

BYLAWS - SCHOOL PARENT ADVISORY COUNCILS

RATIONAL:

A Parent Advisory Council (PAC) shall be formed as a means of providing input for school and program improvement. The PAC is a requirement in all public schools beginning with the 1986-87 school term in compliance with West Virginia State Board of Education Policy.

1.0 PURPOSE:

The Monroe County Parent Councils:

- 1.1 Will gain, share and disseminate information concerning the total educational program in respective school.
- 1.2 Will be informed and be knowledgeable of Monroe County and West Virginia Board of Education policies as they affect students, employees, and citizens of our total school community.
- 1.3 Will be a liaison between community and school whereby legitimate educational concerns regarding respective school can be professionally discussed and approached through appropriate and effective channels.
- 1.4 May offer recommendations for improvement of the curricula, management, or any other aspect of the total school program to the principal.
- 1.5 Will serve as a body to provide the school administration with advice on important school matters when necessary or when requested by the school principal.
- 1.6 Will relate to the general school community, positive aspects of the school through effective and proper publicity.
- 1.7 Will act as a liaison between teachers, principals, and the school community. It will be utilized as a positive forum for school communications.

2.0 LIMITED SCOPE OF THE PARENT ADVISORY COUNCIL:

- 2.1 Meetings shall be open to interested parties as observers. Only members of the Parent Advisory Council will participate in discussions or act on issues.
- 2.2 Discussion and mention of individuals regarding specific complaints will be prohibited. Individual concerns are to be directed to the principal.
- 2.3 The Parent Advisory Council as a unit will not determine school curriculum and curricular offerings or in any way dictate school operational policy.

- 2.4 The Parent Advisory Council as a unit will not become involved in either the selection or evaluation of teachers and other staff members.
- 2.5 The Parent Advisory Council will not be a fund-raising organization nor will the Parent Council become involved with school finances or determine how school monies will be expended.
- 2.6 The Parent Advisory Council will function within the framework of the West Virginia Master Plan for Public Education.

3.0 MEMBERSHIP:

- 3.1 Parent Council members will serve on the committee for a two-three year term. Any parent of a child who attends the respective school is eligible for membership
- 3.2 Membership teams are staggered so membership will be continuous.
- 3.3 Vacancies for council membership are publicized via the school newsletter. Interested person(s) may submit his/her name to the council for membership consideration.
- 3.4 There shall be six to eight members of the council.
- 3.5 The school principal will serve as a member and at least one faculty member. The Student council president may be invited to serve as a member.
- 3.6 No dues will be assessed.
- 3.7 Membership shall be made with majority members being parents. Two members shall be elected from local school PTA or similar organizations; up to six members shall be appointed by the principal.
- 3.8 Consideration shall be given in balancing membership to the council. Consideration of: (1) geographical divisions of the community, (2) educational background, (3) ethnicity, (4) sex, (5) grade levels (present, incoming and replace outgoing).
- 3.9 The Council chairperson will serve as the liaison between the council and the PTA/PTO/PTSA.

4.0 RESPONSIBILITIES OF MEMBERS:

- 4.1 Each member is expected to attend meetings regularly, participate in discussions, and serve on subcommittees when requested.
- 4.2 Each member is expected to study carefully any problems which comes before the council.

- 4.3 Each member is expected to respect the rights of fellow members by not reporting or discussing the opinions of other members outside the meetings.
- 4.4 Each member is expected to represent concerns as topics for discussion through respective school and raise any general concerns as topics for discussion through placement of these topics on the agenda for the next Council meeting.
- 4.5 Members must be willing to have their names, addresses, and phone numbers published so that parents not on the Council may contact them.
- 4.6 Members who fail to attend three consecutive meetings will automatically lose their membership, but they may reapply for membership through the membership subcommittee.
- 4.7 Agenda items will be limited to topics over which the principal will have direct control or heavy influence. Lengthy discussions of central office and/or state policies will be discouraged.

5.0 MEETINGS:

- 5.1 Meetings will be held two to five times a year.
- 5.2 Select a method to keep meeting date consistent. (i.e. second Tuesday of even numbered months.)
- 5.3 Members receive advance notice of meeting (usually seven days) and an agenda of items to be discussed. Additional agenda items should be submitted to council chairperson three days prior to meeting.
- 5.4 Regular attendance by all members is essential.
- 5.5 A quorum of at least 50% of the Council members must be present for a meeting to take place.
- 5.6 Special meetings may be called by Executive Committee, or by a majority vote of the Council.
- 5.6 The chairperson will conduct all meetings using parliamentary Procedure.
- 5.7 Vary facility settings for meetings (i.e., homes restaurants)
- 5.8 Set dates by consensus.

6.0 OFFICERS:

6.1 The officers will consist of a chairperson, vice-chairperson, and secretary. Officers should be chosen annually at the May meeting by a majority vote of the parent Council members.

6.1.1 The Chairperson's duties shall be:

6.1.1.2 Preside at meetings of the Parent Council

6.1.1.3 Preside over Executive committee meetings

6.1.1.4 Appoint committees to report to the Parent Council

6.1.2 The Vice-Chairperson's duties shall be:

6.1.2.1 Perform the duties of the chairperson in the chairperson's absence

6.1.2.2 Serve on the Executive Committee

6.1.3 The Secretary's duties shall be:

6.1.3.1 Send out notice of meetings

6.1.1.1 Keep records of attendance at meetings

6.1.1.2 Maintain a file of parent Advisory Council activities

6.1.1.3 Distribute Parent Advisory Council news to all parents, via the school newsletter, following each Council meeting.

6.1.1.4 At the beginning of each school year, distribute a list of Council members' names, addresses, and phone number to all parents of respective school.

7.0 THE EXECUTIVE COMMITTEE:

7.1 The Executive Committee will consist of the Council chairperson, vice-chairperson, secretary, and school administrator. The Executive Committee's duties shall be:

7.1.1. Act on urgent matters between Council meetings.

7.1.2. Prepare the agenda for council meetings after soliciting input from Council members.

7.1.3. Call special meetings of the Council if needed.

7.1.4. Act as a source of information for the media if information is needed.

8.0 CHANGES IN THE BYLAWS:

8.1 Changes in the bylaws must be presented to the Council at a Council meeting. Copies must be sent to all members, and changes must be approved by two-thirds of the members present at the next meeting.