

PEARSON ROAD ELEMENTARY PARENT ADVISORY COUNCIL

Constitution and Bylaws

Revised April 2016

700 Pearson Rd, Kelowna, BC
V1X 5H8

CONSTITUTION

Section 1 – NAME

1. The name of the organization shall be:
Pearson Road Elementary Parents Advisory Council, (Pearson PAC).

Section 2 - OBJECTIVES

1. To promote open communication among parents, school personnel, and students
2. To help promote parental education and awareness of educational issues.
3. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
4. To organize or assist in school events and activities
5. To advise the school principal and staff on parental views about school programs, policies and activities.
6. To raise funds for materials, equipment, activities and provide services that, enhance the school experience for students in keeping with School District No. 23 policy

BYLAWS

Section 3 - POLICIES

1. This Parents Advisory Council shall be non-commercial, non-partisan, non-sectarian and non-racial.
2. Cannot operate for personal financial gain.
3. Shall not discuss individual members of the school or community
4. Should keep monies separate from the school and be responsible for its own bank account
5. Shall operate according to Roberts Rules of Order unless otherwise stated in these bylaws
6. All executive/committee members shall require a Criminal Record Check

Section 4 - MEMBERSHIP

1. The Parent Advisory Council (PAC) includes all parents/guardians whose children attend Pearson Road Elementary

Section 5 - MEETINGS

1. Executive meetings are to be held once a month. Day and time are to be set by each new executive. Preferably, meetings should be held on the same predetermined day each month. *Note it should not conflict with COPAC(DPAC) meetings held on the first Monday of every month.
2. General meetings will be held no less then every (2) month.
3. There shall be an annual general meeting for the purpose of election of officers held in May of each year.

Section 6 - QUORUM and VOTING

1. A quorum for general meetings shall be (6) six voting members of which (2) two will be executive members. The president may be included as (a) voting member only for the purpose of achieving a quorum.
2. Unless otherwise provided, motions arising at any meetings shall be decided upon by a simple majority vote, (50% + 1)
3. In case of a tie vote, a motion will be lost
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by show of hands with the exception of the election of officers which shall be done by secret ballot.
6. The Principal and/or a teacher representative may sit on the PAC, as a non-voting member

Section 7 – ELECTION OF PAC EXECUTIVE OFFICERS

1. PAC Executives are elected from the voting members at the May Annual General Meeting. A position is held for one year beginning the last day of the school year. This allows prep time for the following September.
2. One month before each annual meeting, the President may appoint a nominations committee of at least three members. The committee may prepare a list of candidates who have signified their willingness to stand for election
3. Nominations shall be called for and may be made from the floor, provided the consent of the nominee is given.
4. In the event that an executive steps down, or is unable to continue to perform duties, the Council shall elect the new officer(s) for the remainder of the year.
5. Keys and records shall be forwarded no later than the last day of the school year.
6. In the event that only one candidate is standing for election to an office, the candidate shall be elected by acclamation.
7. Each member shall be entitled to cast one vote, excluding the President unless in the event of a tie.
8. Any member of the Executive Officers may hold any one position for no more than (3) years.
9. There should be no less than three (3) and no more than nine (9) Directors on the executive.
10. The inclusion of a Teacher Liaison may be provided.
11. No member shall hold more than one office at any one time except under special circumstances.

Section 8 –PAC EXECUTIVE OFFICERS

1. The officers shall include President, Vice President, Secretary-Treasurer, Co-Pac Representative, Committee Chairpersons- (eg. Hot Lunch Chairperson, Fundraising Chairperson).
1. PRESIDENT:
 - ✓ Shall preside at all meetings.
 - ✓ Shall ensure that an agenda is prepared and presented.
 - ✓ Know the constitution and bylaws and meeting rules.
 - ✓ Shall be a member (ex-officio) of all committees.
 - ✓ Shall be a signing officer.
 - ✓ Shall act as spokesperson on behalf of the Council

2. VICE PRESIDENT:

- ✓ Shall preside at meetings in the absence of the President.
- ✓ Assist the president in the performance of his/her duties. Shall also be a signing officer and has voting privileges.

3. SECRETARY:

- ✓ Shall keep full and accurate minutes of the entire meeting.
- ✓ Ensure that members are notified of meetings.
- ✓ Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- ✓ Have charge of and conduct all the correspondence of the Council.

4. TREASURER:

- ✓ Shall submit a statement either verbally or written of finances at each meeting.
- ✓ Shall receive all funds for the Council and keep an accurate report of all expenditures of the Council.
- ✓ Provide a report of all funds on behalf of the Council in an account at a recognized financial institution approved by the PAC.
- ✓ Make books periodically available for viewing by members and have books ready for inspection or audit annually.
- ✓ With the assistance of the Executive draft a budget and tentative plan of expenditures.
- ✓ Ensure that another signing officer has access to the books in the event of his/her absence.
- ✓ Submit an annual financial statement at the annual general meeting of the Council.
- ✓ Shall also be a signing officer

5. COMMITTEE CHAIRPERSONS (eg. Fundraising and Hot Lunch Co-ordinator)

- ✓ Provide general support
- ✓ Organize special projects

6. COPAC REPRESENTATIVE:

- ✓ Central Okanagan DPAC is from herein called COPAC.
- ✓ Shall attend all COPAC meetings throughout the year.
- ✓ Shall report back to the Council at all general meetings and be responsible for keeping the president apprised of urgent and/or time sensitive matters arising from COPAC and other government levels.

Section 9 – REMOVAL OF OFFICERS

1. All members shall receive a written Notice of Motion fourteen (14) days prior to a “non-confidence” vote in a member of the executive
2. A two-thirds (2/3) majority of “non-confidence” at a meeting of the Council constituting a quorum, shall result in the immediate resignation or removal from office of same officer and he/she shall return to the Council forthwith any and all records in his/her possession.

Section 10 – FINANCIES

1. A proposed budget of revenue and expenses shall be voted on by the Council membership at a general meeting, no later than October 31st.
2. All funds of the Council will be deposited into a bank or financial establishment registered under the Bank Act and/or Credit Union Act.
3. The executives has name at least two (2) signing officers, one of whom shall be the treasurer, for all banking and legal documents as required. Two (2) signatures shall be required for said documents.
4. All PAC Executive expenditures exceeding \$200.00 requires the approved vote of members at a general meeting.
5. An independent audit of the Council’s finances shall be authorized by the Council membership following a majority vote at any general meeting.
6. The executive shall set aside “start-up” operating costs of no less than \$500.00 (Five hundred dollars) for the beginning of the following new school year.

Section 11 - CODE OF ETHICS

1. Pearson Road Elementary PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. Any concern brought to the Council regarding the same shall be directed to the appropriate channel.
2. An executive member, who is approached by a parent with a concern, is in a privileged position and must treat such discussion with discretion and confidentiality.
3. A parent who accepts a position as a Council Member:
 - ✓ Upholds the constitution and bylaws, policies and procedures of the Council.
 - ✓ Performs her/his duties with honesty and integrity.
 - ✓ Works to ensure that the well being of students is the primary focus of all decisions.
 - ✓ Respects the rights of all individuals.
 - ✓ Takes direction for the members, ensuring representation processes are in place.
 - ✓ Encourages and supports parents and students with individual concerns to act on their 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.
 - ✓ Supports public education.
 - ✓ Disclosure/conflict of interest (or perceived bias). An executive officer or individual who may benefit financially, either directly or indirectly, as a result of any PAC transaction must disclose his/her involvement to the membership and executive. These individuals must refrain from voting on any matters associated with any such transaction. A PAC member who is also a school board or Ministry of Education employee must declare any potential conflict of interest or bias and refrain from voting on any such issue.

Section 12 - DISSOLUTION OF GENERAL ACCOUNT

1. If this council desires to disband, 60 days notice shall be given to the members. After payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be expended for school use, as the members of the council may determine at the time of dissolution or winding up. All records of the organization shall be placed under the jurisdiction of the Treasurer of the COPAC.

Section 13 – AMENDMENTS

1. These bylaws may be amended at the regular meeting, by a two-thirds vote, provided the proposed amendment has been submitted at a previous meeting of the council.

Section 14 - ADMINISTRATION OF THE CODE OF ETHICS PROCESS

1. The president will receive all complaints, verbal and written. The president may appoint another executive member to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the president, the complaint will be directed to the vice president. If the president and vice president are involved, any executive member may receive the complaint.
2. The person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, and facilitate the complaint process. The chairperson must keep notes of the process. These notes should include names of all involved, details of all meetings, and the specific resolutions.
4. Every attempt will be made to resolve the concern in a timely matter.
5. The chairperson may at their discretion request the participation of other executive members in the process.

Section 15 - RULES OF ORDER

1. The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered by these bylaws.

Section 16 - INTERPRETATION OF TERMS

Parents: The parent/guardian of a child attending Pearson Road Elementary.

Parent Advisory Council: known as 'PAC', refers to the council of parents recognized under the British Columbia School Act.

School: refers to any public institution, elementary, middle or secondary, within School District 23.

District: School District 23 – Central Okanagan

COPAC: Central Okanagan Parent Advisory Council – The umbrella organization of District PAC (DPAC) members which is recognized by the Board of Trustees of SD #23

Executive Officers: Refers to the group of elected Council officers

Proxy: Refers to a document by which one person authorizes another to vote in his/her place.

STATEMENT OF UNDERSTANDING

I, the undersigning, in accepting the position of _____ on the Pearson Road Elementary Parent Advisory Council Executive, have read, understood, and agree 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: _____ Date: _____

Signature: _____ Phone #: _____

Amended October 2015