

Neilson Grove Elementary School Parent Advisory Council Constitution and Bylaws

May 20, 2004

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Constitution

Section 1 Name

1. The name of the Association shall be the Neilson Grove Elementary Parent Advisory Council (School District No. 37) (hereinafter the “Council”).
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.

Section II Purposes

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in Neilson Grove Elementary School.

1. To advise the principal and staff on parents’ views on any matter relating to the school – programs, policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
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. Upon winding up or dissolution of the Council, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to: such charitable organization or organizations having a similar charitable purpose. This provision 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. 37 in the person of the principal of the school.

Bylaws

Section IV Membership

1. All parents and guardians of students registered at Neilson Grove Elementary School are voting members of the Council.
2. Administration and staff (teaching and non-teaching) of Neilson Grove Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently registered at Neilson Grove Elementary School may be invited by the Council to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.

Section V Meetings

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (hereinafter “AGM”) for the purpose of election of officers held in May of each year.
3. General meetings to conduct current business shall be held not less than eight times per year, one of those being the AGM.
4. A draft agenda shall be distributed to the Council membership two days prior to general meetings.
5. Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry business between general meetings.
6. There shall be a meeting of the executive and the executive-elect in June of each year to facilitate the transition of information and duties to the new executive.
7. If procedural problems arise on an issue not covered in these bylaws, Robert’s Rules of Order shall be used to resolve the issue.
8. 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 and Voting

A. Quorum

1. A quorum at a general meeting shall be eight voting members including three of the executive.

B. Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1)
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters, voting by proxy shall not be permitted.
4. Unless there is a request for voting by secret ballot, voting shall be done by a show of hands. A vote shall be taken to destroy the ballots after voting by secret ballot.
5. The election of the School Planning Council (hereinafter "SPC") representatives and the District Parent Advisory Council (hereinafter "DPAC") representative shall be by secret ballot.

Section VII Election of Executive Officers

1. The executive officers shall be elected from the voting members at the AGM. No employee or elected official of the school district shall hold an executive position.
2. Call for nominations shall be made at the general meeting in April.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
4. A person who is not running for an executive position shall be appointed by the Chairperson to conduct the elections.
5. Three parent representatives to the SPC shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

Section VIII **Term of Office**

1. The term of office shall commence on July 1 of each year and shall be for one year.
2. No person may hold any one 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.
5. The term of office for SPC representatives shall be one year.

Section IX **Executive Officers**

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers shall be as follows:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. DPAC Representative
 - F. Past Chairperson

Section X **Duties of Officers**

A. The Chairperson shall:

- a. convene and preside at general, special and executive meetings
- b. ensure that a draft agenda is prepared and distributed to the Council membership two days prior to general meetings
- c. know the Constitution and Bylaws and meeting rules
- d. know where to find resources to assist members
- e. appoint committees where authorized to do so by the executive or membership
- f. consult Council members regularly
- g. ensure that the Council is represented in school and school district activities
- h. ensure that Council activities are aimed at achieving the objectives and purposes of the organization
- i. be the official spokesperson for the organization
- j. be a signing officer
- k. submit an annual report in June
- l. keep the Council membership informed as to the activities of the Council.

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
- e. submit an annual report in June.

C. The Secretary shall:

- a. ensure that members are notified of meetings
- b. record the minutes of general, special and executive meetings
- c. keep an accurate and up-to-date copy of the Constitution and Bylaws and minutes of meetings and have copies available for members upon request
- d. issue and receive correspondence on behalf of the organization
- e. may be a signing officer
- f. safely keep all records of the Council
- g. submit an annual report in June.

D. The Treasurer shall:

- a. be one of the signing officers of the executive
- b. receive all funds for the Council
- c. distribute funds authorized by the executive or members
- d. maintain an accurate record of all expenditures of the Council
- e. give a written report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the Council
- g. make books available for viewing by members upon request
- h. have the books available for viewing by members upon request
- i. with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII
- j. ensure that another signing officer has access to the books in the event of his/her absence
- k. submit an annual financial statement in June.

E. The DPAC Representative shall:

- a. attend Council and DPAC meetings
- b. seek and give input on behalf of the Council to the DPAC
- c. report back to the Council
- d. submit an annual report in June.

F. The Past Chairperson shall:

- a. help smooth the transition between Chairpersons
- b. assist, advise and support the Council
- c. provide information about resources, contacts and other essential information to the Council
- d. act as a consultant for the Chairperson
- e. submit an annual report in June.

G. The SPC representative shall:

- a. be one of the three elected SPC representatives
- b. represent and speak on behalf of the Council at SPC meetings
- c. take direction from the general Council membership
- d. report back to the Council at general meetings.

Section XI Code of Ethics

A person who accepts a position as a Council executive officer:

1. Upholds the Constitution and Bylaws, policies and procedures of the Council
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 right of all individuals
5. Takes direction from the members, ensuring representation processes are in place
6. Encourages and supports parents and students with individual concern to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those 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. Supports public education.

Section XII Committees

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.
3. The Council executive may appoint members to committees annually.

Section XIII Finances

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.
2. All proposed expenditures above and beyond the annual budget shall be presented for approval at a general meeting.
3. Seven days notice in writing shall be required for all proposed PAC expenditures above \$250. The proposal shall be submitted to the Chairperson who will add the proposal to the agenda of the next PAC general meeting.
4. The PAC executive is authorized to approve by majority vote, the expenditure of an amount up to \$250 when the cumulative total of such expenditures in that school year does not exceed the funds available in the miscellaneous account of the annual budget.
5. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
6. 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 on all of these documents.
7. A written Treasurer's report shall be presented at each general meeting.
8. Members at a general meeting may appoint an auditor.

Section XIV Constitution and 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 Council.
2. Written notice of a meeting at which a resolution will be considered to amend the Constitution and Bylaws shall be given to all members in writing at least 14 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 XV Removal of an Executive Member

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member 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 member shall be given to the members not less than 14 days before the meeting.

Section XVI Property in Documents

1. Except for personal notes and records, all documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the Council shall be deemed to be property of the Council, 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.

Adopted by the Neilson Grove Elementary PAC (School District #37) at Delta, BC on May 20, 2004.

L. Jensen
President

C. Cunningham
Secretary