

ARROWVIEW ELEMENTARY SCHOOL

Parent Advisory Council

Constitution and Bylaws

June, 1999

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CONSTITUTION

SECTION I

NAME

The name of the Association shall be the **Arrowview Elementary School Parent Advisory Council**. (School District No. 69.)

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II

PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents, and to promote co-operation between the home and the school as it effects the education of children.
3. To promote discussions with parents/community regarding school programs and policies.
4. To assist parents in accessing the system, and to advocate on behalf of parents and students.
5. To assist individual parents and/or students in communicating with the principal and staff.
6. To organize PAC activities and events.
7. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

BYLAWS

SECTION III MEMBERSHIP

1. All parents and guardians of students registered at Arrowview Elementary School are voting members of the group.
2. Administration and staff (teaching and non-teaching) of Arrowview Elementary School are non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

SECTION IV MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing ten per cent (10%) of the voting delegates.
3. Notice of each meeting of the association shall be included in the school newsletter.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. 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 the Constitution.

SECTION V

VOTING

1. A quorum shall be six voting members of the association of which two members must be executive members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the 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 the show of hands with the exception of the election of officers which shall be done by secret ballot.

SECTION VI

ELECTION OF EXECUTIVE OFFICERS

(The group shall elect a slate of officers from the voting members for each school year, Number and position of executive members should be determined by local organizational needs.)

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting in April.
3. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the Nominating Committee chairperson.
5. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the election.
6. A vote shall be taken to destroy the ballots.

SECTION VII TERM OF OFFICE

1. The term of office shall commence in July of 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 but no person may hold any one position for more than two consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past-President shall hold that office for one year.

SECTION VIII EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President.
2. The Executive Officers will be as follows:
 - A. President
 - B. Vice-President(s)
 - C. Treasurer
 - D. Secretary
 - E. District Parent Advisory Council Representative
 - F. Two or more Directors
 - G. Past President (If that person remains a member of the Council)

SECTION IX DUTIES OF THE OFFICERS

A. PRESIDENT

- a) shall convene and preside at all membership, special and executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall appoint committees when authorized to do so by the executive or membership
- d) shall be an ex-officio member to all committees except the Nominating Committee
- e) shall take such actions or ensure that such action are taken by others to achieve the objectives and purpose of the organization.
- f) shall be the official spokesperson for the organization.
- g) shall be a signing officer
- h) shall submit an annual report

B. VICE PRESIDENT

- a) shall assume the responsibilities of the president in the president's absence
- b) shall accept extra duties as required
- c) shall be a signing officer
- d) shall submit an annual report

C. SECRETARY

- a) shall record the minutes of membership, special and executive meetings
- b) shall distribute minutes to Council members
- c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping.
- d) shall issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) shall safely keep all records of the Council
- g) shall submit an annual report

D. TREASURER

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the three signing officers of the executive as per Section XI
- c) shall prepare a financial report for publication in the school newsletter as per Section XI
- d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

E. DPAC REPRESENTATIVE

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall submit an annual report

F. DIRECTORS

- a) shall serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require.
- b) shall submit an annual report

G. PAST PRESIDENT

- a) shall help smooth transition between presidents
- b) shall assist and advise the Council
- c) shall act as a consultant for the president
- d) shall chair the nominating committee
- e) shall submit an annual report

SECTION X 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 its Directors and the executive
4. Members may be appointed annually to committees by the president (after consultation with the executive.)

SECTION XI FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of May of each year.
2. All funds of the organization will be on deposit in a bank of financial establishment registered under the Bank Act.
3. 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.
4. All money spent above and beyond a pre-determined petty cash amount (\$200.00) will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
5. A Treasurer's Report to all members should be published in the PAC/school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

SECTION XII

CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and By-laws of Arrowview Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Writers notice of the meeting has been given to all members (14 days minimum)
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

SECTION XIII

CODE OF CONDUCT

1. The Arrowview 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.
2. 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.
3. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and bylaws, policies and procedures of the PAC
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions of the council.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the members, ensuring that representation processes are in place.
 - f) 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.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.

SECTION XIV

DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District No. 69 in the person of the principal of the school.