

PAC Bylaws

Bylaws are not legally required, but are a best practice for providing sound governance and securing buy-in from PAC eligibles. Having strong bylaws and procedures in place helps provide structure and accountability to your PAC while demonstrating transparency to your broader community. It's also important to review your bylaws regularly to ensure they reflect any changes in operational procedures and activities of the PAC over time. Included below are sample structures as well as items to consider including in your PAC's bylaws.

PAC Bylaws: What to Include

Finding the balance that works best for your PAC program is key and that goes for your PAC's governing principles as well. The items below are suggestions for topics or activities that can be included in PAC bylaws based on examples from various PACs. It's important to identify what will work best for the needs of each individual PAC.

PAC Name/Address

Structure/Purpose

Governance Specifics (i.e. officers, PAC board size)

- How appointments are made
- Tenure of officers or board members

Reporting

Meetings

Oversight

Membership

- PAC eligibility
- Volunteer nature of the PAC
- Solicitation specifics

Subcommittees (i.e. disbursement committee, fundraising committee)

Candidate Selection Procedures

Compliance

- Requirement of internal/external audit

Accounting

Procedure for Amending the Bylaws

Dissolution

Sample Structures:

These bylaws were adapted from other PACs as examples with only the articles and section titles included. It's important not to box yourself in with your bylaws, but to provide a level of structure and accountability to your PAC.



Sample 1:

Constitution and Bylaws

- Article I — Name
- Article II — Purpose
- Article III — Officers
- Article IV — Membership
- Article V — Contributions Committee
- Article VI — Contributions Procedure
- Article VII — Operations

Sample 2:

Articles of Organization

- Article I — Name, Administrative Office and Address
- Article II — Purpose
- Article III — Powers
- Article IV — Organization
- Article V — Officers
- Article VI — Administration Committee
- Article VII — Solicitations and Donations
- Article VIII — Miscellaneous
 - Section 1. Amendment
 - Section 2. Expenditures
 - Section 3. Audits
 - Section 5. Accounting
 - Section 6. Dissolution

The Public Affairs Council's resource library includes several examples of PAC bylaws and governance structures. For more information or to view these samples, please contact Kristin Brackemyre at kbrackemyre@pac.org.