

CLINTON ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

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CONSTITUTION SECTION I NAME

The name of the Association shall be the CLINTON ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, hereafter referred to as the 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 or politics.

SECTION II PURPOSES OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well being of students in Clinton Elementary School.

1. To advise the principal and staff on parents' views on any matter relating to the school - programs, policies, plans, activities and collective issues.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of students.
3. To support parents and assist them in accessing the school system.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 41 (Burnaby, B.C.) having purposes and objectives similar to those of the PAC, and which meet all requirements of the British Columbia Gaming Commission as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 41 in the person of the principal of the school.

SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a student(s) in School District No. 41.

Parent Advisory Council (PAC) - any organized group of parents recognized under the British Columbia School Act.

School - any public elementary or secondary educational institution within School District No. 41 (Burnaby, B.C.).

District - School District No. 41 (Burnaby, B.C.).

SD41 - School District No. 41 (Burnaby, B.C.).

DPAC - the Burnaby District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 41, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations - groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

SECTION V MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Clinton Elementary School are voting members of the Parent Advisory Council.
2. The head teacher and principal or designate of Clinton Elementary School may be nonvoting members of the PAC.

SECTION VI MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election

- of officers held in May of each year.
3. Regular meetings of the membership shall be held not less than eight times per year, one of those being the AGM.
 4. Executive meetings will be held at the call of the Chairperson. The Executive meets to facilitate and coordinate business arising from and in preparation for a regular meeting.
 5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
 6. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. PAC Executives should hear individual concerns outside of meeting times. A parent should be assisted, as per Section 1, Purposes of the PAC.

SECTION VII

A. QUORUM

A quorum shall be five voting members.

B. VOTING

1. Unless otherwise provided, motions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. A member is entitled to one vote. Members must vote personally on all matters; voting by proxy shall not be permitted.
3. The Chairperson shall vote only in the case of a tie vote.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting.
2. Written notice calling for nominations shall be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the Chairperson shall appoint a new officer who shall hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.

SECTION IX TERM OF OFFICE

1. The term of office shall be for one school year and shall commence at the June regular meeting.
2. No person may hold anyone position for more than three consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past Chairperson shall hold that office for one year.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the PAC shall be conducted by the Executive Officers.
2. The Executive Officers will include:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. District Parent Advisory Council (DPAC) Representative
 - F. 2 - 4 Members-At-Large
 - G. Past Chairperson
3. The duty to act with prudence requires filling the positions of Chairperson, Secretary and Treasurer, as a minimum.

SECTION XI DUTIES OF OFFICERS

A. The Chairperson shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) conduct business and PAC activities according to constitution/bylaws & meeting rules
- d) recommend resources to assist members for the purposes of PAC
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities coordinate PAC activities, aiming to achieve the objectives and purposes of the organization
- h) be the official spokesperson for the organization
- i) be a signing officer
- j) issue and receive correspondence on behalf of the organization
- k) submit an annual report

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of regular meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d) may be a signing officer
- e) safely keep all records of the PAC in the designated location at the school
- f) shall post a copy of the minutes of each regular meeting and the AGM at the school

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the PAC
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the PAC
- e) give a report of all receipts and expenditures at all regular meetings
- f) deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- g) make financial records available for viewing by members upon request
- h) prepare the financial records for an annual audit
- i) with the assistance of the executive, draft a budget as per Section XIV
- j) ensure that another signing officer has access to the financial records in the event of his/her absence
- k) submit an annual financial statement at the Annual Budget Meeting of the PAC
- l) safely keep all financial records of the PAC

E. The DPAC Representative shall:

- a) attend PAC and DPAC meetings
- b) seek and give input on behalf of the PAC to the DPAC
- c) report back to the PAC at regular meetings

F. Members at Large shall:

- a) attend executive meetings
- b) serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC require

G. The Past Chairperson shall:

- a) facilitate the transition between Chairpersons
- b) assist, advise and support the PAC
- c) provide information about resources, contacts, and other essential information to the PAC
- d) act as a consultant for the Chairperson

SECTION XII CODE OF ETHICS

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

- 1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC)
- 2. Performs her/his duties with honesty and integrity
- 3. Works to ensure that the well being of students is the primary focus of all decisions.
- 4. Respects the rights of all individuals
- 5. Takes direction from the members, ensuring representation processes are in place
- 6. Encourages and supports parents with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
- 7. Works to ensure issues are resolved through due process
- 8. Strives to be informed and only passes on information that is reliable
- 9. Respects all confidential information

10. The Treasurer shall not be in charge of coordinating fundraisers.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Clinton Elementary School Parent Advisory Council Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number: _____

Note: This page could be photocopied and used yearly for the new Executive to sign.

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee may be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. The PAC executive will recruit members to committees.

SECTION XIV FINANCES

1. A budget will be drawn up by the executive and presented for approval before the current budget expires.
2. The executive will present, for approval at a regular meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each regular meeting.
6. Members at a regular meeting may appoint an auditor.

SECTION XV CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XVI REMOVAL OF AN EXECUTIVE OFFICER

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than 14 days before the meeting.

SECTION XVII PROPERTY AND ARCHIVING OF DOCUMENTS

1. All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the Chairperson when the member, executive member, or committee member ceases to perform the task to which the papers relate.
2. Financial records shall be kept for seven (7) years; minutes shall be kept for five (5) years. Both will be stored in the designated location at the school.
Adopted by Clinton Elementary School Parent Advisory Council at Burnaby, British Columbia, on _____ , 2_____

Chairperson

Secretary

Source:

British Columbia Confederation of Parent Advisory Councils. (no date). Sample constitution and bylaws. Retrieved January 8, 2002 from the World Wide Web: <http://www.bccpac.bc.ca/bulletin/conbyl.html>.