

Pauline Haarer Parent Advisory Council Constitution and Bylaws

CONSTITUTION

1. The name of the Association shall be the Pauline Haarer Parents Advisory Council (PAC).
2. This Association will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased toward race, religion, gender or politics.
4. The purpose of the Council is to support, encourage and improve the quality of education and the well-being of the children in our school by:
 - a) Exchanging ideas and information among the parents and school staff.
 - b) Providing information regarding educational and community matters to parents.
 - c) Providing a parental voice to educational decision-making organizations affecting the school district.
 - d) Providing and exchanging information with the School Planning Council.

Aims and Objectives

The aims and objectives of the Pauline Haarer PAC shall be:

1. To provide a link between Parents, administration, teachers and the Board of Trustees.
2. To have a voice in the development of new and revised educational programs within our school and School District #68.
3. To provide leadership in developing and understanding the rights and responsibilities of parents within the educational system.
4. To help support the administration and teachers to enhance learning of our students with additional supplies and/or equipment (as approved by the PAC), through fundraising and/or donations.
5. To provide leadership in initiating, maintaining, encouraging and further developing our students in this education facility and their community, for their next level of education.

Interpretation of Terms

Annual General Meeting (AGM): Meeting held once per year for the purpose of appointing Executive Officers and Approval of Financial Reports.

Budget: an estimate of income and expenditure for a set period of time

Community Organization: refers to groups which demonstrate by their attendance an interest in education, particularly the educational operations of School District #68, and are not already included in the scope of the constitution.

Council: PAC members in attendance at any meeting.

District Parent Advisory Council (DPAC): in relation to the school district, the district parents' advisory council established for that school district under section 8.4 of the *British Columbia School Act*.

Executive Meeting: meeting whereby only Executive Officers are in attendance.

Executive Officer: the elected officers of the PAC.

Financial Reports: records that outline financial activities (Balance Sheet, Income Expense Statement, Budget)

Financial Signing Authority/Officer: a member who has been approved by PAC and who is registered at the PAC's financial institution to authorize expenditures (sign PAC cheques).

Meeting: gathering of parents of Pauline Haarer School which may include teacher(s) and/or the Principal.

Member-at-Large: A parent or legal guardian of a child or children in Pauline Haarer Elementary School elected by council to perform miscellaneous duties as required.

Motion: proposal made at a meeting for something to be done

Parent Advisory Council (PAC): refers to any organized group of parents recognized under the *British Columbia School Act - Bill 67, Div. 2, Sec 8*.

Parents: Parent(s) or legal Guardian(s) of a child or children enrolled at Pauline Haarer Elementary School.

Quorum: the minimum number of people present at a meeting in order for decisions to be made (vote to take place)

Robert's Rules of Order: rules for presiding over a meeting based on the procedures used in British Parliament

School Planning Council (SPC): a legislated advisory body responsible for consulting the school community in developing, monitoring and reviewing school plans for student achievement.

School: Pauline Haarer Elementary School

Scrutineer: Member appointed to oversee and/or count voting ballots

Signing Officer or Signing Authority: a parent voted by the members to have authority to sign PAC cheques

Dissolution:

In the event of dissolution of the Pauline Haarer PAC, which receives charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be voted to be distributed by Pauline Haarer PAC:

- a) To another PAC within SD68 having purposes and objectives similar to those of the Council and which meet all of the requirements of the BC Gaming Commission.
- b) To a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act (Canada)*, as may be determined by the members of the Council at the time of winding up or dissolution.
 - The forgoing resolution shall not be altered or amended and shall continue to be binding on the Pauline Haarer PAC.
 - The Pauline Haarer PAC will provide its undertaking, by delivery of a copy of this resolution to the Gaming Policy and Enforcement Branch; that it will abide by the limits on the application of its assets on dissolution as provided herein.

BYLAWS

Membership

1. Voting membership of the PAC comprises any parent or legal guardian of the school.
2. No member of the Council shall in his/her individual capacity, be held liable for any debt or liability of the Council.
3. Administration, teaching and non-teaching staff may be non- voting members.

Meetings

1. There shall be a minimum of six meetings during the school year, starting in September and ending in June of each school year.
2. There shall be an AGM in November of each year for the purpose of:
 - Elect a new Council
 - Receive the financial reports from the previous fiscal year
 - Approve the budget
3. The Executive Meetings and additional meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing 25% of the PAC.
4. All proceedings of any meeting held within the Council shall be governed by *Robert's Rules of Order* or as determined by the Chair.

Voting

1. A "quorum" shall be a minimum of 6 voting members present at any meeting with notice given 14 days prior to that meeting.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one).
3. In the case of a tie vote, a second vote will be held by secret ballot. Should there be a tie vote after the secret ballot vote, the chair shall cast the deciding vote.
4. For the purpose of recording the opinion of the Council, a majority of seventy-five per cent must be reached. Failing this, the minority opinion must also be recorded.
5. Members must be present to vote on all matters at the time of vote, voting by proxy shall not be permitted.
6. Voting shall be done by a show of hands with the exception of the election of officers, which may be chosen to be done by secret ballot.
7. A vote shall be taken to destroy the ballots after all secret ballot votes.
8. Members must attend at least three meetings in the 12 months prior to any vote relating to budget.

Election of Officers

1. The Executive Officers shall be elected from the voting members at the AGM held in November each year.
2. Call for nominations shall be made at the first meeting of the new school year. No person shall be nominated to stand for an Executive position unless she/he has consented to his nomination. (see Conflict of interest clause '2')
3. Elections shall be conducted by the Nomination Committee or person.
4. In the event of a vacancy of an Executive Officer during the year, the Council can nominate someone new and have a vote at a regular meeting. The Council shall elect the new Officer at that time. That individual shall hold office until the next election.
5. Elections of Officers shall be done by either secret ballot or open vote, depending on the majority voted by the Council at the elections meeting.
6. Scrutineer(s) shall be appointed as required if the vote is to be held by secret ballot.
7. One of the Executive Officers of the PAC must be a SPC representative.
8. The Executive SPC Representative will be elected after the Executive Council is elected at the AGM by secret ballot.

Length of Term of Office

1. The term of office shall commence following election at the AGM and shall continue to the next AGM.
2. Any member of the Council may serve on the Executive for as many years as he/she is elected to a position.
3. No person may hold more than one elected Executive position at any one time, with the exception of School Planning Council Representatives.
4. The Past-Chair shall hold that term of office for one year.
5. Any member of the School Planning Council may serve as a representative for as many years as he/she would like, if asked to continue and elected.

Executive Officers

The affairs of the Council shall be managed by a board of elected Officers and immediate Past-Chair. The Executive Officers shall be as follows:

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary
5. Two or more Members-At-Large
6. Fundraising Chair

Duties of the Executive Officers

1. Chair

- a) Shall preside at all meetings of the Council and the Executive Board or else appoint another board member to preside over meetings of the Council, if unable to attend.
- b) May be one of the Financial Signing Officers.
- c) Shall be an ex-officio member of all committees except the Nomination Committee.
- d) Shall appoint Chairpersons to all committees when occasion arises.
- e) Shall not vote on any matters except in the case of a secret ballot or a tie vote.
- f) Shall be the spokesperson, or appoint a spokesperson if needed, for the Parent Advisory Council,
- g) Shall ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- h) Shall know constitution and bylaws and meeting rules.
- i) Shall prepare the agenda along with the secretary, and present at meeting.

2. Vice-Chair

- a) Shall assume the responsibilities of the Chairperson in his/her absence or upon request.
- b) Shall assist the Chairperson in the performance of his/her duties.
- c) Shall hold a vote in all matters.
- d) May be one of the Financial Signing Officers.

3. Treasurer

- a) Shall maintain an accurate record of all expenditures of the Council.
- b) Shall disburse funds authorized by the Executive and/or Council.
- c) Shall give a report of all receipts and expenditures at all meetings, if called upon. Note: (removed the word 'general' before 'meetings' throughout document)
- d) May be a financial signing officer.
- e) Shall deposit all monies collected on behalf of the Council in an account at a recognized financial institution approved by the Executive.
- f) Shall have the books ready for inspection/audit if required.
- g) Shall present an annual financial report at the AGM.
- h) Shall hold a vote in all matters.

4. 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 & when changes are made to the Constitution and Bylaws shall clearly identify the changes, initial and date.
- d) Shall make available upon request, to any member of Council, a copy of the Constitution and Bylaws.
- e) Shall keep an up-to-date record of the Executive.
- f) Shall conduct all correspondence for the Council.
- g) Shall hold a vote in all matters.
- h) Shall assist Chairperson with the agenda.
- i) May be a signing officer

5. Member-At-Large

- 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 hold a vote in all matters.
- c) May be a signing officer.

6. Fundraising Chair

- a) Shall hold meetings with fundraising committee and plan upcoming events and may provide an outline for the year.
- b) Shall attend PAC meetings and report on the committees fundraising events planned for the school year.
- c) Shall have a vote in all matters.
- d) May be a signing officer.

Duties of Representatives and other members

1. Past-Chair

- a) Shall assist and advise the Executive Officers in all matters concerning the Council.
- b) Shall act on behalf of the Vice-Chair in his/her absence.
- c) Shall help in a smooth transition between chairs.
- d) May chair the nomination committee.

2. District PAC Representative

- a) Shall act as liaison among the Council members, the Executive and the DPAC
- b) Shall report to the Council, and Executive Officers of DPAC deadlines for membership, resolutions, nominations, and conference registrations.
- c) Shall report at all Meetings.

3. School Planning Council (SPC) Representatives

As per the *School Act*, the SPC Representative:

- a) Executives can be one of the three elected SPC representatives to represent and speak on behalf of the PAC at SPC meetings.
- b) Shall take direction from the PAC membership.
- c) Shall report back to the PAC at meetings.

4. Nomination Committee

There shall be a Nomination Committee appointed by the Chair as required. This committee can be one or more Persons. Duties may include:

Finances

1. ALL Expenditures require approval of the Council. Any amount less than \$200.00, which does not have prior approval, will be approved at the next PAC meeting.
2. The Financial Signing Authority shall be with two signatures.
3. A member with Signing Authority may not sign a cheque in which he/she is the Payee.

Changing the Constitution and Bylaws

1. All motions to amend the constitution and/or bylaws shall require a written notice to the Council Members at least fourteen (14) days prior to the meeting at which the vote will be taken.
2. All motions to amend the constitution and / or bylaws shall require a two thirds (2/3) majority vote of the delegates present.
3. If & when changes are made to the Constitution and Bylaws shall clearly identify the changes and initial and date.

Removal of an Executive Officer

1. The members may remove an Executive Officer before the expiration of his/her term of office, by having a majority of 75% of the votes cast. They may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive Officer shall be given to the Council not less than 14 days prior to the meeting.

Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, Executive Officer, or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the chair when the member, Executive Officer, or committee member ceases to perform the task to which the papers relate.

Code of Ethics

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

1. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
2. Performs her/his duties with honesty and integrity.
3. Works to ensure that the well-being of the 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 information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Conflict of Interest and Perceived Bias

Conflict of Interest

- 1. That individuals refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary interest.
- 2. If an individual or family member is an employee of School District #68, then that information must be brought forth to the PAC at the time of nomination.

Perceived Bias

- 1. That the voice of the PAC must clearly be, and must be perceived to be, that of the parents of the School.
- 2. That individuals who may be in a situation of “perceived bias” by virtue of another role they hold in the educational system avoid functions within the PAC which involve representation to external organizations and to the general public.

Concerns

- 1. That members who have concerns regarding conflict of interest or perceived bias refer those concerns to the Council.

Definitions:

Conflict of Interest: a situation in which an individual or his/her immediate family could benefit monetarily from a decision of PAC which that individual can influence or vote upon.

Perception of Bias: a situation which may exist if an individual who represents the PAC to an external organization or to the general public is also an employee or elected official of any school district or the Ministry of Education. There may be a perception that he or she is not speaking solely in the interests of parents, and this may diminish the power of what is said.

Adopted by Pauline Haarer PAC, at Nanaimo, BC:

Chair – Jenni Burdes: _____	Dated: _____
Treasurer – Janis Chung: _____	Dated: _____
Secretary – Shawn Miller: _____	Dated: _____
Fundraising Chair – Tanya Turner: _____	Dated: _____
Member at Large – Sara Reeves: _____	Dated: _____