

**FRIENDS TO PARENTS**  
**PARENTS ADVISORY**  
**COMMITTEE**  
**BYLAWS**

Approved June 2012

## **WHAT IS PAC?**

The Parents Advisory Committee "PAC" of Friends To Parents "F.T.P." is a group required by the State Department of Education "CDE" Office of Child Development, organized to afford parents' representation in their children's daycare service. The Committee is mainly comprised of parents, but can also include any other individuals affiliated with the school (e.g., teachers, caregivers, and Board Members) who are interested in becoming involved in helping to work towards the betterment of the Friends To Parents "F.T.P." facility.

## **PURPOSES**

1. The specific and primary purpose of PAC is to provide a forum for parents to address questions and concerns about a number of topics, day-to-day concerns in raising a family and any other issues that concern the children, parents or the FTP organization in general.
2. The Committee also endeavors to generate parent support for the program in order to provide fundraising support for the Agency. These fundraising activities will not always be a joint cooperative effort with Friends To Parents staff, but for the most part, the Committee acts as a vehicle for supplying a cooperative fundraising program.

## **MEMBERSHIP**

Membership in the committee will be open to the following: Currently enrolled parents, teachers, caregivers, administrative staff, and Members of the Board. Any and all participation is appreciated. Individuals presented for membership who do not fall into the above-listed categories will be subject to a vote. A new member of the Committee elected or appointed now or hereafter shall not be held personally liable for the actions of the Committee. A quorum shall be representative of the current attendees for any given meeting. Written proxies will be accepted for specific purposes only.

## **MEETINGS**

1. Regular Meeting: Regularly scheduled meetings will take place at least ten times per year. Elect officers to facilitate the meetings

2. Annual Meetings: An Annual meeting will be conducted once a year to elect the four authorized officers and the chairs of the various committees that are in effect at the time.
3. Special Meetings: As the need arises, special meetings will be called to address specific issues. Sufficient notice will be given to allow any interested individual to attend the meeting.

All meetings will have a specific agenda and will be chaired by either the President or in the event the President is unavailable, the Vice-President will chair the meetings.

### **SUBCOMMITTEE STRUCTURE**

1. Standing Committees: the standing committees are as follows: Finance Committee, Programs Committee and Fundraising Committee.

The purposes of the committees are as follows:

- a. Finance Committee: This committee will take a financial position of the Friends To Parents Advisory Committee. The finance committee will report to the Committee at the regularly scheduled monthly meeting regarding the financial affairs of the organization.
  - b. Programs Committee: The membership of this committee will include a minimum of one parent from each of the classrooms, but will not be limited to that number of participants.
  - c. Fundraising Committee: The Fundraising Committee will, with the assistance of the committee membership as a whole, develop the fundraising calendar of events, and organize and coordinate all fundraising activities of PAC.
2. Ad Hoc Committees: Special committees may be created by the President to meet short-term needs, as deemed necessary by the membership.

### **OFFICERS**

The four authorized officers will be the President, Vice-President, Secretary and Treasurer. Election of these officers shall take place annually. Any officer may be elected for up to two one-year terms in any given position. Election to

these positions requires a majority of the membership. Voting for officers shall be by written ballot.

If any officer or member of PAC acts against the policies of F.T.P., after a thorough review of the incident, the Board has the right to remove the member from office. A 30 days written notice will be given.

### **DUTIES OF THE OFFICERS**

1. President: The duties of the President shall include presiding over the meetings of the Parents Advisory Committee and serving as ex officio member of all committees.
2. Vice-President: In the absence or disability of the President, the Vice-President shall perform all the duties of the President and in so acting shall have all the powers of the President. The Vice-President shall perform such other duties as prescribed by the PAC.
3. Secretary: The Secretary shall be responsible for the maintenance of a full and complete record of the proceedings of the meetings, to include minutes and distribution of information to the members and constituency of Friends To Parents as a whole.
4. Treasurer: The Treasurer shall be responsible for the financial records of PAC, and report to the Finance Committee on the monthly financial position. In the absence of the Treasurer, the President will assume the responsibility.

### **ATTENDING BOARD MEETINGS**

F.T.P. Bylaws states:

Board meetings are open to both members in good standing and invited guests of the Board, except those meetings previously designated as Executive Session.

### **AMENDMENT OF BYLAWS**

These Bylaws may be amended or repealed by new Bylaws adopted by a two-thirds vote of the members of the Board of Directors at any regular meeting or a special meeting called for the purpose of amending the Bylaws, given that a quorum is present.