

QUEEN MARY ELEMENTARY SCHOOL

Parent Advisory Council (PAC) Constitution & By laws

CONSTITUTION

SECTION I: NAME

1. The name of the Association shall be the Queen Mary Elementary School PARENT ADVISORY COUNCIL (School District No. 39).
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.
4. The Council is established under the authority of the B.C. School Act

SECTION II: PURPOSES OF THE PAC

1. The purpose of the Council is to support, encourage, and improve the quality of education and the wellbeing of students in Queen Mary Elementary School.
2. To advise the school principal and staff on parents' views on any matter relating to the school, including programs, policies, plans, and activities.
3. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III: DISSOLUTION

1. Upon dissolution or winding up of the Council and after payment of all debts and costs of dissolution or winding up, all unused gaming funds and assets purchased with gaming funds will be transferred to the Minister of Finance, or if those assets are not in a format that can be easily transferred to the MOF, then to another eligible charitable or religious organization within British Columbia. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 39 (Vancouver) in the person of the principal of the school.

BYLAWS

SECTION IV: MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Queen Mary Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Queen Mary Elementary School may be non-voting members of the Council.

SECTION V: MEETINGS

1. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in June of each year.
2. Additional general meetings shall be held at least once a month during the school year to conduct current business.
3. Additional general meetings may be held anytime, or place as deemed necessary by the executive or upon the receipt of a petition representing ten percent (10%) of the voting members or the Council. The purpose of executive meetings is to carry on business between general meetings.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. If procedural problems arise on an issue not covered in these bylaws, Robert 's Rules of Order (current edition) shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION VI: QUORUM & VOTING

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one).
3. In the case of a tie vote, the motion is defeated.
4. Members must vote personally on all matters; voting by proxy shall not be permitted
5. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. Election of representatives to the School Planning Council must be by secret ballot.

SECTION VII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting, and are responsible for the daily business of the PAC.
2. Call for nominations shall be made at the general meeting of the Council held in May.
3. New executive positions may be created by special resolution and voted on by the voting members at a general meeting.
4. In the event of a vacancy on the executive during the year, the executive may appoint a new officer who shall hold office until the next election. Such an appointment shall be ratified at the next general meeting of the Council.
5. Elections shall be conducted by the Nominating Committee chairperson.
6. Scrutineers may be appointed as required by the Nominations Committee chairperson all the time of the elections.
7. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school in accordance with the School Act. One of the representatives must be an elected officer of the Parent Advisory Council. The SPC representatives shall be elected at the same time as the PAC executive members.

SECTION VIII: TERM OF OFFICE

1. The term of office shall commence in July or each year and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position with a maximum of two years in any one position .
3. No person may hold more than one elected executive position at any one time.
4. The Past Chair shall hold that office for one year. This is a non-voting position. The Past Chair is not an elected officer and serves in a strictly advisory capacity.
5. The term of office for School Planning Council representatives shall be one year.

SECTION IX: EXECUTIVE OFFICERS

1. Affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
2. The Executive Officers will be as follows:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - District Parent Advisory Council Representative
 - Up to two Members-At-Large
 - Past Chairperson

SECTION X: DUTIES OF OFFICERS

1. Chair:

- shall convene and preside at membership, special, and executive meetings
- shall ensure that an agenda is prepared and presented
- shall know the constitution and bylaws and meeting rules
- shall appoint committees where authorized to do so by the executive or membership
- shall consult PAC members regularly
- shall be an ex-officio member to all committees except the Nominating Committee
- shall ensure that the PAC is represented in school and school district activities ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- shall take such actions or ensure the such actions are taken by others to achieve the objectives and purpose of the organization
- shall be the official spokesperson for the organization
- shall be a signing officer

2. Vice-Chair:

- shall assume the responsibilities of the Chair in the Chair's absence or upon request
- shall assist the Chair in the performance of his/her duties
- shall accept extra duties as required
- shall be a signing officer

3. Secretary:

- shall record the minutes for general or executive meetings
- shall distribute minutes
- shall keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- shall issue and receive correspondence on behalf of the organization may be a signing officer
- shall safely keep all records of the Council

4. Treasurer:

- shall be responsible for the accounts of the organization
- shall be one of the three signing officers of the executive
- shall disburse funds authorized by the executive or members
- shall maintain an accurate record of all expenditures of the Council
- shall give a report of all receipts and expenditures at all general meeting
- shall deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC

- shall make books available for viewing by members upon request
- shall prepare a financial report for publication
- shall ensure that another signing officer has access to the books in the event of his/her absence

5. OPAC Representative:

- shall attend DPAC meetings
- shall report back to the PAC
- shall seek and give input on behalf of the PAC to the DPAC

6. The School Planning Council (SPC) representative:

- shall be one of three elected SPC representatives
- shall represent and speak on behalf of the PAC at SPC meetings
- shall take direction from the general PAC membership
- shall report back to the PAC at general meetings

7. Members at Large:

- shall serve in a capacity to be determined by the executive

8. Past Chair:

- shall help smooth the transition between Chairs
- shall act as a consultant for the Chairperson

SECTION XI: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting
3. Committees are responsible to the executive and members.
4. Members may volunteer or be appointed annually to committees by the Chair (after consultation with the executive).

SECTION XII: FINANCES

1. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
2. The executive 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.

3. All money to be spent above and beyond the pre-determined petty cash amount of \$200.00 will be first presented to and voted on by the executive and then approved by a majority at a general meeting.
4. A Treasurer's Report to all members may be published in the PAC/school newsletter prior to the end of each school term.
5. A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

SECTION XIII: CONSTITUTION and BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may by a majority of not less than two-thirds of the votes cast to 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.

SECTION XIV: CODE OF ETHICS

1. 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.
2. 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 wellbeing of students is the primary focus of all decisions.
 - Respects the rights of all individuals.
 - Takes direction from the members, ensuring representation processes are in place.
 - Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - Works to ensure those issues are resolved through due process.
 - Strives to be informed and only passes on information that is reliable.
 - Respects all confidential information.
 - Support public education.