

# Window Rock Unified School District No. 8

## Tsehootsooi Primary Learning Center

P.O. Box 559  
Navajo route 12  
Fort Defiance, Arizona 86504

Office: 928.729.7802  
Fax: 928.729.6847  
[www.wrschool.net](http://www.wrschool.net)

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### SY 2023-2024 Title I Parent Advisory Committee Bylaws

#### Article I - Name

The name of this organization shall be the Tséhootsooí Primary Learning Center Title I Parent Advisory Committee (Here in after referred to as the "TPLC PAC").

#### Article II – Mission

To promote a safe learning environment for all students here at Tséhootsooí Primary Learning Center. (Here in after referred to as the "TPLC").

- a) To establish a closer relationship between school and home so that parents and teachers may cooperate intelligently in the education of their children.
- b) To enhance a safe school environment and for students at TPLC funding sources that apply for PAC will be utilized when it's not in the school operational budget.

#### Article III – Policies

- a) This organization shall serve as an advocate and supportive voice for the students toward the betterment of conditions for all concerned (*i.e., students, teachers, administrators and/or parents*).

#### Article IV - Membership and Roles

- a) Parents/Guardians with a child attending TPLC shall be recognized members with voting privileges. The voting privileges include making motions, as well as serving on various committees.
- b) TPLC officials shall be considered as advisors to the committee and shall fulfill the following tasks:
  - i. Principal - provide written and verbal report on TPLC progress and activities.
  - ii. Parent Educator - shall provide public awareness and informational source for members of the organization, teachers and the community about school activities.
  - iii. Other school staff - shall provide additional advisement as required for informational purposes.
- c.) When the parent educator is out of the office, the school principal will act in the place of the parent educator. If the school principal is also out of the office at the same time, then the delegated school principal will act in the place of the parent educator. This is to ensure all business of the TPLC Parent Advisory Committee is able to be conducted as needed.

#### Article V – Elections of Officers

- a) Officers shall be elected by August of each new school year during a regularly scheduled meeting of the organization by the members present.
- b) The officers of this organization shall be current parent or guardians of Tséhootsooí Primary Learning Center to fulfilling President, Vice-President, and Secretary positions.
- c) Officers of this organization shall be elected in the following manner:

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- i. *Nominations for each office will be taken from the floor at the PAC meeting. Only those who have consented to serve shall be eligible for nomination.*
  - ii. *Self-nominations are acceptable in verbal or written form.*
  - iii. *The nominee receiving the most votes shall be deemed elected to the respective office.*
  - iv. *In a case where there are no nominations, then the school principal and parent educator will recruit eligible nominees to fill the positions.*
- d) Elected Officials shall assume their official duties at the close of the meeting of their election.
- e) Elected Officials shall serve a FULL term of one (1) year until their successors are elected.
- f) A vacancy in any officer position shall be filled for the duration of the unexpired term at the next regularly scheduled PAC Meeting.
- g) Any PAC officer positions shall be declared vacant and eligible for election due to inactivity by the PAC officer for missing two consecutive regularly scheduled PAC meetings unless otherwise notified within a 24 hour time frame.

### **Article VI – Duties of Officers**

- a) The President shall:
  - i. *Preside at all meetings of the organization.*
  - ii. *Be the primary contact for the Principal and Administration*
  - iii. *Be an ex-officio member of all committees.*
  - iv. *Perform such duties as prescribed in these bylaws.*
  - v. *Coordinate the work of the officers and committees to accomplish agenda items.*
- b) The Vice-President shall assist the President and perform the duties in the absence of the President.
- c) The Secretary shall:
  - i. *Record the minutes of all meetings and post copies of minutes of the meetings and make available upon request.*
- d) The Parent Representative shall act as an additional advocate for the concerns of the parents.
- e) All officers shall perform the duties outlined above as well as any other duties prescribed in these by laws; and such other duties as may be assigned consistent with the bylaws.

### **Article VII- PAC Executive Board**

- a) The PAC Executive Board shall consist of the officers of the organization.
- b) The duties of the executive board committee shall be to:
  - i. *Conduct necessary organization business at regular or special meeting(s).*
  - ii. *Create temporary committees as necessary to carry out the objectives and aims of this organization.*
  - iii. *Present reports, plans, projects, activities, etc. at all PAC meetings.*
- c) The committee will be assisted by the TPLC Parent Educator. The Parent Educator provides assistance to the committee by suggesting and scheduling parent educational opportunities for the members of the committee.

### **Article VIII – Meetings**

- a) The first PAC meeting of the current academic school year will be held in August.
- b) The PAC will hold regular monthly meetings and special meetings. A minimum of twenty-four-hour notice should be given for all meetings and special meetings.

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- c) Two (2) officers present at any meeting shall constitute a quorum.
- d) In the absence of the President, the Vice-President will act as the President Pro-temp. In the absence of the President and Vice-President.

### Article IX - Temporary Committees

- a) Temporary Committees shall be established as needed by the organization.
- b) Committee chairpersons shall be issued committee guidelines by the PAC Executive Board.

### Article X - Meeting Procedure

- a) The PAC Executive Board shall adopt non-parliamentary procedures which shall govern this organization in all cases in which they are applicable. Parents and PAC Executive Board would like to keep the procedures open and informal to accommodate and encourage full participation.
- b) A pre-approved agenda will be the subject and guide for each meeting. The agenda will be formed by PAC Executive committee, the TPLC Principal and Parent Educator.
- c) Meetings shall not be scheduled on a weekend or exceed 7:30 pm.

### Article XI- Amendments

- a) These bylaws may be amended at any regularly scheduled meeting of the organization by a majority vote at any Tséhootsooi Primary Learning Center Title I PAC Meeting.

### Article XII- Ratification

- a) These bylaws shall be declared adopted by the Tséhootsooi Primary Learning Center Title I Parent Advisory Committee when passed by majority of the membership present at the general meeting of the committee.
- b) These bylaws are approved by Tséhootsooi Primary Learning Center Title I Parent Advisory Committee at a special meeting held on **Wednesday, April 26, 2023**.

IN WITNESS THEREOF:

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TPLC PAC President, Amberia S. Tolino

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TPLC PAC Vice-President, Janet Deschinny

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TPLC PAC Secretary, Vacant

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TPLC Principal, Dr. Sherri Miller

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TPLC Parent Educator, Alice Jim

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