

PARENT ADVISORY COUNCIL OF
PARENT COOPERATIVE PRESCHOOLS

(For cooperative preschools maintaining an affiliation agreement with North Seattle College's Parent Education program)

BY-LAWS

Purpose

As an organization of parent representatives of preschools who maintain an affiliation agreement with North Seattle College we set forth the following purposes:

1. Increase the quality of communication between all cooperative preschools which maintain an affiliation agreement with North Seattle College (NSC);
2. Increase the quality of communication between the affiliated preschools and NSC Parent Education Program;
3. Provide a forum for the dissemination of ideas, techniques and material aids to promote and support the development of preschools;
4. Provide the opportunity of participation in the cooperative preschool experience to all socioeconomic levels of the community;
5. Involve the parents represented by the Council in community issues affecting the quality of our children's lives and parent education.

Membership

The Parent Advisory Council (PAC) membership shall consist of one representative from each cooperative preschool class. Vacancies shall be filled as they occur. The representative shall be an experienced cooperative member whenever possible. The organization will not discriminate against applicants and students on the basis of race, religion, gender, sexual orientation, or national origin.

Attendance

There shall be one meeting of PAC per month, usually occurring on the second Monday of each month, from 9:30 to 11:30 a.m., September through May. The May PAC meeting should be attended by the incoming and outgoing representatives. Attendance at all meetings is mandatory by the representative or a substitute in order to receive the benefits of PAC.

Note: If the Seattle School District has canceled or delayed classes due to inclement weather, PAC Meetings will be rescheduled to the subsequent non-holiday Monday.

Board of Officers

The Board of Officers shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and a PAC Coordinator. The term of office for the Chair, Secretary, Treasurer, and PAC Coordinator shall be one year from June to June. The Vice-Chair will assume the office of Chair during the second year of their term when possible. Members may volunteer for the positions. A vote of approval shall be made by the Council. The selection of officers shall take place at the May meeting. Vacancies shall be filled as soon as they occur. The Faculty Advisor from NSC is a non-voting member of the Board. The PAC Chair may vote only in order to break a tie. Outgoing officers shall orient incoming officers. Board meetings shall be held at the discretion of the Board and may include a summer planning committee.

Duties of Officers

The Chair shall:

- Plan the agenda for each meeting
- Preside at all meetings
- Call for special meetings when needed
- Attend parent cooperative workshops and classes whenever possible
- Sign Checks
- Decide when a meeting may be canceled due to inclement weather or emergency
- Sign relevant documents as needed
- Renegotiate Treasurer's Consultant Contract in May of each year

The Vice-Chair shall:

- Oversee the committees
- Substitute for the Chair in case of absence
- Assume the office of Chair in the following year, when possible
- Sign checks
- Assure that new members who have not attended the fall leadership workshop receive information for new members (i.e. By-laws, PAC rep. Job description), are assigned a committee, and are oriented to PAC.

The Secretary shall:

- Take minutes at all meetings, type and reproduce minutes for all members of PAC; e-mail to members two weeks prior to next Council meeting
- Keep a duplicate record of minutes, by-laws, and other information for new members
- Write thank-you letters, inquiries or other correspondence and keep duplicates
- Send PAC officers' letter regarding upcoming year.

The Treasurer shall:

Maintain a complete set of books
Collect fees and pay bills
Write receipts for all money received
Obtain receipts for all money spent
Submit a monthly financial report to be included in the minutes
Submit yearly budget at May meeting
Complete necessary tax reports and file on time
Renew incorporation status each year

The PAC Coordinator shall:

Maintain a current roster and list of committee members and e-mail those documents to all PAC members and to the Workforce Instruction Division Office Assistant
Track attendance and participation of PAC Members
Contact schools for updated PAC rep's name, phone and address; and to follow up when coops reps are not showing up consistently

The Faculty Advisor shall:

Act as a liaison between PAC and the administration, faculty and staff of Parent Education program and Workforce Instruction division. Advise PAC of NSC Parent Education Program policy and advise appropriate NSC personnel of relevant PAC information and feedback.

Act as a resource to the Board and the committees.

Committees:

Committees may be created and dissolved at the discretion of the Council.

Procedure

Meetings shall operate according to parliamentary procedure. Voting decisions shall be made by the majority of the members present, except for approving and amending PAC by-laws, which shall require a two-thirds majority of the entire Council.

Dissolution of Assets

The assets of the Parent Advisory Council include the records of the officers and committees and the bank account which is housed at a bank to be designated each September. Upon dissolution of the council by a quorum vote of representatives from each affiliate coop., the PAC Board will disperse the assets accordingly.

1. Officer records will be placed in storage in the Health and Human Services Division for five years. The Treasurer will notify IRS of the Council's dissolution.

2. The fiscal assets will be turned over to the North Seattle Infant Coop to be held in trust for five years. The Parent Education Coordinator or a designee will act as executor and will strive to reestablish the council during that five year period by calling the chairs of the coops together once a year each ensuing year to reaffirm the dissolution. If at the close of the fifth year the cooperatives decide no representative council can be convened the records may be destroyed, the nonprofit dissolved, and the monies channeled to the current affiliated coops.

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