be taken by the Executive Board.

Section 7: Reporting. An updated financial report shall be made available at each PAC meeting.

ARTICLE X- COMMITTEES

Section 1: Membership. Committees may consist of members and Executive Board members, with the President acting as an ex officio member of all committees.

Section 2: Standing Committees. The following Standing Committees shall be held by the organization: Fundraising, Sustainability, Enrichment, Recreation, Carpool, Lunch, Events, Fall Fest, Discover Our World, SCRIP, and Uniforms. Additional special committees may be formed at any time as appointed by the President or Executive Board.

Section 3: Chairpersons. Chairpersons of Standing Committees shall be appointed annually by the PAC membership. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary. An officer may also act as Chair of up to two Standing Committees.

Section 4: Records. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PAC and make them available to future Chairs.

Section 5: Contracts and Purchases. No Committee Chair shall secure any contract in the name of the PAC without the approval to do so by the President and/or Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 6: Attendance. Committee Chairpersons shall attend Executive Board and monthly PAC meetings to report on the activities of his/her committee.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in Robert's Rules of Order shall govern the PAC in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these rules shall be held by the Secretary and be made available at each meeting.

Section 2: Standing Rules. Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Section 3: Bylaws Committee. A Special Committee may be appointed to submit a revised set of Bylaws at a regular PAC meeting.

Section 4: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- a. Either the Bylaws Committee or at least 5 PAC members shall submit the revision request to the Secretary;
- b. At least 30 calendar days prior notice shall be given to the PAC membership that a vote will be taken at the next regularly scheduled PAC meeting; and
- c. The revision request is approved by a majority vote of PAC members present.

All approved amendments shall become effective immediately and be recorded by the Secretary.

ARTICLE X - CONFLICT OF INTEREST POLICY

Section 1: Purpose. The purpose of the conflict of interest policy is to protect the PAC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a PAC officer or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit or charitable organizations.

Section 2: Definitions.

- a. **Interested Person.** Any officer or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the PAC has a transaction or arrangement;
 - ii. A compensation arrangement with the PAC or with any entity or individual with which the PAC has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the PAC is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3: Procedures.

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board/PAC meeting while the determination of a conflict of interest is discussed and voted upon. The remaining officers or committee members shall decide whether a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest.**
 - i. An interested person may make a presentation at the Executive Board/PAC meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The President or the Chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Executive Board or committee shall determine whether the PAC can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the PAC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. **Violations of the Conflict of Interest Policy.**
 - i. If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as war-

ranted by the circumstances, the Executive Board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XI - DISSOLUTION

Section 1: Dissolution. The PAC may be dissolved provided prior notice is given to the PAC membership, a vote is taken at the next regularly scheduled PAC meeting and the request is approved by a majority vote of PAC members present.

Section 2: Remaining Funds. Upon a vote to dissolve the PAC, the remaining PAC funds shall first be used to pay any outstanding PAC debt and then either:

- a. A vote shall be taken by the PAC membership to spend remaining funds on an item or items that benefit the students, or
- b. The remaining funds shall be held in escrow by the Principal for use by a future parent advisory council or parent teacher organization formed for the School. If such a parent advisory council or parent teacher organization is not formed within 24 months, the funds shall revert to the school and be used toward the benefit of the students under the discretion of the Principal.

Revised on _____

President _____
Lisa M. Gonzalez

Vice President _____
Jamie Poloncak

Treasurer _____
Dylan Gutierrez

Secretary _____
Meagan Ferguson

Member at Large _____
Monica Morales