

**VISITATION PARENT ADVISORY COUNCIL
BYLAWS**

ARTICLE I: PURPOSE

SECTION 1: TITLE

The Visitation Parent Advisory Council Bylaws shall also be known as “Bylaws”.

SECTION 2: DEFINITIONS

- (i) The Visitation Parent Advisory Council shall also be referred to as “Parent Advisory Council” or “PAC”.
- (ii) The Church of the Visitation Parish shall also be referred to as “Parish”.
- (iii) The Visitation Catholic School shall also be referred to as “School”.

SECTION 3: PURPOSE

- (i) The purpose of the Bylaws is to govern the PAC.
- (ii) The purpose of the PAC is to provide advice and counsel to the Pastor and Principal of the School.
- (iii) The PAC is not a legislative body.
- (iv) The PAC may be called upon by the Pastor and/or the Principal to assist, participate and/or plan activities/events that effect the School community.

ARTICLE II: MEMBERSHIP

SECTION 1: MEMBERS

A: Size of the PAC

- (i) The PAC shall be composed of 9 members.
- (ii) 4 members will be appointed by the Pastor and /or the Principal
- (iii) 3 volunteers will be selected by the 6 members upon submission of application of interest

- (iv) 1 member will be the Principal of the School
- (v) 1 member will be the Pastor of the Parish

B: Permanent Members of the PAC

- (i) The Pastor shall be a permanent member
- (ii) The Principal of Visitation School shall serve as a permanent member.
- (iii) 1 member will be a PTO member selected by the Pastor and /or the Principal
- (iv) 1 member will be a teacher of the School selected by the Pastor and/or the Principal

C: Appointed Members – Terms of Office

- (i) PAC members shall be expected to serve a term of office of two consecutive years. In any given year, no more than 1/3 of the members should change.

D: Qualifications of Members

- (i) PAC members shall be active parents at Visitation School and following the Parent handbook.
- (ii) PAC members shall understand various aspects of the School structure, including but not limited to: PTO, school organizational structure and the focus on students and education at Visitation.

E: Composition of the Committee

- (i) The PAC shall be comprised of members who represent a cross section of the School.
- (ii) 1 member should be a Parent Teacher Organization member and have a student enrolled at Visitation School at the time of PAC membership appointment.
- (iii) 1 member should be a teacher of the school during the time of PAC membership.
- (iv) The PAC shall assist the pastor/Principal in identifying and selecting individuals for membership consideration.
- (v) The Pastor and / or Principal may select individual(s) for membership consideration by the PAC.

- (vi) The Pastor and / or Principal may recommend individual(s) to fill vacancies that may occur within the PAC if the number of elected members falls below the minimum number specified above. Should the individual become a member, (s)he will complete the term originally being served.
- (vii) The Pastor and / or Principal may recommend someone to replace a sitting PAC member, should the need arise. The individual will become a member and (s)he will complete the term originally being served.

ARTICLE III: OFFICERS

SECTION 1: OFFICERS

- (i) PAC Officers shall include the Chairperson, Vice/Co-Chairperson, Secretary and Sergeant of Arms.
- (ii) The PAC Executive Committee shall be comprised of the Officers, the Pastor and the Principal.
- (iii) PAC Officers shall be appointed members.
- (iv) PAC Officers must be appointed bi-annually by the Pastor and/ or the Principal at the beginning of each School year and with the limitation of a 2-year term.
- (v) Should any Officer vacate his/her position or membership prior to the expiration of his/her respective term, an appointment shall take place by the Pastor and / or the Principal by the next scheduled meeting to fill the vacancy for the remainder of the term.

SECTION 2: CHAIRPERSON

- (i) The Chairperson shall be appointed by the Pastor and/or the Principal before the first PAC meeting of the term.
- (ii) The Chairperson shall guide discussions at PAC meetings.
- (iii) The Chairperson and the Pastor and/or Principal shall develop an agenda for PAC meetings. The Chairperson or delegated member shall create the agenda to be distributed before meetings to all PAC members.

SECTION 3: VICE/CO-CHAIRPERSON

- (i) The Pastor and/or the Principal shall appoint a Vice-Chairperson.
- (ii) Prior to the first meeting, the Pastor and /or the Principal shall appoint a Vice-Chairperson from among the appointed members.
- (iii) The Vice/Co-Chairperson shall assist the Chairperson and assume the duties and responsibilities of the Chairperson in his/her absence.

SECTION 4: SECRETARY

- (i) Prior to the first meeting in each calendar year, the Pastor and / or the Principal shall appoint a Secretary from among the appointed members.
- (ii) The Secretary shall record minutes of all PAC meetings. The minutes shall include, but are not limited to: attendance of members, topics discussed and decisions reached.
- (iii) The Secretary shall be responsible for any correspondence, announcement(s), and bulletin(s), received by or emanating from the PAC.
- (iv) The Secretary shall provide the minutes of the meeting to the members within after the meeting.
- (v) The Secretary shall be responsible for keeping a current version of the Bylaws to be made available to all members and parents of the School upon request.
- (vi) The Secretary shall keep a current record of all members.

SECTION 5: SERGEANT OF ARMS

- (i) Prior to the first meeting in each calendar year, the Pastor and / or the Principal shall appoint a Sergeant of Arms from among the elected members.
- (ii) The Sergeant of Arms shall verify attendance and quorums at PAC meetings.
- (iii) The Sergeant of Arms will handle the physical preparations for the meeting.
- (i) The Sergeant of Arms will keep the meeting on topic if the meeting drifts off-topic and guide the conduct of members and guests.
- (ii) The Sergeant of Arms will keep order and time efficiency during meetings.

ARTICLE IV: APPOINTMENTS

- (i) The PAC will be appointed members by the Pastor and / or the Principal for a two-year term.
- (ii) Appointment of the Executive Committee will take place as noted in the respective section of the Bylaws.
- (iii) Appointments for all members shall be made by the first meeting of the School year.
- (iv) A committee shall be formed to assist in identifying prospective candidates for appointment.

ARTICLE V: COMMITTEES

SECTION 1: PURPOSE

Committees may be formed to research and prepare further information on School issues raised at meetings.

SECTION 2: COMPOSITION OF COMMITTEES

- (i) There shall be at least one PAC member on each committee.
- (ii) Committee participants may be non-PAC members.

SECTION 3: VOTING RIGHTS

This is an advisory committee that seeks consensus to help the Pastor and the Principal with direction regarding Visitation School. If the Pastor and/or Principal finds the need for a vote each member will have 1 vote.

- (i) There shall be at least one PAC member on each committee.

SECTION 4: COMMITTEES

Ad hoc committees may be established as needed for special activities if desired.

ARTICLE VI: MEETINGS

SECTION 1: MEETINGS AND SCHEDULE

- (i) The Chairperson and Pastor and / or the Principal will determine the annual meeting schedule per school requirements for securing meeting space throughout the academic year.
- (ii) The PAC shall hold a minimum of four meetings each calendar year, although meetings are generally scheduled approximately every 6 weeks.
- (iii) A scheduled meeting may be cancelled if the Chairperson and Pastor and / or the Principal concur. In this case, the Chairperson shall be responsible for communicating cancellations to all members.
- (iv) A quorum is not required to conduct and hold a regularly scheduled meeting. However, if a vote is necessary on any issue or topic requires that a quorum be present.

SECTION 2: OPEN MEETINGS

- (i) PAC meetings shall be open to all parents of students attending Visitation Catholic School. The time and place of the regularly scheduled PAC meeting shall be announced via email and school calendar.
- (ii) Although open to all parents of students a PAC meeting may include an agenda item identified as a Closed Session for confidential matters as described in Section 3 below.
- (iii) The minutes of PAC meetings shall be sent to all School parents after a PAC meeting but will also be available upon request.
- (iv) Agenda items may be subject to change prior to the regularly scheduled meeting.
- (v) Attendees to the meeting will be silent participants and may not raise items not previously submitted by a specific deadline for review prior to the PAC meeting.

SECTION 3: CLOSED SESSIONS

- (i) Closed Session discussions are confidential and may only be disclosed to PAC members.

- (ii) Closed Session topics may include but are not limited to: nominees for PAC membership and/or for committee membership, and any sensitive issues/topics.

SECTION 4: QUORUM

At least half of all members must be present for a quorum.

SECTION 5: ORDER OF BUSINESS

The typical order of business shall be as follows: call to order, opening prayer, approval of the previous meeting's minutes (if not previously approved electronically), timed presentation of previously submitted topic for PAC consideration, continuing business, timed session items, new business, concluding prayer, and adjournment.

SECTION 6: DECISIONS

- (i) When making decisions, versus giving Council/advice. The PAC shall always endeavor to reach a consensus. Standard approaches that lead to consensus include: study, discussion, modification of a proposal and compromise.
- (ii) When it becomes apparent that a consensus will not be reached on a given proposal, a vote may be taken. In this instance, all elected members of the PAC present may cast one vote. The Pastor and / or Principal reserves the right to make a final decision.
- (iii) In situations when the Pastor and Principal are not in agreement on a decision the final decision will be implemented by the School chain of command
- (iv) A simple majority of present members is required for a decision to be reached.
- (v) In the event of a decision made by a vote, the Pastor and/or Principal shall be notified of the minority opinion. The meeting minutes shall also document the minority opinion.
- (vi) After a decision has been reached, it shall be the responsibility of each PAC member to support and implement that decision.

SECTION 7: SERGEANT OF ARMS OVERSIGHT OF MEETINGS

- (i) The sergeant of arms may declare discussion topics out of order.
- (ii) The Pastor and / or the Principal approves the agenda of the meetings.

ARTICLE VII: CODE OF CONDUCT

SECTION 1: CONDUCT

- (i) PAC members shall conduct themselves in a manner appropriate to their position as a representative of the Parent Advisory Council and Visitation Catholic School community.
- (ii) This includes maintaining a level of confidentiality when discussions involve sensitive topics and / or issues.

SECTION 2: RESIGNATION OR TERMINATION OF MEMBERSHIP

- (i) Any member may resign from the PAC by notifying the Pastor and / or the Principal and the Chairperson at least 30 days prior to the expected date of vacancy.
- (ii) A member may be terminated by the Pastor and / or the Principal.
- (iii) Cause for termination must be justifiable for reasons including, but not limited to, inappropriate behavior while conducting PAC business or incapacity to continue to function as an active member.

ARTICLE VIII: RATIFICATION

SECTION 1: INITIAL RATIFICATION

The Bylaws shall go into effect on approval by the Pastor and/or Principal.

SECTION 2: REVIEW AND AMENDMENTS

- (i) The Pastor and/or Principal may review the Bylaws and recommend or make changes.
- (ii) The Bylaws may be reviewed as necessary. Any PAC officer may propose that the Bylaws be amended.
- (iii) The PAC shall discuss/review the proposed changes prior to voting
- (iv) Any amendment to the Bylaws requires a vote of two-thirds of PAC members present and approval of the Pastor and/or the Principal.
- (v) Typographical edits and/or non-substantive corrections and/or edits to the Bylaws require a simple majority vote of PAC members present.