

IMSA Parent Association Council

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*Mission and Bylaws Revised*

*January 21, 2020*

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## **Mission Statement**

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The IMSA Parent Association exists to enhance the educational experience of IMSA students 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

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## **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, plus the Member-at-Large and Sophomore Class Representative. The Members of the PAC Voting Block shall have the powers and responsibilities as delineated in these Bylaws.
2. In cases of a tie, the President will have the tie-breaking vote.
3. 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.
4. The PAC Fiscal Year extends from July 1 of the current calendar year to June 30 of the next calendar year.
5. PAC Officers shall assume their positions on June 1<sup>st</sup> or immediately thereafter following their election or appointment and shall serve for a term of up to one year through May 31<sup>th</sup>. It shall be the responsibility of incumbent Officers 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.
6. 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.
7. 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.

8. 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.
9. Other leadership positions include the appointed positions of Multi-Cultural Liaison Coordinator, Standing Committee Chairs, and Regional Representatives and Alternates. All such positions shall be drawn from within the membership of the IMSA Parent Association.

### **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 August 1<sup>st</sup>. The budget shall be approved by majority vote of the Executive Committee. meeting of the committee.

### **Section D. Election of Officers**

The President, Vice President, Treasurer, and Secretary will be elected by a simple majority vote of the voting PAC membership. The President, as chair of the Nominating Committee, will present the list of candidates who are running for office by March 31. The list of candidates along with a link to cast a vote will be communicated to all PAC members via email (the "Election Email") using IMSA's parent email list. Election Email will include a final date by which to cast a vote, and the results of the election will be announced at the April PAC meeting. 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. The At-Large Member will be elected by the then current Executive Committee (i.e., the outgoing Executive Committee) from among the PAC's then current Officers and Standing Committee Chairs and Co-Chairs. The Sophomore Representative will be appointed by majority vote of the Officers from among the incoming sophomore parents.

### **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. The Executive Board will endeavor to hold at least one of the regular meetings in the downstate area of Illinois or held as a conference call. A special meeting of the IMSA Parent Association shall be held on IMSA's Parent Days.

### **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, the President, Vice-President, Treasurer, and Secretary shall be elected.

### **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, Member at large and Sophomore Representative. Members of the Executive Committee shall be known as Officers of the Parent Association Council (hereinafter referred to as "Officers").

### **Section B. Appointment Authority**

The President shall appoint the Sophomore Representative, Regional Representatives, Committee Chairs, Coordinators, Liasons, Wing Parents, Alternates and other volunteers.

### **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 any officers in positions vacant at the adjournment of the Annual Meeting; 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.
16. President may delegate one or more of his/her duties to another Officer or PAC Standing Committee Chair or Co-chair provided the President remains responsible for its completion.

## **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. Be responsible for coordinating PAC member volunteers



8. Coordinate Volunteers for the Office of Admissions throughout the Academic year;
9. Make sure that volunteer opportunities are announced in the Parents Newsletter and posted on the IMSA-PAC website; and,
10. Assist the Downstate Regional Coordinator with bus routes as necessary.

### **Section C. Secretary**

It shall be the duty of the Secretary to:

1. Prepare the agenda and presentation materials for the PAC meeting
2. Take attendance of Voting Block Members at all meetings, determine if a quorum exists to conduct meeting business, take meeting minutes;
3. Submit the approved PAC minutes for distribution to the PAC website;
4. Maintain an email directory of all PAC members, and serve as conduit for information between IMSA administration and the IMSA Parent Association Council;
5. 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,
6. 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**

It shall be the duty of the Treasurer to:

1. Supervise and maintain the PAC's finances;
2. Periodically update the PAC on the accounts relative to the budget
3. Develop and execute an annual budget in accordance with Article II Section C of these Bylaws;
4. Maintain and archive financial records;
5. Maintain appropriate bonding coverage;
6. Serve as the financial liaison between the PAC and the IMSA Fund for Advancement of Education:
7. File all tax returns and other government filing requirements to maintain PAC's 501(c) nonprofit status.
8. 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; and
9. Make payments from PAC accounts knowing that 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.

## **Section E: Multi-Cultural Events Liaison**

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. At-Large Board Member and Sophomore Representative**

The At-Large Member and Sophomore Representative shall each assume those responsibilities requested by the President and as agreed to by each of them.

## **Article VI – Regional Representatives**

### **Section A. Selection of Representatives and Alternates**

Each IMSA-identified geographic region shall have a PAC Regional Representative. Each geographic region may have an Alternate Representative. Any openings 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 mail 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:

- a. Standing Committees
- b. Sub-committees of Standing Committees
- c. Ad Hoc Committees

All hereafter referred to as "Committees".

2. A simple majority vote of Voting Block Members present is required to create or disband Standing Committees, and to create Ad Hoc committees.
3. Committees are allowed to have Co-Chairs as needed
4. No PAC committee shall solicit funds at any time without the approval of the Executive Committee.
5. 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.
6. The Standing Committees are:
  - a. Academic
  - b. Multi-Cultural Events Liaison
  - c. Nominating
  - d. Student Life
  - e. Hospitality
  - f. Friday Fest
  - g. Senior Banquet
  - h. Technology
  - i. Transportation
7. The Chair of each committee shall establish and publicize a schedule for regular meetings, and report on committee business at each PAC general meeting.
8. 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.
9. All committee meetings shall be open meetings.
10. Each committee shall establish goals or projects annually, which shall be pre-approved by the Executive Committee.
11. 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.
12. 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 Events Liaison**

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. Support the cultural activities lead by IMSA student groups.
3. [Consult with the IMSA Coordinator of Multicultural recruitment, retention, and learning;]
4. Help with recruitment at VIP days and informational meetings;
5. Help with panel discussions at the Placement Day breakfast and Orientation activities; and,
6. 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 Officers. The President shall serve as Chair of this committee. The purpose of the Nominating Committee is to solicit nominees for the Executive Committee. 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 nominees which shall be comprised of all PAC members who volunteer to serve in the capacity for which that person is seeking to be elected.,
3. Conduct the election of PAC Officers 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 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 social media accounts, along with the videoconferencing of each PAC meeting.

### **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. Friday Fest Committee**

The Friday fest Committee shall organize, publicize, and conduct Friday Fests on dates approved by the IMSA Administration to provide opportunities for IMSA students to partake in meals provided by IMSA parents and for IMSA parents to engage in the school setting. The chair of this committee shall work closely with the IMSA Administration and PAC Treasurer on procedures for the receipt and disbursement of funds for this event.

### **Section I. 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 J. Transportation**

The Transportation Committee shall organize bus service for extended weekends for downstate students and families.

### **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.