

**Constitution and Bylaws November 14, 2000**  
**Port Guichon Elementary**  
**Parent Advisory Council**

**Section I: Name**

The name of the Association shall be the Port Guichon Elementary Parent Advisory Council, School District No. 37.

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 school in providing for the education of children;
3. To assist parents in accessing the system, and to advocate on behalf of parents and students;
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.

**Bylaws**

**Section III: Membership**

1. All parents and guardians of students registered at Port Guichon Elementary School may be voting members of the group;
2. Administration and staff (teaching and non-teaching) of Port Guichon Elementary School may be nonvoting 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 that voting members.

**Section IV: Meetings**

1. There shall be an Annual General Meeting for the purpose of election of officers held in May 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,  
(usually once a month during the school year), or upon the receipt of a petition representing fifty per cent  
(50%) of the voting delegates;
3. General meetings will be conducted efficiently and with fairness to the members present;
4. 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 V: Voting**

1. The voting members present at any duly-called general meeting shall constitute a quorum;
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**

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting;
2. Call for nominations shall be made at the general meeting in January or February;
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 elections;
6. A vote shall be taken to destroy the ballots.

## **Section VII: Term of Office**

1. The term of office shall commence in June of each year and shall be for two years;
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 terms (4 years);
3. No person shall hold more than one elected executive position at any one time:

## **Section VIII: Executive Officers**

1. The affairs of the Council shall be managed by a board of elected officers;
2. The Executive Officers will be as follows:
  - a) Chairperson
  - b) Vice-Chairperson(s)
  - c) Secretary
  - d) Treasurer
  - e) Representative to the District Parent Advisory Council

## **Section IX: Duties of the Officers**

1. Chairperson
  - 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 where 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 actions are taken by others to achieve the objectives and purpose of the organization
  - f) shall be the official spokesperson for the Parent Advisory Council
  - g) shall be a signing officer
2. Vice-Chairperson(s)
  - a) shall assume the president's responsibilities in his/her absence

- b) shall assist the president in the performance of his/her duties
- c) shall be one of the financial signing officers
- d) shall accept extra duties as required

### 3. Secretary

- a) shall keep accurate and official minutes of the Council
- b) shall distribute minutes to Council members as soon as possible after the last meeting
- 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
- d) shall make available on request, to any member of the Council, a copy of the Constitution and Bylaws
- e) shall issue and receive correspondence on behalf of the Council
- f) shall be responsible for maintaining Council records and files
- g) may be a signing officer

### 4. Treasurer

- a) shall maintain an accurate record of all expenditures of the Council
- b) shall receive all funds for the Council
- c) shall disburse funds authorized by the executive and or members
- d) shall give a report of all receipts and expenditures at all General Meetings
- e) shall be one of the financial signing officers
- f) shall deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the executive
- g) shall submit an annual financial statement at the Annual General Meeting of the Council
- h) shall ensure that another financial signing officer has access to the books in the event of his/her absence

### 5. DPAC Representative

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall assist PAC in responding to BCCPAC AGM resolutions

## **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 the executive and members;
4. Members may be appointed annually to committees by the chairperson (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 each school year (for use the next school year);
2. All funds of the PAC will be on deposit in a bank or financial establishment registered under the Bank Act;
3. The executive will 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 \$200.00 (two hundred dollars) will be voted on by a majority at a general meeting;
5. A Treasurer's Report to all members should be made at each general meeting;
6. The Treasurer should be prepared to make financial reports available to the PAC membership.
7. A need for audits will be agreed upon by the members at a general meeting, where upon an independent auditor will be appointed as needed.

8. In the event of dissolution of the Council, the funds remaining after all outstanding debts shall be disbursed as indicated by a vote of the delegates of the Council.

## **Section XII: Changing the Constitution and Bylaws**

Amendments to the Constitution and By-Laws of the Port Guichon 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;
- b) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **Section XIII: Code of Conduct**

1. The Port Guichon Elementary 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 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;
  - 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. 37, Delta, in the person of the principal of the school.