

Awesome Elementary School Parent Advisory Council

Constitution and Bylaws

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Constitution

Section I - Name

The name of the Association shall be the *Awesome* Parent Advisory Council, hereinafter referred to as "PAC".

The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender, sexual orientation or politics.

Section II - Purpose

The purposes of the PAC are:

- To advise the school principal and staff on parental views about school programs, policies, and activities;
- To communicate with parents, and to promote co-operation between the home and the school in providing for the education of our children;
- To assist parents in accessing the public education system, and to advocate on behalf of all parents and students;
- To organize PAC activities and events; and
- To contribute to the effectiveness of *Awesome* School by promoting the involvement of parents and other community members.

The PAC's Role and Responsibilities

There is only one PAC for each school, and the PAC has important responsibilities that are legislated by the BC School Act (Section 8), to “advise the board and the principal and staff of the school...respecting any matter relating to the school” and to “assist the school planning council in carrying out its functions”.

Manual of School Law: <http://www.bced.gov.bc.ca/legislation/schoollaw/>

The *Awesome* School PAC is made up of parents and guardians, and can only function because of dedicated volunteers. The role of the PAC Executive is to carry out the tasks which sustain the PAC and ensure the active and informed participation of parents in enhancing a healthy school community:

The PAC

- Ensure a network of communication among parents;
 - Ensure that parents can ask questions and have a pro-active voice in educational decisions at the school and district levels;
 - Ensure that all parents' views are heard and represented fairly by the collective;
 - Is responsible for managing substantial finances that support students and parents; and
 - Is responsible for training and orientation of new PAC and SPC representatives.
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Constitution

Section IV - Membership

All parents and guardians of students registered at *Awesome* Elementary School are **entitled** to be voting members of the PAC. Administration and teaching and non-teaching staff of *Awesome* School may be non-voting members of the PAC.

Members of the school community who are not parents of students currently in the system may also be non-voting members of the PAC.

At no time shall the council have more non-voting than voting members.

Section V - Meetings

There shall be an Annual General Meeting for the purpose of electing officers held in September or June of each year and additional General Meetings shall be held at least once a month during the school year to conduct current business. Notice of these meetings shall be made at least fifteen days prior to the meeting.

Executive meetings and additional general meetings shall be held at the discretion of the Executive Committee, or upon the receipt of a petition representing 50% of the voting members.

Meetings will be conducted efficiently and with fairness to all members. If procedural problems should arise, *The Complete Idiots Guide of Robert's Rules of Order* will be used.

Section VI - Voting

Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote. In the case of a tie vote, the motion will be lost. Voting of members on all matters must be given personally; voting by proxy shall not be permitted. Voting shall be done by a show of hands with the exception of the election or removal of officers, which shall be done by secret ballot.

Quorum shall be set at 5 voting members at any General or Annual General Meeting of the *Awesome* School PAC.

Section VII - Election of Officers

Call for nominations shall be made at the meeting in May. The executive officers

shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of Prince George School District #57 School Board or the Ministry of Education shall hold an executive office.

Section VII - Election of Officers - continued

In the event of a vacancy on the Executive during the year, the PAC executive may appoint a new officer to be ratified at the next regularly scheduled PAC meeting.

The chair of the Nominating Committee shall conduct elections. The chair of the nominating committee shall be the Past-Chair of the PAC.

Section VIII - Term of Office

The term of office shall commence in August of each year and shall be for one year. Any elected member of the PAC may serve on the Executive for no more than two consecutive years. No person may hold more than one Executive position at any one time.

The Past Chair of the PAC shall be the immediate past Chair. If the Past-Chair is unable to continue in that position for any reason the PAC executive may appoint any previous member of the executive to that position.

Section IX -Executive Officers

A board of elected officers and the immediate Past Chair shall manage the affairs of the PAC. This board shall be known as the "Executive Officers" of the PAC.

The Executive Officers will be as follows:

- Chair
- Vice Chair
- Treasurer
- Secretary
- DPAC Representative
- Past Chair

All PAC executive members are members of the *Awesome* School Community

Section X - Duties of the Officers

Chair

The PAC Chair:

- Shall convene and preside at all membership, special, and Executive Committee meetings;
- Shall ensure that an agenda is prepared one week prior to the meeting and made available to the membership;
- Shall appoint committees where authorized to do so by the Executive Committee or the membership;
- Shall be an ex-officio member of all committees except the Nominating Committee;
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan
- Shall be the official spokesperson for the organization;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan
- Shall be a signing officer; and
- Shall submit an annual report at the AGM.
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year

Vice Chair

The PAC Vice-Chair:

- Shall assume the responsibilities of the Chair in the Chair's absence;
- Shall accept extra duties as required;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan
- Shall be a signing officer; and
- Shall submit an annual report at the AGM.
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year

Secretary

The PAC Secretary:

- Shall record the minutes of membership, special, and executive meetings;
- Shall distribute minutes to PAC members;
- Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done in red and the amended copy shall be distributed to the membership at large in hard copy via email or posted on the PAC website.
- Shall issue and receive correspondence on behalf of the organization;

- Shall post the draft minutes of each PAC meeting on the PAC website one week prior to the next PAC meeting;
- Shall permanently place a copy of the adopted minutes in a PAC designated locked file cabinet within the *Awesome* school building.
- Shall place in the designated file cabinet of *Awesome* School the financial reports received from the Treasurer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan
- May be a signing officer; and
- Shall submit an annual report at the AGM.
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year

Treasurer

The PAC Treasurer

- Shall be responsible for and report on the accounts of the organization;
- Shall at each PAC meeting submit financial statements of the PAC Gaming and school trust accounts including: Balance Sheet; Income Statement; Statement of Cash Flow and projection to Year End;
- Shall give a copy of these financial reports to the Secretary to place in the designated PAC file cabinet of *Awesome* school;
- Shall be one of the three signing officers of the Executive Committee as per Section X;
- Shall prepare a quarterly financial report for publication in the *Awesome School* newsletter as per Section X;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan
- Ensure another executive officer has access to the books in the event of his/her absence; and
- Shall submit an annual report at the AGM.
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year

DPAC Representative

The PAC District Parent Advisory Committee Representative:

- Shall be responsible for attending District PAC meetings;
- Shall discuss school concerns, issues and successes at the District PAC;
- Shall report back to the PAC on district issues;
- Shall seek input from the PAC on District issues;
- Shall hold voting privileges of the *Awesome* PAC at the District level;
- Shall submit an annual report at the AGM.

Past Chair

The PAC Past-Chair:

- Shall help smooth transitions between Chairs;
- Shall assist and advise the PAC;
- Shall act as a consultant for the Chair;
- Shall chair the Nominating Committee; and
- Shall submit an annual report at the AGM.
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year

Section XI – School Planning Council and other Committees

Three members of the *Awesome* PAC, one of whom must be a PAC executive member, will be elected annually to represent parents on the School Planning Council. The election must take place by secret ballot and SPC members may not be employed by the School District.

PAC members may be appointed by the PAC Executive to participate on standing and ad hoc committees at the school or district level. Such committees shall be formed at the school level when necessary. Committees are responsible to the Executive Committee and members. The Chair may appoint members annually to committees after consultation with the Executive Committee.

Section XII - Finances

The fiscal year end of the PAC shall be June 30th. A budget and tentative plan of expenditures should be drawn up by the Executive Committee and presented for approval at the October General Meeting of each year. A Treasurer's Report to all members shall be published in the *Awesome* school newsletter prior to the end of each school term. A need for audits may be agreed upon by the members at any General Meeting, where upon an independent auditor will be appointed by an ad hoc Audit Committee formed for that purpose.

All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act. The Executive Committee shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.

*Any funds donated to the school from either the Gaming or PAC trust account must be in a designated amount for a *specific* event or purpose and a receipt

from the vendor must be supplied to the PAC.

All money spent up to \$150.00 may be voted on by the PAC executive and reported on at the next PAC General Meeting. Any sum above and beyond \$150.00, will be first presented to and voted on by the Executive Committee, and then approved by a majority at a General Meeting.

Section XIII - Constitution and Bylaw Amendments

Amendments to the Constitution and Bylaws of the Parent Advisory Council of *Awesome* School may be made at any general meeting at which business is conducted, providing

Written notice of the meeting has been given to all members at least fourteen (14) days in advance of the meeting. The notice of the meeting shall include notice of the specific amendments proposed. A two-third (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

Section XIV - Recall of Officers

Any Executive officer may be removed, by secret ballot, by a 2/3 majority of the PAC at any General Meeting of the PAC; provided there is 14 days written notice of the motion.

Section XV - Code of Conduct

The Parent Advisory Council of *Awesome* School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

A parent who accepts a position as a PAC Executive Member:

- Upholds the constitution and bylaws, policies and procedures of the PAC;
- Performs her/his duties with honesty and integrity;
- Works to ensure that the well being of *all* students is the primary focus of all decisions.
- Respects the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual. In such circumstances confidential

Section XVI - Dissolution

In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting. In the event of dissolution of the PAC all records of the organization shall be placed under the jurisdiction of the Prince George School Board in the person of the principal of *Awesome* Elementary School.