

EASTER SEALS PARTICIPANT ADVISORY COUNCIL BY-LAWS (Sample)

Local Affiliate Name

ARTICLE I -- Name of council

The name of the organization shall be Easter Seals Participant Advisory Council (PAC).

ARTICLE II -- Mission Statement

The mission of the PAC is threefold: 1) to provide advice, guidance and expertise to Easter Seals SCSEP staff on the needs, changes and trends occurring in the senior community; 2) to educate SCSEP participants about the Department of Labor's requirements for SCSEP; and 3) to increase the participation of program participants in the development of training and employment opportunities for other participants of Easter Seals SCSEP.

ARTICLE III -- Membership

Section 1: Qualifications of PAC Members

A member shall be a person who is enrolled in Easter Seals SCSEP or has been placed into an unsubsidized position through participation in Easter Seals SCSEP. Each council member shall be selected by his/her peers. Former participants can no longer be a member of the PAC once their third unsubsidized employment follow-up has been completed.

Section 2: Participation of PAC Members

Each member shall be a voting member and shall participate in all Participant Advisory Council functions.

Section 3: Participants Seeking Membership

Any person desiring membership in the PAC will be recommended for membership by project staff or a current or past member of the council. The prospective member will receive a letter inviting them to visit an Advisory Council meeting; the prospective member will interact with PAC members by asking and answering questions about the PAC or Easter Seals. He/she must then apply in writing to sit on the Advisory Council. The new member will be notified of acceptance in writing.

Section 4: Members in Attendance

When written notification of an upcoming meeting has been given to the total membership at least one week in advance, members in attendance shall constitute a quorum in all matters requiring PAC approval/action.

Section 5: Resignation from PAC

A member who wishes to resign from the council shall do so in writing to the PAC Chairperson and Easter Seals SCSEP Project Director.

Section 6: Continuing Membership

Membership shall be reviewed and renewed every **January** and acknowledged by written letter.

Article IV -- Chairperson and Co-Chairs

Section 1: Selection of Chairperson(s)

The Chairperson shall be nominated by a council member and elected by the PAC with a majority vote. Two Co-Chairs shall be nominated by council members and elected with a majority vote. Elections will take place in **March** of each year.

Section 2: Terms

The Chairperson will serve as such for a one-year term. Co-Chairs shall also serve for a one-year term. Re-election is possible at the end of a term.

Section 3: Responsibilities of Chairperson/Co-chairpersons

The responsibilities of the Chairperson/Co-chairpersons will be:

- Chair all PAC meetings or assign one of the acting Co-chairs when the Chair's presence is not possible
- Establish ad-hoc committees
- Assist in PAC member recruitment
- Work with Easter Seals Project Director to schedule meetings and remain abreast of SCSEP developments and priorities
- Provide leadership for the PAC

Section 4: Resignation of Chairperson

In the event that the Chairperson or Co-Chair(s) wishes to resign from the position or the PAC, it is his/her responsibility to notify the Project Director and the PAC in writing.

Article V – National PAC Representative

Section 1: Selection

One PAC member shall be selected each year to attend the Easter Seals SCSEP National PAC meeting hosted by national headquarters. The representative shall be chosen from willing participants by majority vote of the council.

Section 2: Responsibilities of the Representative

The PAC's representative to the Easter Seals SCSEP National PAC meeting is responsible for the following:

- Reporting the local PAC's goals and activities for the year
- Participating in discussions concerning program improvement, participant satisfaction, etc
- Represent the needs of the seniors and participants in the representative's local community to SCSEP national staff

ARTICLE VI -- Staff Liaison

Section 1: Project Director as Staff Liaison

The staff liaison shall be the staff Easter Seals SCSEP Project Director.

Section 2: Responsibilities of Staff Liaison

The responsibilities of the staff liaison will be to:

- Assist PAC Chairperson(s) with scheduling all PAC meetings and informing all PAC members of dates and locations
- Work with the Chairperson and the PAC to address all SCSEP developments and priorities
- Report all developments as related to the PAC, to the SCSEP, and to the National Director, SCSEP
- Maintain all records and minutes of PAC meetings in program files to be reviewed by the National Director, SCSEP

ARTICLE VII -- Meetings

Section 1: Frequency of Meetings

The PAC will meet a **minimum** of four (4) times throughout the course of each SCSEP program year. PAC members must attend a minimum of three (3) meetings per year to retain council membership. If members do not meet this requirement, they will address this with the PAC.

Section 2: Location of Meetings

The place of the meeting shall be determined by the Chairperson and the PAC in conjunction with the Easter Seals SCSEP Project Director.

ARTICLE VIII -- PAC Involvement

Section 1: Goals of the PAC

The PAC shall create annual goals, which should lead the project to greater performance of the required program standards set by the DOL. Progress of these goals shall be assessed at each meeting.

Section 2: Committees

The Chairperson, with the Participant Advisory Council's approval, may establish committees of at least three members to act in an advisory capacity to various components of the overall operation. Each PAC member shall commit to serving on at least one committee.

Section 3: Responsibilities of Committees

The duties and responsibilities of the committee shall be determined by establishing the needs of Easter Seals, SCSEP and the PAC goals and projects, and carried out by the committee with the assistance of the Project Director.

Committees may include (but are not limited to):

- Expanding employer awareness
- Developing new SCSEP services to employers/participants
- Cultivating new host agencies (where necessary) for potential training sites
- Marketing/Public Relations

Section 4: PAC Member Responsibilities

PAC members' individual participation may include (but is not limited to):

- Mentoring SCSEP participants
- Speaking at participant orientations and workshops
- Reviewing resumes
- Conducting informal practice interviews with participants
- Assisting project staff with developing employment and training opportunities for SCSEP participants

Section 5: Quarterly Reports

The PAC will receive quarterly reports, highlighting the accomplishments and activities of the local Easter Seals SCSEP.

ARTICLE IX -- Amendments

Proposed amendments shall become operational upon a majority vote of a quorum of the Participant Advisory Council members.