

## Parent Association for Cornerstone Kids (PACK) By-Laws

Mission: To provide financial, emotional, spiritual and physical support for students, parents, teachers and administrative staff at Cornerstone Christian Academy

The Parent Association for Cornerstone Kids (PACK) is a parent organization established and run by parents of Cornerstone Christian Academy (CCA). The PACK is composed of all parents of students at CCA and is a democratically run organization. The governing body of the PACK is composed of a set of elected officers. These officers are: President, Vice President, Secretary, Treasurer, and Volunteer Coordinator. Officers are elected at either the last PACK meeting of each school year or at the beginning of the school year and serve one year terms. Parent volunteers are requested for each office and co-officers are allowed. Multiple terms for officers are allowed if no other individual runs for the position. PACK meetings are held on a monthly basis at the discretion of the President. There are two mandatory PACK meetings, one each school semester, to allow for improved communication between teaching staff, parents and the school board. PACK Officer meetings are held on an as needed basis at the discretion of the officers.

Actions of the PACK are voted on and decided by a simple majority of attendees at the specific meeting where the issue is discussed. The PACK will perform in coordination with the CCA Principal and Board of Directors ensuring that all PACK actions correlate with the mission of CCA.

PACK finances are managed by the treasurer and are kept in a bank account separate from that of CCA. All funds utilized by the PACK will be documented and receipts kept by the treasurer for the period of two years.

### PACK Officers:

#### President:

- coordinate actions of the PACK
- determine agenda and run PACK meetings
- communicate PACK agenda/ needs with CCA Principal/ staff/ Board of Directors
- coordinate activities and fundraising of the PACK

#### Vice President:

- assist President
- coordinate major fundraisers (fall/spring)

#### Secretary:

- take notes on PACK meetings
- coordinate volunteers

#### Treasurer:

- manage PACK funds

- coordinate financial aspects of PACK fund raisers

Past-President:

- Assist officers with tasks/organizational planning as needed