

Parent Advisory Council Constitution and Bylaws

Chaffey – Burke Elementary School

Table of Contents

CONSTITUTION

SECTION I NAME

SECTION II PURPOSES OF THE PAC

SECTION III DISSOLUTION

SECTION IV INTERPRETATION OF TERMS

BYLAWS

SECTION V MEMBERSHIP IN A PAC

SECTION VI MEETINGS

SECTION VII QUORUM AND VOTING

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

SECTION IX TERM OF OFFICE

SECTION X EXECUTIVE OFFICERS

SECTION XI DUTIES OF OFFICERS

SECTION XII CODE OF ETHICS

SECTION XIII COMMITTEES

SECTION XIV SCHOOL PLANNING COUNCIL (SPC)

SECTION XV FINANCES

SECTION XIV CONSTITUTION & BYLAW AMENDMENTS

SECTION XVII REMOVAL OF AN EXECUTIVE OFFICER

SECTION XVIII PROPERTY IN DOCUMENTS

CONSTITUTION

SECTION I NAME

The name of the Association shall be the CHAFFEY-BURKE PARENT ADVISORY COUNCIL (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 Parent Advisory Council (PAC)

The purpose of the PAC is to support, encourage and improve the quality of education and the well being of students in Chaffey-Burke 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. 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 the Burnaby School District 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 PAC shall be placed under the jurisdiction of the Burnaby School District in the person of the principal of the school or in the person of the Secretary-Treasurer of the school district.

SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child or children in the Burnaby School District.

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

School - any public elementary or secondary educational institution within the Burnaby School District.

District – Burnaby School District.

DPAC - the Burnaby District Parent Advisory Council, which is recognized by the Board of Trustees of the Burnaby School District, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

School Community – Any persons who live in the catchment area of Chaffey-Burke 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 Chaffey-Burke School are voting members of the Parent Advisory Council.
2. Administration and staff of Chaffey-Burke School may be non-voting members of the PAC.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the PAC.
4. At no time shall the PAC have more non-voting than voting members.

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 Executive officers held in May of each year.
3. General meetings shall be held not less than six times per year, one of those being the AGM.

4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
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.
7. General meetings will be deemed to be duly called if 7 days notice is given in advance of the meeting.

SECTION VII

A. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

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. 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.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before of the Annual General Meeting.
Nominations shall come from PAC.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.

SECTION IX TERM OF OFFICE

1. The term of office for the Chairperson, Recording Secretary, Treasurer and each District Parent Representative shall commence immediately following election at the AGM and shall be for two years but may be extended for an additional two year term if a new officer(s) cannot be secured or recruited and the current officer(s) is willing to remain for the extended term.
2. For all other positions, the term of office shall commence immediately following election at the AGM and shall be for one year.
3. No person may hold any one position for more than four consecutive years.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - A. Chairperson
 - B. Vice-Chairperson(s)
 - C. Secretary
 - D. Treasurer
 - E. District Parent Advisory Council Representative(s)

- (DPAC: District Associate to BCCPAC)
F. Two or more Members-At-Large
G. Past Chairperson

SECTION XI DUTIES OF EXECUTIVE 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) 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 PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC
- i) be the official spokesperson for the PAC
- j) be a signing officer

B. The Vice-Chairperson(s) 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) may be a signing officer

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 have copies available for members upon request.
- d) issue and receive correspondence on behalf of the PAC
- e) may be a signing officer
- f) safely keep all records of the PAC

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 general 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 books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- j) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the Annual General Meeting of the PAC

E. The DPAC/PAC 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

F. Members at Large shall:

- a) 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
b) may be a signing officer

G. The Past Chairperson shall:

- a) help smooth 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 Officer:

- 1. Upholds the constitution and bylaws, policies and procedures of the 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 and students with individual concerns 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.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the _____ 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 Officer: _____

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. Committees are responsible to the executive and members.

SECTION XIV SCHOOL PLANNING COUNCIL (SPC)

A.. The Election of School Planning Council (SPC) Representatives

- 1. Three School Planning Council representatives shall be elected annually by secret ballot from the voting members at a PAC Annual General Meeting for which proper notification of the elections has been given.
- 2. Each candidate for SPC representative must be a parent of a student(s) enrolled in the school. A “parent” is defined in the School Act as a parent, legal guardian, person who is legally entitled to

custody of the child or a person who usually has the care and control of the child.

3. Notification that PAC/SPC representatives will be elected at a scheduled PAC Annual General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to that Annual General Meeting.
4. Nominations may be received up to and during the PAC General Meeting until declared closed by the Chairperson.
5. The election of three SPC representatives must be conducted by secret ballot and the three positions will be awarded to the three candidates with the most votes. Further:
 - (a) The School Act requires that one of the representatives must be an elected officer of the PAC Executive. In the event that none of the three successful candidates is on the PAC Executive, then a new executive position will be created for the SPC representative with the most votes.
 - (b) The fourth top candidate will be declared the PAC/SPC alternate. The alternate will have no role on the SPC unless called upon to fill a vacancy on the SPC.
 - (c) As provided in the School Act, if three PAC/SPC representatives are not elected, the Board may appoint a person to fill a PAC vacancy on the SPC.

B. Term of Office of SPC Representatives

1. The term of office of the representatives will be for one school year period with the exact dates of the term of office each year to be specified by the PAC Executive at the time of the election to office.
2. In the event that a PAC/SPC representative is unable or unwilling to complete the term of his/her office, the elected PAC/SPC alternate will take that representative's place, and provide notice to the PAC Executive of this change. If no PAC/SPC alternate was elected, the PAC Executive will give proper notification for the election of a new PAC/SPC representative at the first possible PAC General Meeting.

B. Role and Responsibilities of SPC Representatives

1. One PAC/SPC representative will be designated to take minutes of the SPC meetings and provide those minutes to the PAC Executive in a timely way, and in any event no longer than 30 days, for inclusion in the PAC minutes. The PAC/SPC representatives may designate this representative, who takes minutes, and failing this, the PAC may appoint the PAC Executive member to take minutes.
2. The PAC Executive member of the SPC is also expected to regularly attend PAC meetings, and act as a liaison between the SPC and the PAC, and to foster close working relations between the two bodies.
3. There must be SPC representation at every PAC meeting and SPC representatives shall take concerns expressed by parents at these meetings to the SPC. The PAC/SPC representatives are

also expected to make a monthly report to the general membership.

SECTION XIV FINANCES

1. A budget and tentative plan of expenditures 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 general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the PAC 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 general meeting.
6. Members at a general 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 of the PAC and by a majority of not less than 66% of the votes cast, amend the bylaws of the PAC.
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 IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive officer, or committee member in connection with the PAC shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member, executive officer, or committee member ceases to perform the task to which the papers relate.

Adopted by Chaffey-Burke PAC at Burnaby, British Columbia, on _____, 20____.

Chairperson

Secretary

SECTION XII CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the 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 and students with individual concerns 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.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Chaffey-Burke PAC 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 Officer: _____

Signature: _____

Date: _____ Phone number: _____

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