

IMSA Parent Association Council

Mission and Bylaws

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Mission Statement

The IMSA Parent Association exists in order to enhance our children's educational experience by working collaboratively with students, faculty, and administration in all aspects of academic and residential life. We are committed to the belief that quality education can be achieved only through parental involvement and support.

Bylaws

Article I - Membership in the IMSA Parent Association Council

The IMSA Parent Association Council (PAC) membership consists of all parents and/or legal guardians (hereinafter collectively referred to as “parents”) of students currently enrolled at IMSA.

Article II – Governance

Section A. Governing Body

The governing body of the IMSA Parent Association Council (PAC) shall be known as the Parent Association Council (PAC) Voting Block.

Section B. General Provisions

1. Membership in the PAC Voting Block shall consist of the elected positions of President, Vice-President, Secretary, and Treasurer; the appointed positions of Regional Coordinators, Multi-Cultural Coordinator and Standing Committee Chairs; the appointed position of Friday Fest Chair; and the elected or appointed positions of Regional Representatives and Alternates. All such positions shall be drawn from within the membership of the IMSA Parent Association. The Members of the PAC Voting Block shall have the powers and responsibilities as delineated in these Bylaws.
2. The PAC Voting Block shall form an Executive Committee, consisting of the positions listed in Article IV. Members of the Executive Committee shall be known as Officers of the PAC (hereinafter referred to as “Officers”). The Officers of the PAC shall have the powers and responsibilities as delineated in these Bylaws.
3. The PAC Fiscal Year extends from July 1 of the current calendar year to June 30 of the next calendar year.
4. PAC Officers shall assume their positions on May 1st following their election or appointment, and shall serve for a term of one year through April 30th. Other Voting Block Members shall assume their PAC positions at the start of the PAC fiscal year subsequent to their election or appointment, and shall serve for a term of one year. It shall be the responsibility of incumbent

Voting Block Members and their immediate successors to meet and coordinate a transition no later than 2 weeks prior to the start of their respective terms of office.

5. Removal of any Voting Block Member from her/his position shall require a simple majority vote of the PAC Voting Block. With the exception of the PAC President (who shall automatically be succeeded by the Vice-President), any other removed Officer or Voting Block Member shall be replaced at that same meeting by simple majority vote of the Voting Block Members present.
6. Within two weeks after their terms expire, all Voting Block Members will relinquish to their successors all IMSA and Council equipment and materials relating to their PAC position.
7. A Parent Association Council Procedural Guidelines document shall provide specific advice and tips for Voting Block Members on recommended practices for Council positions. At the request of the affected Voting Block Member, responsibilities described in the Procedural Guidelines document may be updated to more accurately reflect the true responsibilities of that Council position; such updates are approved and made at the direction of the PAC President. The Parent Association Bylaws always supersede the Procedural Guidelines. All PAC Voting Block Members are expected to carefully and completely read both documents.

Section C. Annual Budget

1. The Treasurer shall prepare a proposed budget for the following academic year and submit it to the Executive Committee no later than the regularly scheduled March meeting of the committee.
2. The Executive Committee shall submit the proposed budget to the PAC membership at the regularly scheduled April meeting. The budget shall then be posted on the PAC website, and an Email notification shall be sent to all parents notifying them that the budget has been posted.
3. The budget shall be placed on the agenda for adoption at the regularly scheduled May meeting. Those eligible to offer amendments and vote on this matter shall be the Voting Block Members of the PAC (as defined in Section II.B.1 herein) who are parents of sophomore or junior students.
4. In the event the budget is not adopted at the May meeting, the Executive Committee shall be authorized to approve reasonable and customary payments for PAC summer activities and for the September PAC meetings. The budget shall then be placed on the agenda for approval by the PAC Voting Block Members at the September PAC meeting.

Section D. Election of Officers and Regional Representatives

The PAC officers (President, Vice President, Treasurer, and Secretary) and the Junior and Senior Class Regional Representatives will be elected by a simple majority vote of those Voting Block Members present and voting at the Annual Meeting of the PAC. The President, as chair of the Nominating Committee, will present a slate of candidates recommended by the Committee at the February or March PAC meeting. Additional candidates may be nominated from the floor at the Annual Meeting by any Voting Member. In the event that no one candidate for any position receives more than the required majority, the two individuals receiving the greatest number of votes shall have a runoff.

Section E. Powers of the PAC

1. All powers assumed by the Parent Association Council (PAC) shall be exercised by, or under the authority of its Voting Block Members.
2. Voting Block Members shall conduct, manage, and control the affairs and business of the IMSA Parent Association, and shall make all rules and regulations consistent with these Bylaws.
3. Only the Voting Block Members may vote on IMSA Parents' Association business. A vote may be cast by a Voting Block Member in person, or via approved remote meeting participation (i.e. phone conference, web, etc). On each business item requiring a vote, PAC Voting Block Members may cast only one vote even if the member serves in multiple PAC capacities.

Article III – IMSA Parent Association Meetings

Section A. Meeting Dates

Regular meetings of the IMSA Parent Association shall be scheduled monthly, September through May, at a time and place designated by the PAC President, in consultation with the IMSA Director of Student Life. A special meeting of the IMSA Parent Association shall be held on IMSA's Parent Day.

Section B. Quorum

A quorum of Voting Block membership is required to hold an IMSA Parent Association meeting and conduct IMSA Parent Association business. A quorum is defined as a simple majority of Voting Block Members present at the meeting (in person or via approved remote participation) at the time of the vote; that is, one more than half of the Voting Block Membership. To establish that a quorum exists, each present Voting Block Member will be counted once by the PAC Secretary, even if the member serves in multiple Council capacities. In cases where committees have co-chairs or PAC regions have an Alternate Representative, only one vote may be cast for such committees and regions. Provisions are made for an emergency quorum to conduct business by the Executive Committee, in the unlikely event that such a need may arise.

Section C. Attendance Requirements

Failure of any Voting Block Member to attend three (3) PAC meetings in one academic year shall constitute just cause for a seeking a vote of the Parent Association Council membership to remove that Member from her/his position; a simple majority vote of Voting Block members present at the meeting (in person, via teleconference, or via other approved remote participation) at the time of the vote is required for removal to be approved.

Section D. Annual Meeting

The regular meeting of the IMSA Parent Association held in April of each year shall also be the Annual Meeting of the Association. At that time, all Voting Block Officers and Regional Representatives/Alternates for the upcoming fiscal year, except Sophomore Class Regional Representatives, shall be duly elected or appointed pursuant to these Bylaws.

Section E. Special Meetings

Special meetings of the IMSA PAC may be called by the President, or by the direction of a simple majority of Voting Block Members. Notification of the purpose, time, and place of any special meeting shall be communicated to all IMSA Parent Association members at least seven (7) days prior to the date set.

Section F. Open Meetings

All IMSA PAC meetings shall be open meetings. Meeting participants who are not Voting Block Members shall be provided with the opportunity to make comments during discussion sections of the meetings.

Article IV - Executive Committee

Section A. Membership

Membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, the two Regional Coordinators, and the Multi-Cultural Coordinator. Members of the Executive Committee shall be known as Officers of the Parent Association Council (hereinafter referred to as "Officers"). Officers, with the exception of the Regional Coordinators, shall not serve concurrently as Regional Representatives. An Officer, other than the Regional Coordinators and the Multi-Cultural Coordinator, shall not be elected or appointed to the same position for more than two (2) consecutive terms.

Section B. Appointment Authority

The Executive Committee shall appoint Regional Representatives and Alternates that cannot be filled through the annual election process described in Article II, Section D. This includes all Sophomore Class Regional Representatives and Alternates as well as those Junior and Senior Class Representatives and Alternate positions remaining vacant following the annual election.

Section C. Executive Committee Meeting Quorum

A simple majority that is one more than half of the Executive Committee membership shall constitute a quorum for meeting to reach decisions on issues that require Executive Committee approval.

Section D. Executive Committee Meetings

The Executive Committee shall meet prior to each of the regular IMSA Parent Association meetings and at such other times as the PAC President may designate to review and discuss the meeting agenda, and conduct any other business relevant to the PAC. The Executive Committee may be used by the President as a planning team to discuss issues that may need further study before being brought before the full Voting Block Membership. Before such issues can be brought before the full PAC, approval by three (3) members of the Executive Committee is required.

Section E. Emergency Executive Committee Meetings

To handle matters that cannot be otherwise handled in full PAC meetings, special Executive Committee meetings may be called by the President or with the agreement of three (3) other Executive Committee members. Decisions on such matters shall be made by simple majority vote of the Executive Committee members present and shall be reported to the Parent Association Council at its next scheduled meeting.

Article V - Executive Committee Member Responsibilities

Section A. President

It shall be the duty of the President to:

1. Supervise and direct the business of the Parent Association Council;
2. Serve as Chair of the Executive Committee;
3. Prepare an agenda for and preside at all Parent Association Council meetings
4. Serve ex-officio on all PAC committees;
5. Appoint Chairs to all PAC committees as designated in these Bylaws; such appointments should be made by the meeting subsequent to the Annual Meeting;
6. Appoint Regional Coordinators and the Multi-Cultural Coordinator; such appointments are to be made by the meeting subsequent to the Annual Meeting;
7. Serve as liaison and ex-officio member of the Board of Trustees and to meet regularly with the President of the Board of Trustees and the President of the Academy;
8. Serve as principal PAC liaison to the IMSA Fund and as ex-officio member of the IMSA Fund Board of Directors;
9. Serve as liaison to the Administration of IMSA, to meet regularly with the Principal of the Academy and/or other administrators and faculty to present and follow-up on concerns expressed by the PAC;
10. Serve as spokesperson and communicator for the PAC,
11. Serve as Chair of the Nominating Committee;
12. Direct and lead updates, as needed, to the PAC Bylaws and Procedural Guidelines according to the approval process outlined in these Bylaws;

13. Ensure that the Parent Association Council's official annual budget is prepared and adopted in accordance with Article II, Section C herein; sign and date the annual official budget;
14. Approve all written contracts formally entered into by the PAC and serve as an authorized signer to checks written from the PAC checking account by the Treasurer; and,
15. Be responsible for the timely dissemination of information from the Executive Committee and Parent Association Council to all Association members.

Section B. Vice-President

It shall be the duty of the Vice-President to:

1. Act in the absence of the President and assist the President as requested;
2. Succeed to the position of President in case of vacancy in that position;
3. Serve ex-officio on all committees;
4. Ensure that the Treasurer's duties are upheld in a timely fashion;
5. Be the liaison to the IMSA Office of Admissions and serve as the PAC-Office of Admissions Volunteer Coordinator:
6. Maintain regular communications with Admissions.
7. Coordinate Volunteers for the Office of Admissions throughout the Academic year.
8. Make sure that volunteer opportunities are announced in the Parents Newsletter and posted on the IMSA-PAC website; and,
9. Assist the Downstate Coordinator with bus routes as necessary.

Section C. Secretary

It shall be the duty of the Secretary to:

1. Take attendance of Voting Block Members at all meetings, determine if a quorum exists in order to conduct meeting business, take meeting minutes;
2. Submit the approved PAC minutes for distribution to the PAC web site;
3. Maintain an email directory of all PAC members, and serve as conduit for information between IMSA administration and the IMSA Parent Association Council;
4. During the school year, compile all official PAC-related documentation (minutes, agendas, meeting handouts, official budget, treasurer's reports, bonding policy, etc.). After the end of the school year, submit this information to the IMSA Director of Student Life; and,
5. Take minutes of all Executive Committee meetings and distribute them to the members of the Executive Committee within one week before the following month's meeting.

Should a Secretary's assistant be needed, that person must be a PAC member and be approved by the PAC Executive Committee.

Section D. Treasurer

The Treasurer shall supervise and maintain the PAC's finances, including: develop and execute an annual budget in accordance with Article II Section C of these Bylaws; maintain and archive financial records; maintain appropriate bonding coverage; serve as the financial liaison between the PAC and the IMSA Fund for Advancement of Education; and, provide the Executive Committee with information to perform an annual audit of the financial records. Specific details of these duties are provided in the PAC procedures manual.

The Treasurer shall make payments from PAC accounts. A simple majority vote of Voting Block Members present at a PAC meeting is required for payments of any sum over five hundred dollars (\$500.00), unless such payment is for a line item of an already approved budget item. If payment is requested in excess of two hundred dollars (\$200.00) over any budgeted amount, payment approval shall be made by a simple majority vote of Voting Block Members present at a PAC meeting. In the event that the PAC is not in session, such as during the summer months, such payment approval decisions shall be made by a simple majority vote of the Executive Committee. Executive Committee decisions on such occasions shall be reported to the PAC at its next scheduled meeting.

Section E: Multi-Cultural Coordinator

It shall be the duty of the Multi-Cultural Coordinator to serve as Chair of the Multi-Cultural Committee and as a communication facilitator among the PAC Executive Committee, Parent Association Council members, and the Director of Student Life on matters of diversity.

Section F. Regional Coordinators

Two Regional Coordinators are appointed by the PAC President, the Downstate Coordinator and the Metro Coordinator. Each Regional Coordinator may serve simultaneously as either Regional Representative or Alternate Regional Representative. Region definitions, and the regions that each Regional Coordinator is responsible for, are set forth in the Appendix to these Bylaws and the PAC Procedural Guidelines.

Regional Coordinators are expected to ensure that Regional Representatives are in place during each school year; oversee the activities of each Regional Representative within their Region; assist IMSA with any activities that require or involve their respective regions and/or their Regional Representatives; and, facilitate communications to and from Regional Representatives. In addition, the Downstate Coordinator oversees and coordinates the downstate bus routes.

Article VI – Regional Representatives

Section A. Selection of Representatives and Alternates

Each class at IMSA shall have one PAC Regional Representative per geographic region. Each such class and geographic region may have an Alternate Representative. At the Annual Meeting, Junior and Senior

Class parent Regional Representatives and Alternates will be elected by a majority vote of Voting Block Members present. Any remaining openings for Junior and Senior class parent Regional Representatives and Alternates and the incoming Sophomore Class parent Regional Representatives and Alternates shall be appointed by the Executive Committee before the start of the school year or as soon as practicable thereafter. If a Regional Representative is absent from a PAC meeting, the alternate may conduct PAC business in lieu of the Representative.

Section B. Vacancies

If a Regional Representative vacancy occurs during the school year, the Alternate shall assume the position. If no alternate exists, the appropriate Regional Coordinator shall solicit candidates, and the Executive Committee shall appoint a replacement Representative from that class and geographic region.

Section C. Responsibilities

A PAC Regional Representative is expected to:

1. Attend all PAC meetings;
2. Be an active member on a PAC committee;
3. Serve as a liaison between the parents in their region and the PAC, primarily through email and telephonic communications and meetings held in the region or regional meetings held at IMSA;
4. Help to organize a region picnic in the summer to welcome new Sophomore students and their families and enable them to meet current IMSA parents and students in their region;
5. Participate in New Parent Orientation sessions and be a resource to incoming parents;
6. Aid IMSA admissions by being a contact in their region for prospective students, attend informational meetings in their region, and assist with IMSA outreach activities; and,
7. Volunteer in any other ways, whenever possible, to aid IMSA and its students.

Article VII - Committees

Section A. General Provisions.

1. IMSA PAC Committees shall be established to coordinate the work of the PAC. Three types of committees may be established: Standing Committees, sub-committees of Standing Committees, and Ad Hoc Committees (hereafter referred to as "Committees"). A simple majority vote of Voting Block Members present is required to create or disband Standing Committees, and to create Ad Hoc committees.
2. No PAC committee shall solicit funds at any time without the approval of the Executive Committee. Any funds given to a PAC committee member shall be handled in accordance with policies specified in these Bylaws or in the PAC Procedural Guidelines.
3. The Standing Committees are: Academic, Multi-Cultural, Nominating, Student Life, Hospitality, Senior Banquet, and Technology Committees.

4. The Chairs of the Standing Committees shall be Voting Block Members of the Parent Association and shall be appointed by the PAC President, unless otherwise designated in these Bylaws. The President may also appoint Co-Chairs to any Standing Committee in coordination with the Chair of the pertinent committee. Committee membership shall be limited to members of the Parent Association. Every effort should be made to have regional, ethnic, and class diversity on each committee.
5. The Chair of each committee shall establish and publicize a schedule for regular meetings, and report on committee business at each PAC general meeting.
6. Each committee shall meet and discuss issues and priorities relevant to its mission that are of common interest to the families, student body, administration, faculty, and Academy. All committee meetings shall be open meetings. Each committee shall establish goals or projects annually, which shall be pre-approved by the Executive Committee. All annual goals or projects approved by the Executive Committee shall be brought before the PAC for approval by simple majority vote of the Voting Block Members present. Additionally, committees shall implement proposals when directed by the PAC.

Section B. Academic Committee

The primary purpose of the Academic Committee is to facilitate communication and involvement between the Administration, Faculty, and parents on academic matters. It shall be the duty of this committee to:

1. Maintain parent involvement as IMSA establishes appropriate curriculum (course selection, variety, and levels of instruction) for students;
2. Provide information and input on parental concerns to the administration and/or faculty within the general area of academics at IMSA; and,
3. Serve, if and when necessary, as conduit/liaison for the academic concerns of those parents who request committee assistance;

Section C. Multi-Cultural Committee

The purpose of this committee is to ensure that the PAC attempts to meet the needs of all of its diverse members. The chair of the Multi-Cultural Committee is also the Multi-Cultural Coordinator. It shall be the duty of this committee to:

1. Help to ensure and encourage involvement in PAC by all ethnic and racial groups;
2. Consult with the IMSA Coordinator of Multicultural recruitment, retention, and learning;
3. Help with recruitment at VIP days and informational meetings;
4. Help with panel discussions at the Placement Day breakfast and Orientation activities; and,
5. Hold meetings with parents, as needed, to ensure that their diversity concerns and needs are being met.

Section D. Nominating Committee

The Nominating Committee shall be composed of the President, who shall serve as Chair of this committee, and the Regional Coordinators. The purpose of the Nominating Committee is to identify nominees and appointees for Executive Committee and Junior/Senior Regional Representative and Alternate positions. It shall be the duty of the Nominating Committee to:

1. Explain the duties and responsibilities of these positions to prospective candidates;
2. Present the slate of Executive Committee and Junior/Senior Regional Representative and Alternate candidates to the PAC at the February or March general meeting; and,
3. Conduct the election of PAC Officers and Junior and Senior Class Regional Representatives and Alternates at the Annual Meeting in accordance with the Article II, Section D of the PAC Bylaws.

Section E. Student Life Committee

The purpose of this committee is to enhance the quality of student life at IMSA by facilitating parent involvement with students and Academy personnel. The Chair shall be the Parent Association Council liaison to the IMSA Student Council. It shall be the duty of this committee to implement various components of student life programs by establishing subcommittees. Any subcommittee approved to handle monies (for example, the Friday Fest Subcommittee) shall adhere to Bylaws and PAC Procedures instructions on this matter. This committee, as well as any subcommittees established under the Student Life Committee shall facilitate:

1. Student Activities: To work with students and Academy personnel to enhance Academy extracurricular activities.
2. Residential Life: To work with Academy personnel on student housing, travel concerns, and overnight accommodations.
3. Family Adjustment: To provide support to parents and students regarding the residential atmosphere and social environment of the Academy.

Section F. Technology Committee

The purpose of this committee is to work with staff, students and administration to develop recommendations to further integrate and advance the use of technology in the education of students. It shall be the duty of this committee to provide coordination oversight for the IMSA-PAC web site content and the videoconferencing of each PAC meeting, and to recruit Parent volunteer(s) to assist with these matters.

Section G. Hospitality Committee

The Hospitality Committee shall make the arrangements for refreshments and other amenities for all PAC meetings, the parent meeting during annual Placement Testing, the fall Parent Day, and other PAC-sponsored functions, in accordance with the approved PAC budget.

Section H. Senior Banquet Committee

The Senior Banquet Committee shall organize, publicize, and conduct an annual Senior Banquet to be held each spring on a date approved by the IMSA Administration to celebrate the accomplishments of each year's graduating class and the support given by the families of seniors. The chair of this committee shall work closely with the Treasurer on procedures for the receipt and disbursement of funds for this event, working within a budget approved by PAC Voting Block Members as part of the annual budget process.

Section I. Ad Hoc Committees

Other committees shall be established by simple majority vote of the Voting Block Members present, to work in areas of long and short-term goals of the Academy. Such committees need not have any formal structure, but shall each be directed towards a single objective. PAC members will be identified, as needed, to serve as liaisons between the PAC and established committees or groups within the IMSA administration, faculty, student body and the IMSA Board of Trustees. Ad hoc committee representatives are expected to be active members of these groups and to facilitate communications between these groups and committees and the PAC. Their terms of service shall be specified at the time of appointment and may be renewed by simple majority vote of Voting Block Members present.

Article VIII - Amendments

This Mission Statement and Bylaws may be amended by a two-thirds (2/3) vote of the Voting Block Members present and entitled to vote at a regular meeting; or by a special meeting called for that purpose, provided that the proposed amendments have been made available to the Association membership at least seven (7) days prior to the voting date.

APPENDIX – Region Definitions

Region	Zip Codes	Major Mailing Centers
1	610,611,612,613	Rockford, Rock Island, La Salle
2	614,615,616,617	Galesburg, Peoria, Pekin, Bloomington
3	609,618,619,624	Kankakee, Champaign, Effingham
4	625, 627, 623	Springfield, Quincy
5	620, 622, 628, 629	E. St. Louis, Centralia, Carbondale
6	600,603	Northern Chicago Suburbs
7	601	Northwest Chicago Suburbs
8	604	Far South Chicago Suburbs
9	605	Southwest Chicago Suburbs
10	602,606	Evanston, Chicago