

Manitou Springs 6-12
Parent Action Committee

Our mission is to promote and involve meaningful parent participation and support in school activities by enhancing communication, enriching ideas, and providing resources to parents, staff, students, and the community.

Bylaws

Article I – Membership

1. Membership shall consist of the following: Parents or Guardians of students attending Manitou Springs Middle School and/or Manitou Springs High School; the school Principals; Staff of the schools, including one mandatory staff representative at each meeting as staff recorder; and a SAC representative. Voluntary membership shall include a student representative; and a non-parent and/or community representative. The superintendent of School District #14 shall be an ex-officio member.
2. All Family and Community Members associated with the school fulfill the role of either an active or inactive PAC member. PAC members may also serve as SAC members. However, membership criteria may be different.

Article II - Officers:

1. Committee Officers shall consist of the Chairperson (or co-Chairpersons), Secretary, and the Treasurer, and optionally Communications. Committee Officers shall be a parent or guardian of a child enrolled at Manitou Springs Middle School (MSMS) and/or Manitou Springs High School (MSHS)
2. Terms of each Officer shall be as follows: Officer terms are for two years. All Officers must commit to a minimum of one year. After their term expires, Officers have the opportunity to run for reelection again or serve in an advisory capacity to current term Officers. Committee Officer elections shall be held at the PAC meeting in April each year. Therefore, Officer terms shall run from May 1st to April 30 two years later. If an Officer opening becomes available, elections to fill the position should be held as soon as practical.
3. Duties of Chairperson shall include: presiding at all meetings and reviewing all committee reports; setting agendas; organizing committee dates with school administrator.
4. Duties of co-Chairperson shall include: fulfilling Chairperson's duties, if necessary; timekeeper at meetings; advisory to Chairperson.
5. Duties of Secretary shall include: recording minutes at meetings; preparing minutes for distribution; and preparing reports as needed.

6. Duties of Treasurer shall include: meeting monthly with Principal from either MSMS or MSHS, Chairperson & co-Chairperson to review financial reports; inputting expenditures and revenues monthly; prepare monthly financial report for meetings.
7. Duties of Communications position shall include: creating newsletters, sending emails, promoting PAC on Facebook or other social media. If the Communications position is not filled, then the duties will be performed by the other officers.

Article III - Meetings:

1. Meetings shall be held once a month at a publicized time and place. Meetings shall be open to the public and an agenda will be distributed at least one week prior to the meeting. Dates for the school year will be set during the September meeting.
2. Minutes shall be maintained.
3. Meetings shall be one hour, and limited to not more than two hours.
4. Action teams may be set up as necessary to accomplish specific goals. Action teams may meet as necessary outside of regular Committee meetings, and report their activities at the next Committee meeting.
5. A majority of those present will rule in the transaction of any business.
6. The agenda and financial report for each meeting will be prepared by Committee Officers and the Principals.
7. Committee Chairs will submit monthly reports within 7 days of meeting to the PAC Co-Chairs.
8. Visitors may sign up in advance to speak for three minutes to an agenda item. Visitors may speak for three minutes after the discussion of agenda items are completed. Upon majority vote of the Committee, the three-minute rule may be extended up to a total of ten minutes.

Article IV Fiscal operations:

1. All financial transactions including expenditure requests, Committee budgets, and delegation of funds will be voted on by a majority of Committee members with the exception of a \$200 a month discretionary fund (which only Committee Officers may use).
2. Approved expenses will be paid via current D14 policies concerning invoicing, expenses, use of D14 credit card, D14 Amazon account, etc. All expenses are recorded by the Treasurer to be included in the monthly reports.
3. Revenues shall be recorded by the Treasurer and reported to MSMS or MSHS Principals, Co-Chairs, and Committee Officers.
4. A monthly financial report shall be submitted to MSMS or MSHS Principals and Committee Officers from the district finance office for review before the monthly meeting.
5. An end of the year audit shall occur. It shall be administered by a representative from the district finance office.