**Handbook**

***BYLAWS***

****

*Parents Active in Cooperative Education*

www.PACEatLockwood.org

LOCKWOOD ELEMENTARY
24118 LOCKWOOD ROAD
BOTHELL, WA 98021

January 2018

Historical site: www.nsd.org/PACEatLockwood

BYLAWS

[BYLAWS 3](#_Toc43821412)

[PREAMBLE 3](#_Toc43821413)

[ARTICLE I: NAME 3](#_Toc43821414)

[ARTICLE II: PURPOSE 3](#_Toc43821415)

[ARTICLE III: MEMBERSHIP 3](#_Toc43821416)

[Section 1: General Membership 3](#_Toc43821417)

[Section 2: Voting 4](#_Toc43821418)

[Section 3: Member Powers of Executive Board 4](#_Toc43821419)

[ARTICLE IV: OFFICERS AND ELECTIONS 4](#_Toc43821420)

[Section 1: Officers. 4](#_Toc43821421)

[Section 2: Nominations and Elections. 5](#_Toc43821422)

[Section 3: Eligibility. 5](#_Toc43821423)

[Section 4: Terms of office. 6](#_Toc43821424)

[Section 5: Vacancies. 6](#_Toc43821425)

[Section 6: Removal from office. 6](#_Toc43821426)

[ARTICLE V: MEETINGS 6](#_Toc43821427)

[Section 1: General meetings. 6](#_Toc43821428)

[Section 2: Special meetings. 7](#_Toc43821429)

[Section 3: Quorum. 7](#_Toc43821430)

[Section 4: Voting. 7](#_Toc43821431)

[ARTICLE VI: EXECUTIVE BOARD 7](#_Toc43821432)

[Section 1: Membership. 7](#_Toc43821433)

[Section 2: Duties. 7](#_Toc43821434)

[Section 3: Meetings. 7](#_Toc43821435)

[Section 4: Quorum. 7](#_Toc43821436)

[Section 5: Voting. 8](#_Toc43821437)

[Section 6: Removal and vacancies. 8](#_Toc43821438)

[ARTICLE VII: BOARD OF DIRECTORS 8](#_Toc43821439)

[Section 1: Membership. 8](#_Toc43821440)

[Section 2: Duties. 8](#_Toc43821441)

[Section 3: Meetings. 8](#_Toc43821442)

[Section 4: Special Meetings. 8](#_Toc43821443)

[Section 5: Quorum. 9](#_Toc43821444)

[Section 6: Voting. 9](#_Toc43821445)

[Section 7: Removal and vacancies. 9](#_Toc43821446)

[ARTICLE VIII: COMMITTEES 9](#_Toc43821447)

[Section 1: Membership. 9](#_Toc43821448)

[Section 2: Standing committees. 9](#_Toc43821449)

[Section 3: Additional committees. 9](#_Toc43821450)

[ARTICLE IX: FINANCES 10](#_Toc43821451)

[Section 1: Annual Budget. 10](#_Toc43821452)

[Section 2: Budget Execution. 10](#_Toc43821453)

[Section 3: Budget Overages. 10](#_Toc43821454)

[Section 4: Scrip Budget Execution. 10](#_Toc43821455)

[Section 5: Authorized Signature Requirement. 10](#_Toc43821456)

[Section 6: Audit Committee Report. 10](#_Toc43821457)

[Section 7: Assets Upon Dissolution. 11](#_Toc43821458)

[Section 8: Fiscal Year. 11](#_Toc43821459)

[ARTICLE X: PARLIAMENTARY AUTHORITY 11](#_Toc43821460)

[ARTICLE XI: STANDING RULES 11](#_Toc43821461)

[ARTICLE XII: AMENDMENTS 11](#_Toc43821462)

[ARTICLE XIII: DISSOLUTION 11](#_Toc43821463)

[APPENDIX A: Parent Participation Agreement 12](#_Toc43821464)

[APPENDIX B-1: Board of Directors Positions 14](#_Toc43821465)

[APPENDIX B-2: Board of Directors Job Descriptions 15](#_Toc43821466)

[APPENDIX C-1: Committee Positions 30](#_Toc43821467)

[APPENDIX C-2: Committee Position Job Descriptions 32](#_Toc43821468)

[APPENDIX D: Behavior Expectations 40](#_Toc43821469)

[APPENDIX E: Problem Solving Worksheet 41](#_Toc43821470)

[APPENDIX F: A Brief History of PACE 42](#_Toc43821471)

[APPENDIX G: Classroom Job Descriptions 43](#_Toc43821472)

[APPENDIX H: Glossary of Terms 47](#_Toc43821473)

# BYLAWS

**Approved March 16, 2009**

**Amended August 27, 2013**

**Amended January 16, 2018**

## PREAMBLE

It is the purpose of this Corporation to support the education of children in PACE at Lockwood, which 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.

## ARTICLE I: NAME

This Corporation shall be known as PACE at Lockwood (Parents Active in Cooperative Education at Lockwood Elementary School).

## ARTICLE II: PURPOSE

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 Lockwood Elementary School. PACE at Lockwood, 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. In pursuance of these purposes, it 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 whose child(ren) are enrolled in PACE at Lockwood in Northshore School District No. 417 and who have 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 must designate a Voting Member (“Voting Member”) on their Commitment Form and must notify Registrar 2 of any changes in that designation. All other members shall be Non-Voting Members.

### Section 3: Member Powers of Executive Board

In the event there are no members of the Corporation because no children are enrolled in PACE at Lockwood, the Executive Board will remain in office, may take any action that could otherwise be taken by the Voting Members, and shall manage the Corporation in order that the purpose of the Corporation is served.

## ARTICLE IV: OFFICERS AND ELECTIONS

### Section 1: Officers.

The Executive Board shall be a President, Vice-President, Registrar 1, Registrar 2, Secretary, and Treasurer. The Board of Directors shall be the Executive Board and the following:

Communications Coordinator, Community Support Coordinator, Field Trip Coordinator, Fundraising Coordinator, Member at Large, Mentoring Coordinator / Co-Coordinator, Mini Units Coordinator / Co-Coordinator(s), Outdoor Education Coordinator / Co-Coordinator(s), Parent Participation Coordinator, PTA Representative, Room Representatives (*Class Room Representatives share 1 vote and take turns attending Board meetings*), Staff Appreciation Coordinator / Co-Coordinator, and Spanish Liaison / Co-Liaison. Additionally, PACE teachers are board members in an advisory, non-voting capacity.

* 1. President. The President shall preside over the General Meetings and Board Meetings, serve as the primary contact for the Lockwood Principal and Northshore School District Administration, represent the Corporation at meetings outside the Corporation, serve as an ex-officio member of all committees, assist the Vice-President in selecting a candidate(s) for each Board of Director position and coordinate the work of all the Board of Directors and committees in order that the purpose of the Corporation will be served.
	2. Vice-President. The Vice-President shall assist the President and carry out the President’s duties in his or her absence or inability to serve. The Vice-President, in coordination with the nominating committee, shall select a candidate(s) for each Board of Director position and present the slate to the Board of Directors.
	3. Registrar 1. The Registrar 1 shall be an information source for families interested in enrolling, notify families of status changes and represent the Corporation at meetings with the Unified PACE Leadership.
	4. Registrar 2. The Registrar 2 shall process the paperwork associated with registering incoming and current students, maintain rosters and waitlists and represent the Corporation at meetings with the Unified PACE Leadership. The Registrar 2 also brings the membership roster to all meetings and makes it available to all members as stated in the PACE Handbook.
	5. Secretary. The Secretary shall keep the records of the Corporation, take and record the minutes, record which members are present at meetings, maintain the board roster, and handle correspondence. The Secretary also keeps a copy of the meeting minutes in a book, bylaws, board roster and any other necessary supplies, and brings them to all meetings.
	6. Treasurer. The Treasurer shall receive all funds of the Corporation, keep an accurate record of receipts and expenditures, pay out funds in accordance with Article IX and follow all policies stated in the Treasurer’s Handbook. She or he will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report for the Audit Committee at the end of the fiscal year.
	7. PACE Teachers. The PACE teachers act in an advisory capacity to the Board of Directors and attend the Board of Director Meetings on a rotating basis, representing all teaching staff, and reporting back to them.
	8. Board of Directors. The Board of Directors positions and a more detailed description of the Executive Board positions shall be described in the PACE Handbook which is available on the PACE at Lockwood website.

### Section 2: Nominations and Elections.

Elections will be held at the second to last Board Meeting and last General Meeting of the school year. At the first General Meeting of the calendar year, the President and Vice-President will request all members convey in writing to them the Board of Directors positions that they wish to hold or wish to nominate someone for. The President and Vice-President, in coordination with the nominating committee, shall select a candidate(s) for each position and present the slate to the Board of Directors at the second to last Board Meeting and to the General Membership at the last General Meeting. If the slate has been revised between the second to last Board Meeting and last General Meeting, the changes will be announced at the last General Meeting and the results of the vote of the Voting Members will be considered the results of the Board of Directors vote. At the second to last Board Meeting and last General Meeting, nominations may also be made from the floor for any position except President if a position is vacant. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

### Section 3: Eligibility.

Members are eligible for office if they are members in good standing as determined in the sole discretion of the Executive Board when the second to last Board Meeting is called to order. A member of the Executive Board shall not hold two Executive Board positions concurrently.

### Section 4: Terms of office.

The Vice-President is elected for a two-year term, the first year as Vice-President and the second year as President and shall not serve two consecutive terms. The Registrar 1 and Registrar 2 are elected for a two-year term, preferably staggered. The Secretary is elected for a one-year term. The Treasurer is elected for a two-year term and may serve no more than two consecutive terms. Mini Units Coordinator, Outdoor Education Coordinator, Parent Participation Coordinator are also elected for two-year terms. Other members of the Board of Directors are elected for one year. Each member of the Board of Directors, except the Treasurer, shall remain in office for an additional month past the expiration date of his/her term to familiarize new members of the Board of Directors with their responsibilities and to pass on files and/or notebooks detailing their job descriptions. The Treasurer will remain in office until August 31.

### Section 5: Vacancies.

If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled General Meeting, a new Vice-President will be elected. If there is a vacancy in any other office, the President will appoint an interim and the Voting Members will fill the vacancy through an election, as described in Section 2, at the next General Meeting.

### Section 6: Removal from office.

Members of the Board of Directors can be removed from office with or without cause by a two-thirds vote of those Voting Members present (assuming a quorum) at a General Meeting where notice has been given to the membership by email and/or flyer at least 10 days prior.

## ARTICLE V: MEETINGS

### Section 1: General meetings.

There shall be one Summer General Meeting and about four other General Meetings held approximately every other month throughout the school year. The General Meetings of the Corporation shall be at a time and place determined by the President and Vice-President. All General Meetings shall be held at Lockwood Elementary, preferably on Tuesdays, as permitted by the Northshore School District Administration. The President will notify the members and Lockwood Principal of the date and place of the Summer General Meeting in a mailing sent out by Registrar 2. The President will notify the members and Lockwood Principal of the dates of all other General Meetings at the Summer General Meeting and by email, flyer and/or newsletter at least 10 days prior. In the event that Lockwood Elementary is closed at the time of a scheduled General Meeting, the President and Vice-President shall reschedule the meeting and notify the membership as soon as possible. Members unable to attend a rescheduled meeting will not have their membership status penalized; they will remain members in good standing.

### Section 2: Special meetings.

Special Meetings of the members shall be called by the President, any two members of the Executive Board, or twenty percent of the Voting Members submitting a written request to the Secretary. Notice of the Special Meeting, including its purpose, shall be sent to the members by email and/or flyer at least 10 days prior.

### Section 3: Quorum.

The quorum shall be one half of the total number of Voting Members.

### Section 4: Voting.

Each Voting Member of the Corporation shall possess one (1) vote in matters coming before the membership. All voting at General Meetings and Special Meetings shall be by each Voting Member in person or by proxy assigned to a Non-Voting Member within the Voting Member's family. All matters must be approved by a majority vote of those Voting Members present (assuming a quorum).

## ARTICLE VI: EXECUTIVE BOARD

### Section 1: Membership.

See Article IV, Section 1 through Section 3.

### Section 2: Duties.

The duties of the Executive Board shall be noted in detail in the PACE Handbook which is posted on the PACE at Lockwood website.

### Section 3: Meetings.

Executive Board Meetings shall be called by the President or any two members of the Executive Board submitting a written request to the Secretary. Notice of the Executive Board Meeting, including its purpose, shall be sent to the Executive Board by email and/or flyer at least 3 days prior.

### Section 4: Quorum.

Two-thirds the number of members of the Executive Board constitutes a quorum.

### Section 5: Voting.

Each Executive Board position shall possess one (1) vote in matters coming before the Executive Board. When two or more people share an Executive Board position the position still carries one vote in all matters coming before the Executive Board. All voting at meetings of the Executive Board shall be by each member in person. Voting by proxy will not be allowed. All matters must be approved by a two-thirds vote of those Executive Board Members present (assuming a quorum).

### Section 6: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the Corporation, removal and vacancies will be voted on in accordance with Article VI, Section 5.

## ARTICLE VII: BOARD OF DIRECTORS

### Section 1: Membership.

See Article IV, Section 1.

### Section 2: Duties.

The duties of the Board of Directors shall be noted in detail in the PACE Handbook which is posted on the PACE at Lockwood website.

### Section 3: Meetings.

There shall be one Summer Board Meeting and about five other Board Meetings held approximately every other month throughout the school year. The Board Meetings of the Corporation shall be at a time and place determined by the President and Vice-President. The President will notify the Board of Directors and Lockwood Principal of the date and place of the Summer Board Meeting at the last General Meeting of the previous school year. The President will notify the Board of Directors and Lockwood Principal of the dates of all other Board Meetings at the Summer General Meeting and by email, flyer, and/or newsletter at least 10 days prior. In the event that Lockwood Elementary is closed at the time of a scheduled Board Meeting the President and Vice-President shall reschedule the meeting and notify the Board of Directors and Lockwood Principal as soon as possible.

### Section 4: Special Meetings.

Special meetings shall be called by the President, any five members of the Board of Directors, or fifteen percent of the Voting Members submitting a written request to the Secretary. Previous notice of the Special Meeting, including its purpose, shall be sent to the Board of Directors by email and/or flyer at least 10 days prior.

### Section 5: Quorum.

One-half the number of the members of the Board of Directors constitutes a quorum.

### Section 6: Voting.

Each Board of Directors position shall possess one (1) vote in matters coming before the Board. When two or more people share a Board of Directors position, the position still carries one vote in all matters coming before the Board of Directors. For positions where there are multiple people but only one is required to be at the Board Meeting (i.e. Room Representatives), the position still carries one vote in all matters coming before the Board of Directors. All voting at meetings of the Board of Directors shall be by each member of the Board in person. Voting by proxy will not be allowed. All matters must be approved by a majority vote of those Board Members present (assuming a quorum).

### Section 7: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the Corporation, removal and vacancies will be voted on in accordance with Article VI, Section 5.

## ARTICLE VIII: COMMITTEES

### Section 1: Membership.

Committees may consist of Voting or Non-Voting Members, with the President acting as an ex-officio member of all committees.

### Section 2: Standing committees.

The following committees may be held by the Corporation: Art Docent, Communications, Community Support, Field Trip Representatives, Fundraising, Mini-Units, Outdoor Education, Staff Appreciation, and Treasurer.

### Section 3: Additional committees.

The Board of Directors may appoint additional committees and discontinue committees as necessary.

## ARTICLE IX: FINANCES

### Section 1: Annual Budget.

A budget shall be drafted for each school year by the President, Vice-President, 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 at the Summer Board Meeting and Voting Members at the Summer General Meeting.

### Section 2: Budget Execution.

The Treasurer shall receive all funds of the Corporation, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the budget approved by the Board of Directors and Voting Members.

### Section 3: Budget Overages.

The Treasurer shall pay out funds up to and not exceeding $50.00 for expenditures above the annual budgeted amount, with majority approval from the Executive Board and report those payouts to the Membership at the next General meeting. The Executive Board shall either vote by phone or email to approve the payment and shall hold a Special Meeting to discuss the payment if requested by any member of the Executive Board. The Treasurer shall pay out funds over $50.00 and not exceeding $250.00 for expenditures above the annual budgeted amount, with majority approval from the Board of Directors and report these payouts to the Membership at the next General Meeting. The Board of Directors shall vote to approve the payment at the next scheduled meeting. The Treasurer shall pay out funds exceeding $250.00 for expenditures above the annual budgeted amount with majority approval from the General Membership at the next scheduled meeting.

### Section 4: Scrip Budget Execution.

The Scrip Treasurer, a member of the Fundraising Committee, shall receive all payments for Scrip, keep an accurate record of receipts and expenditures, and pay out funds for Scrip in accordance with the Scrip Procedures.

### Section 5: Authorized Signature Requirement.

Two authorized signatures shall be required on each check over the amount of $500. Authorized signers shall be the President, Vice-President and Treasurer. The Scrip Treasurer shall be an additional authorized signer for checks written from the Scrip bank account.

### Section 6: Audit Committee Report.

The Treasurer and Scrip Treasurer shall make a full report for the Audit Committee at the end of the fiscal year.

### Section 7: Assets Upon 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 Lockwood Elementary or, if that entity no longer exists, 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 X: PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the Corporation’s bylaws.

## ARTICLE XI: STANDING RULES

Standing rules such as the Parent Participation Agreement, Field Trip Guidelines, Treasurer's Handbook, Scrip Procedures 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, and the Registrar 2 shall keep a record for future reference.

## ARTICLE XII: AMENDMENTS

These bylaws may be amended at any General or Special Meeting of the members, providing that previous notice was given in writing and then sent to all Voting Members of the Corporation by the President. Notice may be given by a flyer sent home with the child, postal mail or email. Amendments will be approved by a two-thirds vote of the Voting Members present (assuming a quorum).

## ARTICLE XIII: DISSOLUTION

The Corporation may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the Voting Members present (assuming a quorum) at a General or Special Meeting of the members, see Article IX, Section 7.