



## **Polish American Congress**

### **The PAC – *at A Glance* – Manual**

(PAC Executive Committee Approved - August 2022)

PAC Mission Statement

(Approved by the PAC Executive Committee in 2021):

***We are dedicated to unify Americans of Polish descent,  
fight for their interests, promote respect for Polish heritage and  
history, and advocate for Poland!***

#### **Purpose:**

The Purpose of this Manual is to provide helpful information based on our approved PAC By-Laws. This manual will help guide elected PAC National Officers, as well as provide information to members interested in seeking office on the PAC Executive Committee.

The Polish American Congress By-Laws can be found on the PAC website: [pac1944.org](http://pac1944.org).

#### **The Executive Committee**

The National Executive Committee is composed of:

- President
- First Vice President
- Vice President for American Affairs
- Vice President for Polish Affairs
- Vice President for Financial Development
- Vice President for Membership Development
- Vice President for Public Relations
- Vice President for Cultural Activities
- Vice President for Learning and Education
- Secretary
- Treasurer

(Note: No more than three (3) members in a given two (2) year term of the Executive Committee may concurrently be executive officers of any one Polish American National Organization or State Division.

### **Executive Committee Election and Term of Office**

The Executive Committee is elected biennially by the Council of National Directors for a two (2) year term. No individual as an officer of the Executive Committee shall be eligible to serve more than four (4) consecutive terms or eight years in total.

### **Nomination of Officers**

- Three months prior to each biennial election meeting of the Council of National Directors, the President appoints a chairperson and nominating committee, as well as a Chairperson of the Election. This Chairperson appoints a secretary, parliamentarian and two (2) election judges.
- Written nominations are sent to the Secretary of the National Executive Committee postmarked no later than thirty (30) days before the set date of the Election.
- Nominations are submitted either by a State Division or by a National Organization.
- An individual or candidate seeking office shall be a member of the Council of National Directors for a minimum of two (2) years before seeking or being nominated for a position on the Executive Committee.
- The Secretary of the National Executive Committee, upon receipt of the candidate nominations, shall verify the eligibility of the candidates and their acceptance and shall prepare the list of the eligible candidates in an alphabetical order and present the list to the Chairperson of the Nominating Committee.
- The Nominating Committee makes its candidate report to the Council of National Directors.
- The Chairperson of the Election proceeds with the election of the candidates listed in the Nominating Committee's report.
- The election of each respective office is by secret ballot.

### **Meetings of the Executive Committee**

- The Executive Committee meets at least once every two (2) months to conduct the affairs of the Congress between sessions of the National Council of Directors and the National Executive Council. Meetings may also be called by President as the need arises.
- When the need arises, State Division Presidents and/or Committee Chairperson maybe invited to participate in the bi-monthly meetings. The Executive Director shall attend all meetings of the Executive Committee but may not vote.
- The National Secretary provides a summary of decisions of the Executive Committee to the National Council of Directors in a timely manner.

### **Power and Duties of the Executive Committee**

- Conducts the affairs of the Congress between sessions of the National Council of Directors and National Executive Council.
- Enforces the Bylaws, Rules, and Regulations of the Congress.

- Coordinates directives to the State Divisions.
- Assigns or delegates specific duties and tasks to State Division Presidents or Committees deemed necessary and appropriate for the Congress.
- Organizes new State Divisions.
- Perform other duties and functions as determined by the National Council of Directors.

## **Officers – Powers and Duties**

### **President**

- The President is the corporation's principal executive officer and exercises general supervision and control over all the business and affairs of the Congress.
- The President presides at all meetings of the Executive Committee, National Executive Council, and Council of National Directors.
- The President has general and active management of the business of the PAC.
- The President sees that all decisions and resolutions of the Council of National Directors are enforced.
- The President executes bonds, mortgages, and other contracts requiring a seal, under the seal of the Congress.
- The President has general supervision and direction of all the other officers, agents, and employees and sees that their respective duties are properly performed.
- The President conducts the business and affairs of the Congress according to the orders and resolutions of the Council of National Directors and according to his own discretion whenever and wherever its not expressly limited by such orders and resolutions.
- The President submits a report of the operation of the Congress at each meeting of the Council of National Directors and reports to the National Directors matters that should be brought to their attention.
- The President appoints as needed permanent commissions and committees and assist in their activities.
- The President has other powers, duties, and authority as may be set forth elsewhere in the by-laws and as may be prescribed by the Council of National Directors.

### **Responsibilities of the Vice-Presidents**

- The First Vice-President is responsible for assisting the President and other Vice President in the conduct of their respective offices. The First Vice-President shall have the powers and exercises the duties of the President whenever the President, by reason of illness or other disability or absence, is unable to act.
- The Vice-President for American Affairs promotes the interests of Polish Americans in the United States of America.
- The Vice President for Polish Affairs presents policy options affecting Poland.
- The Vice-President for Financial Development seeks contributions, fund-raising activities, and obtains grants.

- The Vice- President for Membership Development coordinates Division development and membership recruitment.
- The Vice-President for Public Relations establishes communications inside and outside of the organization.
- The Vice-President for Learning and Education coordinates learning and education-related activities at all levels.
- The Vice-President for Cultural Activities develops and coordinates cultural activities and events.

#### **Responsibilities of the Secretary**

- The Secretary of the Congress is the custodian and maintains the corporate books and records.
- The Secretary records the Congress' formal actions and transactions.
- The Secretary is responsible for serving all notices of the corporation required by law or the by-laws.
- In addition, the Secretary has other powers, duties, and authority as set forth in the by-laws and prescribed by the President, Executive Committee, or National Executive Council or National Directors.

#### **Responsibilities of the Treasurer**

- The Treasurer of the Congress is its chief fiscal officer and the custodian of its funds, securities, and property.
- The Treasurer keeps and maintains, open to inspection by any member of the Executive Committee and any National Director at all reasonable times, adequate and correct accounts of the properties and business transactions of the corporation.
- The Treasurer has the care and custody of the funds and valuables of the corporation and deposits the same in the name and to the credit of the corporation with such depositories the Executive Committee designates.
- The Treasurer maintains accurate lists and descriptions of all capital assets of the corporation.
- The Treasurer sees to the proper drafting of all checks, drafts, notes, and orders for the payment of money as required in the business of the corporation, and to sign such instruments with the President.
- The Treasurer disburses funds of the corporation for proper expenses, and to take proper vouchers for such disbursements.
- The Treasurer provides to the President, Secretary, the Executive Committee, National Executive Council, or Council of National Directors, whenever they may require it, an account of all his transactions as Treasurer, and a financial statement in form satisfactory to them, showing the condition of the corporation.

- The Treasurer shall be commercially bonded and have other powers, duties, and authority as set forth in the by-laws and directed by the President, Executive Committee, National Executive Council, or Council of National Directors.

### **The National Executive Council**

- The National Executive Council is comprised of: The Executive Committee, the National Executive Director (who has no vote), and the Presidents of the State Divisions. Members of the Executive Committee, each State Division and each State Division President must be in good standing in regard to their membership dues, directors' fees, and assessments at the time of meetings.
- The National Executive Council meets at least once each year at the direction of the Executive Committee.
- The National Executive Council sets the dues for all classes of Membership of the Congress; acts as an advisory body to assist the Executive Committee and National Council of Directors in establishing policy and decision of the Congress; and perform other such duties and functions as determined by the National Council of Directors.

### **The Council of National Directors**

The Council of National Directors consists of National Directors, elected by the state Divisions, or appointed by the National Organization for a two (2) year term or until their successors are elected or appointed, of which the National Executive Council shall be ex-officio members. An additional ten (10) Directors-at-Large may be appointed by the President and confirmed by the National Executive Council.

### **Expectations of Elected Executive Committee Officers:**

- Attend all meetings called by the PAC President, unless otherwise excused.
- Be current in all membership dues.
- Establish goals for said office.
- Support the goals established by other Executive Committee officers.
- Communicate, on a regular basis, progress towards meeting established goals to fellow Executive Committee officers, as well as the National Executive Council and Council of National Directors.
- When possible, communicate with State Divisions on issues related to said office.
- Submit a written report for the annual Council of National Directors Meeting.

**Founded in May 1944, the PAC has a proud history of supporting humanitarian efforts for Poland during post WW II, supporting the Solidarity Movement that resulted in Poland's Free Elections in 1989, supporting Poland's admission into NATO in 1999, and raising funds to aid the Ukrainian refugee crisis in 2022. The PAC is also a strong advocate in the U.S. Congress and White House regarding issues pertaining to Poland and Americans of Polish descent.**