

BYLAWS OF THE PALO VERDE HIGH SCHOOL PARENT ADVISORY COUNCIL

ARTICLE I: NAME

The formal name of this organization shall be the **Palo Verde High School Parent Advisory Council** (hereafter referred to as 'the Council' or 'PAC').

The Council operates as an independent parent organization in support of Palo Verde High School, located in Blythe, California.

ARTICLE II: PURPOSE AND MISSION

Section 1: Mission. To support, enrich, and enhance the educational and extracurricular experience of students at Palo Verde High School by fostering close relationships and effective communication between parents, guardians, and school leadership.

Section 2: Financial Contribution. To raise funds through community activities and donations. All monies raised by the Council shall be donated directly to the Palo Verde High School Associated Student Body (ASB). The ASB shall have full, sole discretion over how these funds are allocated and spent to benefit the student population.

Section 3: Limitations. The Council shall remain noncommercial, nonsectarian, and nonpartisan. The Council shall not seek to direct the administrative activities of the school or control its policies.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility. Membership in the Council is automatically extended to all parents, legal guardians, and primary caregivers of students currently enrolled at Palo Verde High School.

Section 2: Exclusions. Students, teachers, and school staff members are not members of the Council, unless they qualify independently as a parent or guardian of a currently enrolled student.

Section 3: Dues. There are no annual membership dues or fees required to participate or vote in the Council.

Section 4: Voting Rights. Every eligible member present at a general or special meeting is entitled to one vote on Council matters. Proxy voting and absentee voting are not permitted.

ARTICLE IV: EXECUTIVE BOARD AND OFFICERS

Section 1: Executive Officers. The elected officers of the Council shall be a President, Vice President, Secretary, and Treasurer. Together, they constitute the Executive Board.

Section 2: Principal Ex-Officio Status. The Principal of Palo Verde High School (or an appointed administrative representative) shall serve as an Ex-Officio member of the Executive Board. The Principal provides guidance, ensures alignment with school site policies, and acts as a liaison, but serves as a non-voting member.

Section 3: Terms of Office. Officers are elected for a term of one school year. Officers may serve no more than two consecutive terms in the same position.

Section 4: Duties of Officers:

- **President:** Prepares agendas, presides over all general and Executive Board meetings, acts as the primary contact for school leadership, and coordinates the work of all officers.
- **Vice President:** Performs the duties of the President in their absence or resignation and assists the President as needed.
- **Secretary:** Records, distributes, and preserves the official minutes of all meetings, handles general correspondence, and maintains non-financial Council records.
- **Treasurer:** Receives, logs, and safely deposits all funds collected by the Council. The Treasurer maintains accurate financial ledgers, coordinates the direct transfer of funds to the PVHS Associated Student Body (ASB), and presents a financial update at each monthly meeting.

ARTICLE V: MEETINGS

Section 1: Regular Meetings. The Council shall hold general membership meetings monthly throughout the standard school year (typically August through June).

Section 2: Meeting Notice. Public notice of the date, time, location, and planned agenda for any monthly or special meeting must be given at least **72 hours in advance**. Notice shall be posted publicly and shared via regular school communication channels.

Section 3: Special Meetings. Special meetings may be called by the President or by a majority vote of the Executive Board, provided that the mandatory 72-hour advance public notice is given.

Section 4: Quorum. A minimum of five (5) Council members, which must include at least two (2) elected officers, shall constitute a quorum for the transaction of official business at any meeting.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1: Election Timeline. Officers shall be elected annually by a vote of the members present at the general meeting held in May.

Section 2: Nominations. Nominations may be submitted by any member or via a nominating committee established by the Board in March. Nominations from the floor will be accepted during the election meeting.

Section 3: Vacancies. If an officer vacancy occurs mid-year, the remaining Executive Board members may appoint a member to fill the unexpired term by a majority vote.

ARTICLE VII: FINANCIAL PROTOCOLS

Section 1: Fiscal Year. The fiscal year of the Council shall begin on **July 1** and terminate on **June 30** of the following calendar year.

Section 2: Financial Transparency. All funds raised or collected by the Council must be documented meticulously by the Treasurer. Receipts must be provided for all transactions.

Section 3: Safe Keeping and Transfer. Funds collected from fundraisers or donations must be processed promptly and transferred to the Palo Verde High School Associated Student Body (ASB) account according to high school accounting guidelines.

Section 4: Annual Review. A financial review panel consisting of two members who are not officers shall review the financial records at the close of each fiscal year.

ARTICLE VIII: AMENDMENTS

Section 1: Revision Process. These bylaws may be amended, altered, or repealed at any regular monthly meeting of the Council.

Section 2: Prior Written Notice. The exact wording of the proposed changes must be provided to the general membership in writing at least fourteen (14) days prior to the meeting at which the vote is taken.

Section 3: Required Vote. A **two-thirds (2/3) affirmative vote** of the members present at the meeting is required to adopt an amendment.

ARTICLE IX: DISSOLUTION

Section 1: Asset Transfer. In the event of the permanent dissolution of the Palo Verde High School Parent Advisory Council, all remaining financial balances, physical assets, and properties must be transferred immediately and entirely to the Palo Verde High School Associated Student Body (ASB) fund.

Date Adopted: _____

President Signature: _____

Printed Name: _____

Secretary Signature: _____

Printed Name: _____