

Lindsay Park Elementary School PAC Constitution and Bylaws

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CONSTITUTION

SECTION I: NAME

The name of the Association shall be the **LINDSAY PARK SCHOOL PARENT ADVISORY COUNCIL.**

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 OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in Lindsay Park Elementary 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 Council, upon meeting all requirements of the British Columbia Gaming Commission, after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 6 (Rocky Mountain) having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 6 in the person of the Administrator of the school.

SECTION IV: INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child or children in School District No. 6.

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

School - any public elementary or secondary educational institution within School District No. 6 (Rocky Mountain).

District - School District No. 6 (Rocky Mountain).

SD 6 - School District No. 6 (Rocky Mountain).

ZPAC - the Zone Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 6, to be the zone group of Parent Advisory Councils formed within the Kimberley Zone of SD No.6

DPAC - the Rocky Mountain School District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 6, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local 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 Lindsay Park Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of School District No.6 shall be non-voting members of the Council.
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 Council.
4. At no time shall the Council 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 officers held in September of each year.
3. General meetings shall be held not less than eight 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 (most current edition) shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

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. One vote per family is allowed.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Unless requested through a motion for a secret ballot, voting shall be done by a show of hands. A vote shall be taken to destroy the ballots after the votes are counted and entered into the record.
5. The Chairperson may postpone a vote for one meeting to allow additional participation by members.

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 during September prior to the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.

SECTION IX: TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than six consecutive years.
3. Upon agreement from the PAC at the time of Elections, the executive positions may be combined as follows – Chairperson and Vice-Chairperson can be combined to Co-Chairpersons, Secretary and Treasurer can be combined into one position – Secretary/Treasurer and ZPAC Representative and DPAC Representative can be combined into one position – ZPAC/DPAC Representative.
4. The positions of President/Vice-President are interchangeable with Chairperson/Vice-Chairperson.

SECTION X: EXECUTIVE OFFICERS

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

SECTION XI: DUTIES OF OFFICERS

- A. The Chairperson shall:
 - a. convene and preside at membership, special, and executive meetings
 - b. ensure that all members are notified of meetings
 - c. ensure that an agenda is prepared and presented
 - d. know the constitution and bylaws and meeting rules
 - e. know where to find resources to assist members
 - f. appoint committees where authorized to do so by the executive or membership
 - g. consult PAC members regularly
 - h. ensure that the PAC is represented in school and school district activities
 - i. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
 - j. be the official spokesperson for the organization
 - k. be a signing officer
 - l. issue and receive correspondence on behalf of the organization
 - m. safely keep all records of the council
 - n. submit an annual report
- B. The Vice-Chairperson 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. be a signing officer

C. The Secretary shall:

- a. record the minutes of general, special, and executive meetings
- b. keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- c. issue and receive correspondence on behalf of the organization

D. The Treasurer shall:

- a. be one of the signing officers of the executive
- b. receive all funds for the Council
- c. disburse funds authorized by the executive or members
- d. maintain an accurate record of all expenditures of the Council
- e. give a report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g. have the books ready for inspection or audit annually
- h. with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- i. ensure that another signing officer has access to the books in the event of his/her absence
- j. submit an annual financial statement at the Annual General Meeting of the Council

E. The ZPAC Representative shall:

- a. attend PAC and ZPAC meeting
- b. seek and give input on behalf of the PAC to the ZPAC
- c. report back to the PAC

F. The DPAC 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

SECTION XII: CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
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 Lindsay Park 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 Member: _____

Signature: _____

Date: _____ Phone number: _____

Note: This page could be photocopied and used yearly for the new executive to sign. See last page of this document for photocopying page.

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.
3. The PAC executive may appoint members to committees annually.

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 organization 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. The Hot Lunch Co-coordinator shall have signing authority for the purpose of purchasing supplies for the Hot Lunch Program. The second signature must be that of a member of the PAC Executive.
6. A Treasurer's Report shall be presented at each general meeting.
7. 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 and bylaws of the organization.
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 Zone School Board Office for safekeeping only.

SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER

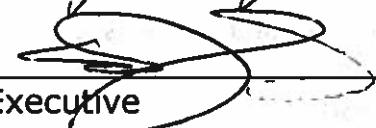
1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be 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 member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by Lindsay Park School PAC at Kimberley, British Columbia

on January 17, 2003, 2003


Executive _____ Co-Chair
Position

Lori J Sedrick
Executive _____ Co-Chair
Position

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Date: _____ Phone number: _____

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