

Lakeview Elementary School

Parent Advisory Council Constitution and By-Laws

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Lakeview Elementary School

Parent Advisory Council Constitution and By-Laws

CONSTITUTION

SECTION I INTERPRETATION

1. In these by-laws, unless the context otherwise requires:
 - a) "Parent Advisory Council" PAC means the Lakeview Elementary School Parent Advisory Council Association being the organized group of parents recognized under the British Columbia School Act - Bill 67, Div. 2, Sec.8;
 - b) "Parent" means a parent, guardian or foster parent of a child in Lakeview Elementary School; and
 - c) "School" means Lakeview Elementary School.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

SECTION II PURPOSE

1. The Parent Advisory Council (PAC) is dedicated to the education and the well-being of the child. Its primary mandate is to promote effective communication between the home, the community and the school.
2. The activities of the Parent Advisory Council will include: hosting parent meetings, providing parent education through guest speakers, panel discussions, etc. and an opportunity for parent-school dialogue; to serve in a volunteer capacity in any school, athletic or academic event as needed.
3. To facilitate coordination and cooperation among agencies and organizations in the delivery of community services as they pertain to the school community.
4. Additionally, the purpose of the Parent Advisory Council is to facilitate and/or financially support a variety of educational, recreational, cultural and social opportunities for all Lakeview children and their families.

SECTION III

OBJECTIVES

1. The objectives of the Parent Advisory Council shall be:
 - a) to enhance communication between students, parents, community and school staff and administration;
 - b) to promote cooperation between home and school in providing for the education of children;
 - c) to give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public;
 - d) to contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
 - e) to provide for a means of consultation and recommendations to school staff and administration on:
 - i) school goals, policy and procedure
 - ii) programs and services
 - iii) facilities and equipment
 - iv) parent/community education
 - v) new instructional programs/curriculum offerings
 - vi) learning resources
 - vii) budgetary matters;
 - f) to confer with representatives of other Parent Advisory Councils at the district level; and
 - g) to support and promote the goals and objectives of Lakeview Elementary School.

SECTION IV DISSOLUTION

1. In the event of dissolution of the Lakeview PAC, any Gaming Commission funds remaining after all outstanding debts, are to go to such charitable organizations having a similar charitable purpose, as may be determined by the members, or by the Minister of Finance and all records of the PAC shall be delivered to the principal of the school. This by-law is unalterable.
2. In the event of dissolution of the Lakeview PAC, all records and assets of the organization shall be placed under the jurisdiction of School District #41 (Burnaby).

BY-LAWS

SECTION I

MEMBERSHIP

1. All parents/guardians of children (students) attending (registered) at Lakeview Elementary School shall be voting members of the Parent Advisory Council.
 - a) On being admitted to membership, each member is entitled to and the PAC shall give him, without charge, a copy of the constitution and by-laws of the PAC. These by-laws shall not be altered or added to except by special resolution.
2. Administration and staff (teaching and non-teaching) of Lakeview Elementary School shall be non-voting members of the group.
3. Every member shall uphold the constitution and comply with these by-laws.
4. The school administrator (principal) may act in an advisory capacity to the Parent Advisory Council. The principal shall act as a liaison between the Parents' Executive Committee and the school staff.

SECTION II

CODE OF CONDUCT

1. The Lakeview Elementary School Parent Advisory Council 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 an individual with a concern relating to the above is in a privileged position and must treat such discussion as confidential. If the executive member deems that the information needs to be shared with the administrator, it will be done only after consultation with the member.

SECTION III

STRUCTURE AND ORGANIZATION

1. Executive

The Lakeview Elementary School Parent Advisory Council shall elect a slate of officers from the voting members of the organization present at the annual general meeting. The executive of the organization shall consist of: the Past Chair, Chair, Vice-Chair, Secretary, Treasurer, and District Parent Representative(s). Special meetings may be called by the Executive or the school principal, whenever a prompt decision is required directly affecting the PAC. In order to expedite the business of the Parent Advisory, the Executive has the power to make decisions on behalf of the Parent Advisory. However, any executive decision must be made known to the PAC at the next PAC meeting. The PAC reserves the right to approve or reverse executive decisions with the exception of decisions where money has been paid out.

a) *Chairperson*

The chairperson:

- i) shall convene and preside at all membership, special and executive meetings;
- ii) shall, in consultation with the school administration, executive and staff members of Lakeview Elementary School, prepare an agenda for each general meeting;
- iii) shall, in conjunction with the Parent Advisory Council Executive, take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- iv) shall be a signing officer;
- v) ensures the duties of other Executive members are being attended to adequately;
- vi) shall be the spokesperson for the PAC; and
- vii) shall liaise with administration.

b) *Vice Chairperson*

The Vice Chairperson:

- i) shall assume the responsibilities of the chairperson in the chairperson's absence;
- ii) shall assist the chairperson in the performance of his/her duties; and
- iii) shall perform such other duties as the chairperson may determine from time to time.

c) *Treasurer*

The Treasurer:

- i) shall maintain an accurate record of the accounts of the PAC;
- ii) shall receive all monies for the PAC;
- iii) shall disburse funds authorized by the PAC;
- iv) shall report on receipts and expenditures of the society at each general meeting;
- v) shall be one of the signing officers;
- vi) shall deposit all monies collected on behalf of the PAC in an account at a recognized financial institution approved by the directors;
- vii) shall have the books ready for inspection whenever required by the directors or the PAC;
- viii) shall present an annual financial statement within 30 days after the end of each financial year of the PAC;
- ix) shall, with the assistance of the PAC Executive, draft the annual budget and plan of expenditures for the PAC; and
- x) shall ensure that another financial signing officer has access to the books in the event of his/her absence.

d) *Secretary*

The Secretary:

- i) shall keep accurate and official minutes of general meetings of the PAC and meetings of the executive;

- ii) shall distribute minutes to the executive and PAC members in attendance or by request as soon as possible after last meeting;
- iii) shall keep safely accurate copies of the constitution, by-laws and all other records of the PAC;
- iv) shall make available on request, to any member of the PAC, a copy of the constitution and by-laws; and
- v) shall issue and receive correspondence on behalf of the PAC.

e) *District Parent Advisory Council Representative(s)*

The District Parent Advisory Council Representative(s):

- i) shall represent the PAC at District Parent Advisory Council Representative meetings and report back to the PAC; and
- ii) shall act as liaison between the District Parent Advisory Council and the PAC.

f) *Past Chairperson*

The Past Chairperson:

- i) shall attend all regular and extraordinary general and executive meetings;
- ii) shall ensure new chair is apprised of all information regarding the operation of the PAC;
- iii) shall act in an advisory capacity to all PAC matters to provide continuity;
- iv) shall assist all other executive and members at large whenever possible; and
- v) shall ensure all new executive members receive a copy of the constitution and by-laws.

g) *Members at Large*

The Members at Large:

- i) shall serve in a capacity to be determined by the PAC at the time of their election and as the directors may determine from time to time;
- ii) shall act as coordinators for the following committees: fundraising, hot lunch days, room parents, block parents and the social committee;
- iii) shall act as coordinators for special committees that may be established by the Executive for a set purpose.

SECTION IV

TERMS OF OFFICE

1. The term of office shall commence at the Annual General Meeting of each year and shall continue to the next AGM (see Section VI)
2. If any officer resigns during a term of office or if any office is not filled, the Parent Advisory Council Executive will inform the membership prior to the next PAC meeting, at which time the position will be filled. A vacancy may also be created through continual and unexplained lack of attendance by any committee member.

SECTION V

ELECTION PROCEDURES

1. Nominations
 - a) A "Nominations Committee" chaired by the past Chairperson (to ensure transparency and fairness as it is the only unelected position) will be formed at a general meeting or as required by the executive.
 - b) A notice for nominations should be distributed to all families in the school at least fourteen (14) days prior to the Annual General Meeting.
 - c) Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chairperson or executive.
2. Elections
 - a) Election of the executive will take place during the Annual General Meeting.
 - b) Each year executive members must resubmit their names for consideration.
 - c) Positions filled by acclamation need not be voted.
 - d) In the event of a vote by secret ballot, a vote shall be taken to destroy these ballots.
 - e) Executive offices should be held for no longer than two consecutive years. If a position is filled by acclamation, it may be continued on a year to year basis.

SECTION VI

MEETINGS

1. Executive Meetings
 - a) Executive meetings will be called by the Chairperson (or any executive member) as required.
 - b) The school administrator, upon consultation with the Executive, may call an executive meeting.
2. General Meetings
 - a) General Meetings of the PAC shall be held at the time and place that the executive decides. The Annual General Meeting of the PAC shall be held in May of each year and meetings of the PAC shall be held monthly during each school year or as otherwise determined by the PAC Executive. General meetings shall be open to members.

- b) Extraordinary meetings may be called by the executive with a minimum of seven (7) days notice.
- c) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business. The accidental omission to give notice of a meeting to, or the non-receipt of a notice should be brought to the attention of the executive.
- d) Meetings will be conducted efficiently and with fairness to the members present.
- e) Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- f) In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
- g) Members must vote in person on all matters. Voting by proxy will not be permitted.
- h) A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
- i) If procedural problems should arise, 'Robert's Rules of Order' will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution.

SECTION VII

FINANCES

1. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General meeting prior to the end of June of each year.
2. All funds of the organization will be on deposit in a Chartered Bank or Credit union or any Financial Establishment registered under the Bank Act.
3. The Executive shall name at least three signing officers for banking and legal documents. Two of the signatures will be required for these documents.
4. The books and records of the PAC shall be open for inspection by any member upon request.

5. No expenditure in excess of \$100.00 which has not been authorized by an annual budget approved by the members shall not be made unless approved by the Executive and by the members at a general meeting, after notice of proposal to make such expenditures is given to the members.
6. The fiscal year of the society shall end on July 31 in each year. A Treasurer's Report shall be prepared to reflect the financial status of the council as at the end of July of each year and presented at the first meeting of the following year.
7. A need for audits may be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.
8. In the event that a proposal be forwarded to the PAC from the floor during a PAC meeting for the expenditure of funds (greater than \$100 - if less than \$100 the PAC could vote to use funds out of our PAC miscellaneous account) not previously discussed or allocated as a result of our budget process or casino funds allocation, the proposal shall be put forward at that meeting and be voted upon at the next PAC meeting. Notice of this proposal shall be sent to all PAC members via our PAC newsletter and shall be distributed to PAC members for their consideration in a timely manner before the next PAC meeting. If there is no next PAC meeting and the expenditure cannot be held over until the next available meeting, the Executive will have the authorization to call an extraordinary PAC meeting to deal with this expenditure.

SECTION VIII

THE ELECTION OF SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVES

1. Three School Planning Council representatives shall be elected annually by secret ballot for the voting members at a PAC General Meeting for which proper notification of the elections has been given.
2. Each candidate for SPC representative must be a parent or legal guardian of a student(s) enrolled in the school.
3. Notification that PAC/SPC representatives will be elected at a scheduled PAC General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to that 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.

SECTION IX

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.

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.

SECTION X

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. This representative who takes minutes may be designated by the PAC/SPC representatives and failing this, the PAC Executive may appoint the PAC Executive member to take minutes.
2. The PAC Executive member of the SPC is also expected to regularly attend PAC Executive meetings, and act as a liaison between the SPC and the PAC, and to foster close working relations between the two bodies. The PAC Executive may also invite all the SPC representatives to attend a PAC Executive meeting from time to time.
3. All the PAC/SPC representatives are expected to attend every general PAC meeting and 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 in the PAC newsletter.
4. In the event that an elected PAC/SPC member is not able or willing to fulfill his/her responsibilities as set out above, the PAC Executive may provide 30 days notice to the PAC membership and propose that the PAC/SPC representative be replaced by the elected PAC/SPC alternate, if there is one, or by a newly elected PAC/SPC representative.

SECTION XI

CONSTITUTIONAL AMENDS

1. Amendments to the constitution and by-laws of the Lakeview Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

- a) written notice of the meeting has been given to all members twenty-one (21) days in advance;
 - b) the notice of the meeting included the specific amendments proposed.
2. A seventy five percent majority vote (a minimum of twelve) of those voting members present at the meeting will be required to amend the constitution and by-laws.
 3. Amendment(s) to the constitution and by-laws should be submitted to the Board of School Trustees of School District #41 (Burnaby) to be considered.