
BYLAWS OF PACE AT WELLINGTON

PREAMBLE: It is the purpose of this organization to provide in the Northshore School District an elementary school program which is committed to innovative education through a community of teachers and parents working together as a team.

ARTICLE I NAME

This Corporation shall be known as PACE at Wellington - Parents Active in Cooperative Education.

ARTICLE II PURPOSE

SECTION 1: PACE at Wellington, a school-based, parent choice program in the Northshore School District is a community of parents, children, and teachers active in multi-age cooperative education using innovative and creative educational methods to enrich and deepen learning, independence, and leadership.

SECTION 2: The corporation is organized and will be operated exclusively for educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. Specifically, the corporation is organized to support the education of children in PACE at Wellington Elementary School.

SECTION 3: In pursuance of these purposes, the corporation shall have the power to carry on any business or other activity that may be lawfully conducted by a corporation organized under the laws of Washington State, whether or not related to the foregoing purposes, and to do all things necessary, proper and consistent with maintaining tax exempt status under section 501(c)(3).

ARTICLE III MEMBERSHIP

SECTION 1: General Membership. Membership of this corporation shall consist of those parents and legal guardians who have a child or children currently enrolled in PACE at Wellington in the Northshore School District No. 417, and who signed the Letter of Intent, Parent Participation Agreement, and Commitment Form and returned them with the enrollment processing fee by the forms due deadline, as stated in the Enrollment Policy.

SECTION 2: Voting. Each family may have only one vote.

SECTION 3: In the event that there are no members of the corporation because no children are enrolled in PACE at Wellington, the Board of Directors will remain in office,

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may take any action that would otherwise be taken by the Voting Members and shall manage the corporation in order that the purpose of the corporation is served.

SECTION 4: To remain a member in good standing the member family shall:

1. Sign the Northshore School District PACE Commitment Form, Parent Contract, Trial Placement Contract, Volunteer Behavior form and submit with enrollment donation by designated date for the following year's registration;
2. Commit to, and fulfill, the 80-hour parent participation requirement as stated in the Parent Contract.
3. Attend every general and classroom meeting, exceptions are granted on a pre-approved basis;
4. Pay flat fee and enrollment fee;
5. Participate in a board or support position as specified in Article VI;
6. Be familiar with PACE Bylaws, program philosophy and goals.

SECTION 5: The parent's role as a member in the PACE Program is as follows:

1. The parent's participation in the classroom is the highest priority, is directed by the teachers and is coordinated through the Room Representatives;
2. The parent's participation outside the classroom is directed by the Room Representatives and the Board of Directors, via program and classroom sign-ups;
3. Parents are expected to be supportive of teachers, children and the program and to follow prescribed grievance procedures as stated in the Wellington PACE Problem Resolution Procedure.
4. A member may withdraw from the corporation by withdrawing his/her child or children from the PACE program and notifying the Enrollment Coordinator. Any contributions or fees paid prior to withdrawal are non-refundable.

ARTICLE IV OFFICERS AND ELECTIONS

SECTION 1: Officers. The business of the PACE program shall be managed by a Board of directors consisting of the Chairperson, Vice Chairperson, Board Advisor, Board Member at Large, Secretary, Treasurer, Enrollment Coordinator, Enrichment Coordinator, Room Representatives, and Community Relations Coordinator.

SECTION 2: Roles of Officers:

1. The Chairperson is responsible for overseeing the PACE program as a whole. This person serves as the primary representative and spokesperson for PACE at Wellington to the Northshore District, other PACE Programs, the Wellington community, Building Administration and the members of the corporation. The Chairperson establishes the agenda and runs all program meetings. The Chairperson or Vice-Chairs must review all general PACE communiqués prior to publication.

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2. The Vice Chairperson is responsible for supporting the Chair in overseeing the PACE program. The Vice Chair provides the informal New Family Orientation in September and ensures all job roles and functions are articulated to the membership.
3. The Board Advisor is a non-voting member responsible for providing historical and background information to the PACE board upon request at PACE Board and Planning Meetings. Typically an invitation is extended to the previous board leader to fill this position.
4. The Board Member at Large is a non-voting member responsible for providing input to the PACE Board. From time to time, the Board Member at Large may be assigned special tasks or research for the Board.
5. The Secretary is responsible for recording the business of the corporation. This includes taking and distributing minutes for all board and general membership meetings, publishing and distributing rosters, managing PACE Support Sign-ups, maintaining the by-laws, overseeing the tracking of parent hours, PACE calendar and newsletter. The Secretary acts as Parliamentarian for Board and General meetings.
6. The Treasurer is responsible for managing the finances for the program, including drawing up the budget, maintaining financial records, managing the bank account(s), and disbursing pre-approved funds.
7. The Enrollment Coordinator is responsible for ensuring a balanced enrollment roster for each classroom. The coordinator solidifies the roster(s) for the coming year, collects the enrollment fee and is responsible for communicating and/or verifying enrollment status to administration and the board.
8. The Enrichment Coordinator is responsible for the process by which parents can contribute and present ideas that complement and add value to the PACE curriculum. The Enrichment Coordinator oversees and facilitates the Enrichment process at PACE with the goal of creating a sustainable enrichment curriculum.
9. The Room Representatives for each classroom are responsible for coordinating parent involvement in the classroom, per teachers needs, and overseeing the classroom budget.
10. The Community Relations Coordinator is responsible for fostering a sense of community within the PACE program, while achieving the objectives that benefit the education and social skills of our children. The Community Relations Coordinator will work with the PACE teachers, parents and children along the Wellington and Woodinville communities to accomplish these goals.

SECTION 3: Nominations and Elections. The officers of the corporation shall be elected by a majority vote of the membership of the corporation at the annual voting meeting of the membership. New directors shall assume office on July 1, following the election.

SECTION 4: Eligibility. To be eligible for a Board position, the parent must be a member in good standing as determined in the sole discretion of the Board of Directors when elections are held.

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SECTION 5: Terms of Office. The minimum term of office for board members is one (1) year. Each Board member shall remain in office for an additional month past the expiration date of his/her term to familiarize new Board members with the responsibilities of the position and to pass on files and/or notebooks detailing their job descriptions to the new Board members. The overlap shall occur in the month of July each year.

SECTION 6: Meetings. The Board of Directors of the corporation shall hold such meetings as it shall deem necessary for the competent management of the affairs of the corporation. A minimum of eight (8) Board meetings shall be held each year.

SECTION 7: Voting. Each voting member of the Board of Directors shall possess one (1) vote in matters coming before the Board. All voting at meetings of the Board of Directors shall be by members in person, with voting by proxy not allowed. Two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum. There shall be one vote per position. In the event that a Board position is shared, one person must be designated as the voting member and the other person may cast a substitute vote in the absence of the voting member.

SECTION 8: Removal of officer. Any director may be removed from office by a two-thirds (2/3) vote of the membership of the corporation. Notice of the proposed removal of a director must be given to such director prior to the day of the meeting. Such notice to the director must state the cause for the proposed removal.

SECTION 9: Attendance policy. Any Board member absent from two (2) consecutive meetings of the Board of Directors, without a pre-approved excuse absence from the Chair, shall be considered to have resigned. Vacancy shall be filled according to procedure in section 10. .

SECTION 10: Vacancy. Any vacancy occurring on the Board of Directors by reason of a death, resignation, or removal of a director shall be filled by a two-thirds (2/3) vote of the remaining directors. At such point, he/she shall serve during the unexpired term of the director whose position has become vacant.

SECTION 11: The Board of Directors shall:

1. Invite the building Principal to Board meetings at its discretion;
2. Plan the yearly calendar;
3. Determine policy on:
 - a. Parent participation in the program;
 - b. Program size and expansion (in cooperation with the Principal and School District);
 - c. All finances for the program;
 - d. Enrollment clarification as requested by the Enrollment Coordinator;
4. Evaluate parent and teacher participation and overall program effectiveness each spring;
5. Review program organization once per year and revise as needed;

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6. Review program philosophy once per year;
7. Recruit and nominate new Board members;

SECTION 12: In addition, the Chairperson, Vice Chairperson, and Enrollment Coordinator, as well as other Board members as designated by the Chairperson, shall:

1. Meet four (4) times during the school year with the Executive Director of Elementary Education and building Principal;
2. Meet bimonthly with board members from the other Northshore PACE programs.

ARTICLE V MEETINGS

SECTION 1: General Membership Meetings. The Board of Directors shall hold four (4) regular meetings of the general membership at a time and location determined by the Board. Notice of the regular meetings may be provided to the membership by the means of a pre-determined written schedule provided to the membership or by other written notice provided at least ten (10) days in advance of the meeting.

SECTION 2: Special meetings. Special meetings of the general membership may be called from time to time at the discretion of the Board of directors of the corporation upon advance notice to all members.

SECTION 3: Quorum. Fifty percent (50%) of the members must be present at any meeting of the general membership, in person, to constitute a quorum. No voting by proxy is allowed.

SECTION 4: Classroom meetings: A minimum of two (2) yearly classroom meetings shall be called by the Room Representatives for each classroom in coordination with the classroom teacher.

SECTION 5: Elections for Board positions for the following year will be held during the last General Meeting of the current school year.

ARTICLE VI PARENT VOLUNTEER POSITIONS

SECTION 1: All PACE Program members are generally required to sign-up for and participate in one support position in addition to classroom help. Board positions are considered support positions for this purpose.

SECTION 2: Sign-ups for support positions will be at the last general meeting in the Spring, and at the first general meeting in the Fall.

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SECTION 3: The support position listing is available and always updated on the PACE at Wellington Elementary website.

ARTICLE VII COMPENSATION

SECTION 1: As a matter of general principle, time spent by the PACE families in support of the program is not compensated. In particular, for reasons of both fairness and practicality, program participants may not offer their services, professional or otherwise, to this cooperative education program in lieu of payment of program fees. However, in order to serve the best interests of this program, on occasion it may be necessary and desirable to compensate a parent for special of additional professional services rendered, provided the following conditions are met:

1. The originator of the request has provided a written proposal to the Board which precisely states the reason for and nature of the desired service(s), the unique qualifications of the proposed provider, and an itemization of any and all fees for which compensation will be requested. The services are not authorized and compensation will not be made until this proposal is approved by the Board. No fees beyond those explicitly approved will be paid.
2. The originator proves to the Board's satisfaction that a reasonable attempt has been made to find a less expensive alternative source for the desired service(s).
3. In the case where the proposed service provider is a Board member, said Board member will neither be the originator of the request for services nor be a participant in the Board's deliberations over such a proposal.

ARTICLE VIII FINANCES

SECTION 1: Budget. A budget shall be drafted for each school year by the Chair, Vice Chair, Treasurer and any interested members. The budget shall be approved by a majority vote of those present (assuming a quorum) of the Board of Directors prior to the first General Member meeting and ratified by the voting members at that first General Member meeting.

SECTION 2: Unbudgeted expenses. In addition to the operating budget approved by the Voting Members, the board of director may approve additional expenses up to 10% of the current year operating budget. Such expenses will be reported to Voting Members at the next General Meeting. A special meeting shall be held to discuss the payment if requested by any member of the Board of Directors

SECTION 3: Payouts: The Treasurer shall be authorized to pay all ordinary and necessary occurring expenses of the corporation as approved by the Board of Directors

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and Voting Members as stated in Sections 1 and 2 above.

SECTION 4: Check signing. Two authorized signatures shall be required on each check over the amount of \$2000. Authorized signors will be designated by the board each year.

SECTION 5: Audit Committee: Volunteers to the audit committee are responsible for performing the annual audit of PACE financials, including but not limited to completion of the Financial Management / Audit Checklist and review of Budget, Financial Reports, and Bank Accounts/Reconciliations. The annual audit is typically performed during the first part of each calendar year

SECTION 6: Audit. The Treasurer shall make a full report for the Audit Committee at the end of the fiscal year. The Audit committee will present their findings to board and general membership each year.

SECTION 7: Dissolution. Upon dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be used, with Voting members' approval, for the benefit of Wellington Elementary or for another corporation with similar purpose and philosophy and with one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SECTION 8: Fiscal year. The fiscal year shall be September 1 to August 31.

ARTICLE IX PARLIAMENTARY AUTHORITY

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the corporation's bylaws.

ARTICLE X STANDING RULES

Standing rules such as the Parent Participation agreement, field trip guidelines, and PACE handbook shall be approved by the Board of Directors, and the Secretary shall keep a record of the standing rules for future reference. The Enrollment Policy shall be approved by the Board of Directors, in coordination with the Northshore School District Administration and the leadership of all other Northshore School District PACE programs, the Secretary shall keep a record for future reference.

ARTICLE XI AMENDMENTS

SECTION 1: Potential amendments must be presented to and approved by the Board

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before being presented to the general membership.

SECTION 2: An amendment to these bylaws shall be presented to the membership ten (10) days prior to vote by notice of posting of the amendments on the classrooms.

SECTION 3: Vote on an amendment must be passed by a majority of the total voting general membership.

ARTICLE XII DISSOLUTION

The corporation may be dissolved with previous notice (14 calendar days) and a two-thirds (2/3) vote of the Voting Members present (assuming a quorum) at a General or Special Meeting of the members.

Approved by PACE @ Wellington General Membership 14 September 2011

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