



"Changing Lives... Strengthening Families"

By -Laws of the WIN Family Services, Inc. Parent Advisory Council

Article I (Name)

The name of the organization will be: Parent Advisory Council (P.A.C.)

Article II (Purpose)

The WIN Family Services Parent Advisory Council will:

- A. Serve as an advocate for the Treatment Foster Parent and agency in the community.
- B. Plan, coordinate and organize agency-wide activities for parents and youth with assistance of staff.
- C. Assist in communicating with parents and encouraging their participation in the program.
- D. Participate in process of revising and creating parent policies and procedures.
- E. Aid with recruiting volunteering services from parents, community residents, and community organizations and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Advisory Council funds

Article III (Membership)

- Section I. The membership of the Parent Advisory Council shall be composed of at least 12 parents and 2 staff members and no more than 2 members from the community.
- Section II. Parents serving on the Parent Advisory Council must be elected to the committee by members of the????
- Section III. Community Representatives who serve on the committee must be elected by a majority of the parent members of the Parent Advisory Council.



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- Section IV. Each member of the Parent Advisory Council will serve a term of one (1) year beginning in October but may be re-elected by the parents to serve as long as he/she is a certified Treatment Parent.
- Section V. Each elected member of the Parent Advisory Council shall have one vote.
- Section VI. Vacancies which occur on the Parent Advisory Council will be filled as soon as possible. These replacements must be elected ???
- Section VII. Parent representatives must attend ____ meeting. Should a representative miss two (2) consecutive meetings, without due cause, the Secretary will provide written notification to the Chairperson. The Chairperson will provide written notification to the representative.

Article IV (Officers)

- Section I. The officers of the Parent Advisory Council shall be: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, and Parliamentarian
- Section II. The election of officers shall be held on the fourth Thursday in February of each year.
- Section III. Officers shall be elected to serve a term of one (1) year but may be re-elected by Council members to serve longer. Vacancies shall be filled by appointment by the Chairperson of Parent Council.
- Section IV. Duties of Officers
- A. Chairperson
 - a. Presides at the meeting
 - b. Organizes an agenda for each meeting
 - c. Appoints such committees as needed with approval of the Parent Advisory Council
 - d. Calls special meetings of the Policy Committee
 - e. Is familiar with the policies and guidelines of the Parent Advisory Council
 - B. Vice-Chairperson
 - a. Serves in the absence of the Chairperson
 - b. Works closely with Chairperson in carrying out the duties of that office.



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- c. Is familiar with the policies and guidelines of WIN Family Services
- C. Secretary
 - a. Record the minutes of each meeting
 - b. Sends out letters as directed by the Chairperson and/or committee.
 - c. Maintains a file of all minutes and correspondence for ready reference.
 - d. Certifies quorum count at meetings
- D. Assistant Secretary
 - a. Assume duties of secretary when necessary
 - b. Handles Council correspondence
 - c. Is familiar with the policies and guidelines of the Parent Advisory Council
- E. Treasurer
 - a. Keeps a financial record of expenditures
 - b. Presents a written financial report to the WIN Family Services
 - c. Is familiar with the policies and guidelines of WIN Family Services
- F. Parliamentarian
 - a. Is familiar with the policies and guidelines of WIN Family Services
 - b. Shall advise members of the rules and regulations governing the Treatment Foster Care Program
 - c. Shall see that order is maintained at all times
 - d. Serves a member of the Committee to review the By-Laws and Parent Policy & Procedure Manual.
 - e. Shall be available to advise the Chairperson in matters pertaining to the By-Laws and policy matters.

Article V (Meetings)

- Section I. The meeting of the WIN Family Services Parent Advisory Council shall be held on the first Thursday of the month.
- Section II. Special meetings may be called by the Chairperson of the Parent Advisory Council. Notice of such meetings must be communicated to each member of the committee at least one (1) day prior to the date of the meeting.



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- Section III. Meetings of the Parent Advisory Council are open to the public otherwise voted by the majority of the Council members. Staff and interested persons are invited to attend meetings but have no voting power.
- Section IV. The quorum will consist of seven (7) members.

Article VI (Committees)

- Section I. Executive Committee – will consist of the officers of the Council. The Executive Committee is empowered to serve for the Council in emergencies. The meeting of the Executive Committee will be called by the Chairperson.
- Section II. Special Committees – shall be appointed by the Chairperson as needed.
- Section III. General
- A. In order to protect the integrity of the Parent Advisory Council the following guidelines will be in effect concerning membership on Sub-committees.
 - a. Each sub-committee must include a member of the Executive Committee