

**DEWDNEY ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

**CONSTITUTION
AND
BYLAWS**

ADOPTED: JUNE 09, 2008

CONSTITUTION

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CONSTITUTION

SECTION I – NAME

The name of this council is Dewdney Elementary School Parent Advisory Council, hereafter referred to in this document as “the Council”.

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

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

SECTION II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school and to support programs that promote parent involvement.
3. To advise the school board, principal and staff on any matter relating to the school, other than matters assigned to the school planning council.
4. To participate in the work of the school planning council through the Council's elected representatives.
5. To promote the interests of public education and, in particular, the interests of Dewdney Elementary School.
6. To provide leadership in the school community.
7. To contribute to a sense of community within the school and between the school, home and neighbourhood.
8. To provide parent education and professional development, and a forum for discussion of educational issues.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of Mission School District #75 Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

SECTION III – INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws.

“district” means Mission School District #75.

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in Mission School District #75.

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Dewdney Elementary School.

“parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in Mission School District #75.

“school” means any public elementary or secondary educational institution as defined in the School Act operating within Mission School District #75

“SPC” means the school planning council created for Dewdney Elementary School according to the School Act.

BYLAWS

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Dewdney Elementary School are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Dewdney Elementary School may be invited to become non-voting members of the Council if they are not the parent or guardian of a student registered at the school
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

5. Acceptance of any person as a non-voting member of the Council will be subject to a vote requiring a simple majority at a general meeting.

Compliance with bylaws

6. Every member will uphold the constitution and comply with these bylaws.
7. For matters not addressed by these bylaws, the most recent edition of Robert's Rules of Order will be followed.

Section II – MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held monthly during the school year. The September meeting will be designated as the annual general meeting.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community if such discussion does not relate to business or affairs that are appropriate matters for the Council as defined in this Constitution and Bylaws.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five voting members. This quorum must not be waived or suspended, even by unanimous consent.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

4. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast.
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. Members must vote in person on all matters. Voting by proxy will not be permitted.

7. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
8. A vote will be taken to destroy the ballots after every election.
9. Any voting member who is interested either directly or indirectly in a proposed contract, transaction or any other business of the Council, must refrain from voting on any such matter.

Section IV – EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the president, vice-president, secretary, treasurer, immediate past president, fundraising coordinator and 1 to 4 members at large.
3. The immediate past president is a non voting executive position.
4. If it is not possible for all executive positions to be filled, there must be a president, treasurer and secretary in order for the Council to carry out its business.
5. No member will hold more than one voting executive position at any time.

Eligibility

6. Any voting member of the Council is eligible to serve as a voting member of the executive.

Election of executive

7. The executive will be elected at each annual general meeting.
8. Elections will be conducted by a Council member in attendance at the general meeting. That member will be selected by a majority vote.

Term of office

9. The executive will hold office for a term of one year beginning immediately following the election.
10. No person may hold the same executive position for more than 2 consecutive years. This clause may be waived if no person, other than the incumbent, is willing to be nominated for the position.
11. To ensure continuity, executive members will be encouraged to offer their service for multiple terms so that preferably, no more than half of the executive body will retire in any school year.

Vacancy

12. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

13. 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 an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

15. No executive member may be remunerated for serving on the executive. However, an executive member may be reimbursed for reasonable and necessary expenses that are incurred while engaged in the Council's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president. Preferably, a meeting of the executive will be held immediately before each general meeting. Minutes will be kept for every executive meeting and made available to any Council member upon request.

Quorum

2. A quorum for executive meetings will be a simple majority of the members of the executive. This quorum must not be waived or suspended, even by unanimous consent.

Conduct

3. At executive meetings, members will not discuss individual school personnel, students, parents or other members of the school community if such discussion does not relate to business or affairs that are appropriate matters for the Council as defined in this Constitution and Bylaws.

Notice

4. Executive members will be given reasonable notice of executive meetings.

Voting

5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.

6. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI – SCHOOL PLANNING COUNCIL AND DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVES

School Planning Council representatives

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

District Parent Advisory Council representative

2. One representative to the Mission School District #75 Parent Advisory Council (DPAC) may be elected annually from among the voting members who are not employees or elected officials of Mission School District #75 or the Ministry of Education.

Election of SPC and DPAC representatives

3. The election of representatives to the SPC and DPAC will be by a show of hands or, where requested by two voting members present, by secret ballot.

Terms of office

4. SPC and DPAC representatives will hold office for a term of one year.

Vacancy

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election may be by a show of hands or, where requested by two voting members present, by secret ballot.

Section VII—CONDUCT OF EXECUTIVE & REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics included in these bylaws and attached to this document as Appendix A. All executive members and representatives will show their agreement to this code of ethics by signing the statement of understanding attached to it.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract, transaction or any other business with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. An executive member or representative having such interest must avoid using his or her position on the Council for personal gain and will refrain from voting on matters where a conflict of interest exists.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. ~~The President~~ will

- a. speak on behalf of the Council
- b. consult with Council members
- c. preside at membership and executive meetings
- d. ensure that an agenda is prepared for meetings
- e. appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. ensure that Council activities are aimed at achieving the purposes set out in this constitution and bylaws.
- h. be a signing officer for banking and legal documents
- i. assist in the preparation of a report which details Council activities and accomplishments for the year and presents this report at the last general meeting of the school year

B. The Vice-President will

- a. support the president
- b. assume the duties of the president during the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer, if required, for banking and legal documents
- f. assist in the preparation of a report which details Council activities and accomplishments for the year

C. The Secretary will

- a. ensure that members are notified of meetings
- b. record and file minutes of executive and general meetings and make copies available to Council members upon request
- c. keep an up to date copy of the constitution and bylaws and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. be a signing officer, if required, for banking and legal documents
- h. assist in the preparation of a report which details Council activities and accomplishments for the year

D. The Treasurer will

- a. be one of the signing officers for banking and legal documents
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts and disbursements at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence, as necessary
- j. submit an annual financial statement at the annual general meeting
- k. complete the paperwork necessary for the Council to apply for a British Columbia direct access gaming grant

E. The DPAC Representative will

- a. attend meetings of Mission School District #75 PAC (DPAC) as able, and represent, speak and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate and post DPAC newsletters, brochures and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives

F. Members-at-large will

- a. serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires

G. The immediate Past President will

- a. advise and support the membership and executive
- b. provide information about resources, contacts and other matters

H. The School Planning Council (SPC) representatives will

- a. attend all meetings of the school planning council (SPC)
- b. represent, speak and vote on behalf of the Council at SPC meetings
- c. request and take direction from the membership and executive
- d. be strong advocates for meaningful parent involvement in the school and school planning

I. The Fundraising Coordinator will

- a. propose fundraising projects to the executive, ensuring they meet the guidelines established in this Constitution and Bylaws.
- b. coordinate all activities related to a fundraising event and act as a liaison between the fundraising committee and the Council executive
- c. maintain a record of information pertinent to the organization of fundraising events held on an annual basis
- d. assist in the preparation of a report which details Council activities and accomplishments for the year

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the council will be July 1 to June 30.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council at a bank or financial institution registered under the Bank Act.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents. These signing officers will be members of the Council executive or members of the teaching and/or administrative staff of Dewdney Elementary School.
5. Two signatures, at least one of which must be that of an executive member, will be required on all banking and legal documents.
6. Any cheque payable to a signing officer must not be signed by that person.

Annual budget

7. The executive will prepare a budget and present it to the membership for approval when the current budget expires.

Non-budgeted expenditures

8. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
9. If budgeted expenditures exceed the budgeted amount by one hundred dollars or more, a vote at a general meeting is required for approval.
10. If budgeted expenditures exceed the budget by less than one hundred dollars a vote by the executive is required for approval.

Petty cash fund

11. The petty cash fund is intended to provide access to money for minor purchases and will not exceed one hundred dollars at any time.
12. The petty cash fund will only be accessible to Council executive members.
13. Reimbursements from the petty cash fund will not exceed twenty dollars. Reimbursements of an amount greater than twenty dollars will be in the form of a cheque issued by the Treasurer.
14. A receipt identifying the purchaser and the item(s) purchased must be submitted prior to any reimbursement.

Handling of cash

15. Funds received as cash as from a fundraising activity or event must be counted by two members of the Council, other than the treasurer, to verify the amount. Both members involved in this count will sign a declaration stating the amount of funds received before they are given to the treasurer.
16. The treasurer will count and verify the amount of any funds received as cash.

Treasurer's report

17. A treasurer's report will be presented at every general meeting.

Auditor

18. Members at a general meeting may, by a simple majority vote, choose to appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast at a general meeting, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or otherwise made accessible to all Council members.

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, representative or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president or secretary when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed in a manner acceptable to the Council that will benefit Dewdney Elementary School students.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Dewdney Elementary School, the Secretary-Treasurer of Mission School District #75 or the District Parent Advisory Council for Mission School District #75.

The Constitution and Bylaws set forth in this document are hereby adopted by the Parent Advisory Council of Dewdney Elementary School on the _____ day of _____, _____ and will take effect and supersede any previous Constitution and Bylaws upon the election of a new executive at the annual general meeting in September, _____.

APPENDIX A

CODE OF ETHICS

DEWDNEY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

A person who accepts a position as a Council executive member, committee member or representative will

1. read, understand and uphold the constitution and bylaws, policies and procedures of the electing body
2. perform his or her duties with honesty and integrity and in the interests of the Council
3. work to ensure that the well-being of students is the primary focus of all decisions
4. respect the rights of all individuals
5. take direction from the membership and executive
6. encourage and support parents and students with individual concerns to act on their own behalf and will provide information on the process for taking concerns forward
7. work to ensure that issues are resolved through due process
8. strive to be informed and only pass on information that is truthful and reliable
9. respect all confidential information
10. support public education

Administration of the Code of Ethics

The following is a process for dealing with a concern that an executive member, committee member or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with in a respectful manner.
- Any person involved may be assisted by a support person.
- There will be a fair review of all concerns brought forward in order to protect volunteers, executive members and representatives from vexatious and mischievous complaints.

PROCESS

1. All complaints, verbal or written, will be received by the president. 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 complainant will be directed to the vice-president. If the president and vice-president are both involved, any executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached and facilitate the complaints process. The chairperson is responsible for documenting the process. This documentation should include names of those involved, details of all meetings and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the complainant will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the chairperson will enter the discussion with the intent of facilitating a positive resolution.

7. The chairperson may request the participation of other executive members in the process.
8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the Council executive within 30 days of being notified of the decision.

Statement of Understanding

I, the undersigned, in accepting the position of _____ for Dewdney Elementary School Parent Advisory Council have read, understand and agree to abide by the Constitution, Bylaws and Code of Ethics. Should there be any concerns expressed with regard to the manner in which I carry out the duties of my position, I agree to the dispute resolution process as stated herein.

Name of Executive Member, Committee Member or Representative:

Signed on the _____ day of _____, _____

Signature: _____