

NSC PARENT ADVISORY COUNCIL OF
PARENT COOPERATIVE PRESCHOOLS

BY-LAWS

Purpose

As an organization of parent representatives from all North Seattle College sponsored preschools we set forth the following purposes:

1. Increase the quality of communication between all North Seattle College (NSC) sponsored preschools;
2. Increase the quality of communication with the sponsoring College;
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, for up to 2 hours as scheduled by the PAC board, 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, if needed.

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
- 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, distribute minutes for all members of PAC; e-mail to members two weeks prior to next Council meeting
- Keep a record of minutes, by-laws, and other information for PAC as required as a nonprofit

Write thank-you letters, inquiries or other correspondence and keep records of these

The Treasurer shall:

- Maintain a complete set of books
- Collect fees and pay bills
- Write receipts for all money received as needed
- Obtain receipts for all money spent
- Submit a monthly financial report to be included in the minutes of each PAC meeting
- Submit yearly budget at April meeting for approval for the coming year
- Complete necessary tax reports and file on time
- Renew incorporation status each year, working with the PAC bookkeeper/treasurers' consultant

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 Parent Education Program Coordinator
- Track attendance and participation of PAC Members, send reminders for missed meetings
- Contact schools for updated PAC rep's name, email address if no one is representing a school

The Faculty Advisor shall:

- Act as a liaison between PAC and the administration of Workforce Instruction Division and the faculty and staff of NSC by advising PAC of NSC Parent Education Program policy and communications and communicating information and feedback from PAC to the Parent Education Program.
- 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 using a consensus model of decision making. 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 Workforce Instruction Division for five years. The Treasurer will notify the IRS of the Council's dissolution.
2. The fiscal assets will be turned over to the Workforce Instruction Division 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 chairmen 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 and the monies channeled to the Parent Education Program as designated by Division faculty.

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