



P.A.C. By-Laws

The P.A.C. operates under its own organizational by-laws which shall guide in entirety the activities and operations of the P.A.C. organization.

BYLAWS OF SPECIAL EDUCATION ADMINISTRATORS' POLITICAL ACTION COMMITTEE

Article I – NAME

The name of the association shall be SPECIAL EDUCATION ADMINISTRATORS' POLITICAL ACTION COMMITTEE (hereinafter referred to as the "PAC").

Article II – LEGAL ADDRESS

The principal address of the PAC shall be at an address determined by the Chairperson of the PAC.

Article III – ENTITY

The PAC shall be a voluntary, not-for-profit, unincorporated association operating as an independent entity.

Article IV – PURPOSE

Section 1: The purpose of the PAC is to provide the opportunity for individuals interested in the future of education to contribute to or endorse bi-partisan candidates for state office who believe, and have demonstrated their belief, in the principles to which special education administrators are dedicated. In addition, the purposes of the PAC are to support or oppose any ballot proposition submitted to the electorate, or support or oppose any question of public policy when such support or opposition is consistent with the principles to which special education administrators are dedicated. To further these purposes, the PAC will accept voluntary private contributions and make expenditures as provided in these bylaws.

Section 2: The PAC trustees and its officers shall possess and may exercise all powers and privileges set forth in these Articles or incidental thereto, together with all powers and privileges necessary or convenient to the conduct, promotion, or attainment of the purposes of the PAC or these Articles, provided such powers and privileges do not conflict with any state or federal law.

Article V – AUTHORIZATION

The PAC is authorized to solicit and accept contributions from any person from whom contributions may be lawfully solicited.

Article VI – RECEIPTS/EXPENDITURES

Section 1: All contributions to the PAC shall be voluntary and private. Contributions to the PAC shall be neither solicited nor accepted from school district funds.

Section 2: Basic policies with respect to the expenditures or distribution of all contributions to the PAC shall be within the sole discretion of the Trustees of the PAC.

Section 3: All funds of the PAC shall be segregated from and shall not be comingled with any personal funds of its trustees, officers, or members.

Article VII – GOVERNANCE

Section 1: A member of the PAC is defined as any person or entity that maintains membership on a yearly basis at or above \$20.00.

Section 2: The governing body of the PAC shall be a Board of Trustees composed of at least six PAC members. All shall serve in a voluntary capacity.

Section 3: The governing body of the PAC shall also include four PAC members designated as Alternate Trustees to the Board of Trustees. One Alternate Trustee shall be chosen by each Board of Trustee member to serve as the Alternate to that Trustee until that Trustee's term expires. In the event of the absence of a Trustee, that Trustee's appointed Alternate shall have all of the powers and duties granted the seated Trustee.

Section 4: Each PAC Board of Trustees member shall nominate his/her successor prior to the expiration of that Trustee's term.

Section 5: Trustees whose term is up, will be elected at the annual meeting for two year terms that commence the following July 1. Trustees may succeed themselves by election.

Section 6: PAC members, by e-mail ballot, shall elect each Trustee. A majority of e-mail ballots returned by a specified date will determine the outcome of the election.

Section 7: The Trustees are empowered to set basic policies with respect to expenditures made by the PAC and to direct disbursements in accordance with the stated PAC purposes. The Trustees shall determine the procedures for collection and distribution of funds, and the amount of all expenditures and disbursement by the PAC. Provided however, that no expenditure shall be made for or on behalf of the PAC without the authorization of the Chairman or Secretary/Treasurer, or their designated agents.

Section 8: In the event of a vacancy in the Board of Trustees, an Alternate Trustee, elected by a majority of the then seated Trustees, shall serve for the remainder of the unexpired term.

Section 9: The fiscal year of the PAC shall be from July 1 to June 30.

Article VIII – OFFICERS AND DUTIES

Section 1: The officers of the PAC shall be the Chairman and a Secretary/Treasurer.

Section 2: The Chairman of the PAC shall be elected for a two-year term from among the Trustees by a majority vote of the full membership of the Board of Trustees. The Officers may succeed themselves by election. The election shall be held when due at the annual meeting and start the following July 1.

Section 3: Subject to approval by the Board of Trustees, the Chairman shall administer and have general and active management and supervision of all the affairs of the PAC. The Chairman shall preside at all PAC meetings.

Section 4: The Secretary/Treasurer of the PAC shall be elected for a two-year term from among the membership by a majority vote of the full membership of the Board of Trustees. The Officers may succeed themselves by election. The election shall be held when due at the annual meeting and start the following July 1.

Section 5: The Secretary/Treasurer shall be the chief financial officer of the PAC, shall provide for the keeping of the financial and other records of the PAC, shall comply with all requirements imposed by law, and shall perform such other duties as may be assigned by the Chairman of the Board of Trustees.

Section 6: In the event of a vacancy in the offices of the Chairman or Secretary/Treasurer, the remaining Trustees shall, by majority vote, immediately elect a successor to the vacant office for the remainder of the unexpired term. No contribution and no expenditure shall be accepted or made by or on behalf of the PAC when there is a vacancy in the office of its Chairman or Secretary/Treasurer.

Article IX – MEETINGS

Section 1: The Board shall hold regular meetings each year as the Board deems necessary. Special meetings may be called by the Chairman on his own initiative or by mutual consent of the Trustees. The Trustees may also conduct a meeting by telephone conference or by telephone poll.

Section 2: The annual Meeting of the PAC shall be on a date specified by the Trustees.

Section 3: Robert's Rules of Order, Latest Edition, shall be recognized as the authority governing proceedings at all meetings.

Section 4: The Board of Trustees may act by a majority vote of a quorum of the Board. A quorum shall consist of a majority of the full membership of the Board.

Section 5: The Secretary/Treasurer shall record the minutes of all meetings of the Board and distribute copies of such minutes to the Board in a timely manner.

Section 6: Any PAC member may attend any meeting of the Board of Trustees.

Article X – AMENDMENTS

Section 1: These by-laws may be amended by majority vote of the Trustees.

Article XI – DISSOLUTION

The PAC may be dissolved at any time by majority vote of the full membership of the Board of Trustees. Prior to such dissolution, all funds contained in the PAC's campaign depository may be donated to a charitable educational organization consistent with the positions of the PAC or candidates it represented. In no event shall these funds be used for the personal aggrandizement of any PAC member or campaign worker.

Approved: 8/2018