

**BYLAWS  
OF  
GREENWAY PARENT ACTION CLUB, INC.  
Website: greenway.guhsdaz.org**

**December 12, 1977  
Revision-September 2003  
Revision-April 2005**

**ARTICLE I  
NAME AND PURPOSE**

**Section 1.1 NAME**

The name of this organization shall be GREENWAY PARENT ACTION CLUB, INC., hereafter referred to as PAC. The corporation shall maintain its principle office at 3930 W. Greenway Road in the City of Phoenix, County of Maricopa, State of Arizona, but may transact business at such other place as the Board of Director/Officers may from time to time designate.

**Section 1.2 PURPOSE**

The purpose of this organization is to improve and support communication between parents, educators, and community. PAC will coordinate fundraising efforts to sponsor educational events and programs to recognize student achievements with positive reinforcement. PAC monies will be used for scholarships, sponsorships, on-campus requests, equipment purchases and events approved by the membership.

**Section 1.3 BASIC POLICIES**

The organization shall be non-commercial, non-sectarian, and non-partisan. In the event of dissolution of this organization, the assets shall be donated to Greenway High School and shall be utilized for the benefit of Greenway High School Students as designated by the Principal of Greenway High School.

**ARTICLE II  
MEMBERSHIP**

**Section 2.1 QUALIFICATIONS**

Any person interested in the advancement of Greenway High School, its students, and the community may become a member by paying the annual membership donation. The amount of said donation to be designated by the Board of Director/Officers.

## **Section 2.2 REGULAR MEETINGS**

Monthly meetings will be held throughout the school year. Notification of meetings will be via postcard mailed at the beginning of each school year and through the calendar section of the Greenway High School Newsletter and posted on the PAC Website. The spring meeting shall be the Annual Meeting of the corporation as fixed by the Articles of Incorporation and referenced to in Article III Section 3.9 (Elections). All meetings shall be open to all interested persons.

## **Section 2.3 SPECIAL MEETINGS**

Special meetings of the Executive Board may be called by the President or a majority of the Executive Board as deemed necessary. Each member of the Executive Board shall be personally notified by telephone or email of the business to be discussed. Business at special meetings must be limited to the purpose for which said meeting was called. No vote can be taken without a majority of the Executive Board being present. The secretary shall notify the Executive Board members of a special meeting seven days prior to said meeting and shall document all notification data to be included in the minutes of said meeting.

## **Section 2.4 OFFICIAL NOTIFICATION**

In the event of business transactions that must take place between Regular Meeting dates, the Official Notification process will be implemented. This process includes telephone calls and/or email communications. Every member of the Executive Board must be contacted by the Secretary who shall record all votes for documentation in the next month's minutes. The Official Notification process will be conducted in the "appropriate time" of no more than one week. In the event of an Executive Board member not being available, a written document stating times of attempted contact with both email and telephone must be included with the vote documentation from the Secretary. Official Notification documentation of telephone calls will be a written log of day and time of contact and emails will be copied directly from the computer. Voting via email requires every Executive Board member to "Reply to All" with their discussion/vote information. The Secretary shall attach all documentation pertaining to the between meetings vote in the minutes of the next Regular Meeting. The President shall be required to present the information on the between meetings vote at the next Regular meeting.

## **Section 2.5 VOTING**

Anyone who is a current member of PAC shall be eligible to vote at meetings or to serve in any of its elected or appointed positions for which they are qualified.

## **Section 2.6 QUORUM**

A minimum of one half of the Executive Board shall be present to constitute a quorum. Business shall be transacted as long as a quorum is maintained.

## **Section 2.7 REQUESTS**

Requests for funds must be in writing. Forms are available at all meetings and also at the Greenway High School Office.

## **ARTICLE III** **DIRECTOR AND OFFICERS**

### **Section 3.1 GENERAL POWERS**

The business and affairs of the corporation shall be managed by the Board of Director/Officers with such actions being consistent with the purposes of the corporation as set forth in the Articles of Incorporation and stated in Article I Section 1.2 (Purpose).

### **Section 3.2 QUALIFICATIONS**

The privilege of holding any office shall be limited to a person who is the parent or guardian of a student who is currently attending Greenway High School.

### **Section 3.3 THE EXECUTIVE BOARD**

The Executive Board shall be those elected by the Membership at the Annual Meeting to serve as President, First Vice President, Second Vice President, Secretary, Treasurer, and four Executive Board members. The Greenway High School Principal or an administrative officer designated by the Principal shall serve as the Second Vice President of this corporation. No person shall be elected to hold more than one Executive Board position at the same time.

### **Section 3.4 THE BOARD OF DIRECTOR/OFFICERS**

The Executive Board as stated in Article III Section 3.3 (The Executive Board) and the elected Committee Chairpersons shall compose the Board of Director/Officers. Any Executive Board member can also hold a Committee Chairperson position except the Treasurer noted in Article IV Section 4.6 (Executive Board Members). A Committee Chairperson may hold more than one Committee Chairperson position.

### **Section 3.5 TENURE**

The Executive Board will serve from July 1 following the Annual Meeting and through June 30. No person shall serve more than two consecutive years in the same office. The Executive Board has the right to override the stated length of tenure in 'Special circumstances'.

### **Section 3.6 VOTING**

Anyone who is currently a member of PAC may vote at regular meetings. A PAC family membership entitles all adult members of the family household to vote. To make motions, one must be a member of the Board of Director/Officers.

### **Section 3.7 VACANCIES**

Any officer may resign at any time by giving written notice. Any vacancy occurring may be filled by the affirmative vote of a majority of the remaining Executive Board. A director/officer elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor.

### **Section 3.8 NOMINATIONS**

The Executive Board shall select members to constitute a Nominating Committee prior to the Annual Meeting. The Nominating Committee shall prepare a list of nominees. Nominees shall meet the qualifications for voting members.

### **Section 3.9 ELECTIONS**

Nominees who obtain a majority vote of members where a quorum is present shall be elected at the Annual Meeting.

## **ARTICLE IV** **DUTIES OF EXECUTIVE OFFICERS**

### **Section 4.1 PRESIDENT**

The President shall preside at all meetings of this organization and of the Executive Board; facilitate proper order and decorum based on the bylaws of this corporation; be a member ex-officio of all committees except the Nominating Committee; appoint a three member Auditing Committee to audit the books before July 31; and shall perform such other duties as defined by the bylaws.

### **Section 4.2 FIRST VICE PRESIDENT**

Shall assist the President in all his/her duties and in his/her absence preside and perform all his/her duties.

### **Section 4.3 SECOND VICE PRESIDENT**

Shall be the liaison officer between the corporation and the school administration.

### **Section 4.4 SECRETARY**

Shall record the minutes of all meetings of this organization, maintain and record all Official Notification documentation as stated in Section 2.4 (Official Notification), handle all correspondence, maintain a current membership list of PAC, maintain a current list of the PAC Board of Director/Officers, and perform other duties assigned this office.

#### **Section 4.5 TREASURER**

Shall receive all monies of the corporation; keep an accurate record of all receipts and expenditures; pay all approved bills, file and preserve all paper and documents of the corporation; including IRS filings on an annual basis; and present a financial statement at each meeting. All checks will be signed by two PAC representatives to be determined by the Executive Board at the beginning of each fiscal year. The Treasurer may not perform duties other than accounting for the monies obtained by the PAC. The records of the Treasurer shall be audited before July 31<sup>st</sup> following the fiscal year end of June 30<sup>th</sup>.

#### **Section 4.6 EXECUTIVE BOARD MEMBERS**

Shall attend all meetings with full privilege to make motions and vote. Shall have availability to telephone and/or email for Official Notification process.

#### **Section 4.7 TRANSFER OF RECORDS**

All Executive Board members shall be required to complete and transfer all records of the previous year to the new incoming officers.

### **ARTICLE V** **COMMITTEES**

#### **Section 5.1 STANDING COMMITTEES**

The following shall comprise the standing committees: Concessions, Communications/Telephone and Email, Grad Party, Hospitality, Membership, Programs, Web page Design and Maintenance/Publicity, and Ways & Means. The Chairpersons of these committees shall be appointed by the Board of Director/Officers and are required to give a committee report at all Regular Meetings. If necessary the Chairperson of each standing committee shall select its committee members from the current corporation membership. Standing committees may arrange with the Executive Board to meet separate from Regular Meetings to conduct business.

#### **Section 5.2 SPECIAL COMMITTEES**

Special Committees for a specific purpose may be appointed by the Board of Director/Officers. Special Committees are terminated when their work is completed and their final report has been received by the Board of Director/Officers.

#### **Section 5.3 COMMITTEE EXPENDITURES**

All expenditures for activities of each Standing and Special Committee must be in writing and approved by the Board of Director/Officers. The President/Treasurer has authority to approve expenditures in the amount of one hundred (\$100) dollars or less not previously approved by the Board of Director/Officers.

**Section 5.4 TRANSFER OF RECORDS**

All Committee Chairpersons shall be required to complete and transfer all records of the previous year to the new incoming Committee Chairpersons.

**ARTICLE VI**  
**STANDING RULES**

**Section 6.1 ATTENDANCE**

Any Board Director/Officer (other than school administrator) showing inability to attend two consecutive meetings or inability to properly function in his/her capacity may be replaced by a majority vote of the Executive Board.

**Section 6.2 COMPENSATION**

No Board Director/Officer shall receive compensation of any kind from the organization for their services.

**Section 6.3 AMENDMENTS**

These bylaws may be amended at any Regular Meeting of the organization by two-thirds (2/3) vote of the members present, provided the proposed amendments shall have been submitted in writing at the Regular Meeting and posted on the PAC Website 30 days prior to said meeting. Upon approval of revisions, the new bylaws will take effect immediately.

**Section 6.4 PROCEDURES**

When any doubt arises as to the true meaning of these bylaws or any part of them, the Executive Board shall determine the true meaning thereof. The order of business shall be governed by Robert's Rules of Order.

  
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Bechara Manzur, Jr., President Parent Action Club

5-9-05  
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Date

  
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Elizabeth Tataseo, Principal Greenway High School  
Glendale Union High School District

5/9/05  
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Date