

May 9, 2012

This letter is a notice of proposed changes to the current Christine Morrison PAC Constitution that were voted on at the May 3, 2012 PAC Executive meeting. These motions will be voted on and finalized at the beginning of the PAC General meeting on June 14, 2012 at 7:00 pm. Please review the following motions:

- Motion: to change the fiscal year to start August 1<sup>st</sup> and to end on July 31<sup>st</sup>.
- Motion: to add to PAC the position of "Treasurer's assistant" who would also have signing authority and whose sole purpose would be to work with and assist the treasurer.

If you have any questions or concerns regarding the above motions, please bring them to the PAC General meeting on June 14, 2012 at 7:00 pm.

Thank you,

Tanya Konings  
PAC Chair

# The Constitution of École Christine Morrison Elementary School Parents Association

## Section 1 - NAME

The name of the group shall be the École Christine Morrison Elementary School Parents Association or Christine Morrison PAC (Parents Advisory 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, or politics.

## Section 2 - PURPOSES OF THE COUNCIL

The purposes of the Council will be:

- To promote the education and welfare of students in the school
- To encourage parent involvement in the school, and to support programs that promote parent involvement
- To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
- To participate in the work of the school planning council through the Council's elected representatives
- To promote the interests of public education and, in particular, the interests of École Christine Morrison Elementary School
- To provide leadership in the school community
- To contribute to a sense of community within the school and between the school, home, and neighbourhood
- To provide parent education and professional development, and a forum for discussion of educational issues
- To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
- To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
- To organize and support activities for students and parents
- To provide financial support for the goals of the Council, as determined by the membership

To advise and participate in the activities of the Mission District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils

### **Section 3 - 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 School District No. 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 School District No. 75

**PAC or parent advisory council** means the parents organized according to the School Act and operating as a parent advisory council in École Christine Morrison 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 School District No. 75

**school** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 75

**SPC** means the school planning council created for École Christine Morrison Elementary School according to the School Act

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## **BYLAWS**

### **Section I - Membership**

#### **Voting members**

All parents and guardians of students registered in École Christine Morrison Elementary School are voting members of the Council.

#### **Non-voting members**

Administrators and teaching staff of École Christine Morrison Elementary School may be invited to become non-voting members of the Council.

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.

At no time will the Council have more non-voting than voting members.

#### **Compliance with bylaws**

Every member will uphold the constitution and comply with these bylaws.

### **Section II - Meetings of Members**

#### **General Meetings**

General meetings will be conducted with fairness to all members.

General meetings will be held each month, excluding December, March, July and August.

The meeting in June will be the annual general meeting at which time election of officers will take place.

#### **Conduct**

At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

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**

Members will be given reasonable notice of general meetings.

### **Section III - Proceedings at General Meetings**

#### **Quorum**

A quorum for general meetings will be 50% plus one of the Executive and any other voting members.

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**

Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

In the case of a tie vote, the Chair may, at their discretion, cast the deciding vote or table a motion.

Members must vote in person on all matters. Voting by proxy will not be permitted.

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.

A vote will be taken to destroy the ballots after every election.

### **Section IV - Executive**

#### **Role of Executive**

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

#### **Executive defined**

The executive will include the Chair, Vice-Chair, Secretary, Treasurer, immediate past Chair, and up to 2 D-PAC representatives and a maximum of 8 members at large.

#### **Eligibility**

Any voting member of the Council is eligible to serve on the executive, except administrators and teaching staff of School District No. 75 or the Ministry of Education.

#### **Election of Executive**

The executive will be elected at each annual general meeting and/or by advance poll. Each candidate will be given the opportunity to introduce themselves and to provide personal information. Members present will not partake in electioneering at the meeting or other personal opinions on potential candidates.

- 5a. Elections will be held via voice except in the case of two or more candidates running for the same position. In which case, elections for that position will be held by secret ballot.

**Term of office**

The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1<sup>st</sup> to June 30<sup>th</sup>).

No person may hold the same executive position for more than 2 years, unless no other member stands for the position.

**Vacancy**

In case of a mid-term vacancy in the executive, the executive shall be elected by the voting membership at the next PAC meeting and will hold office until the next election.

**Removal of Executive**

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 (*an eligible representative of a Council member*) to complete the term. 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**

No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

## Section V - Executive Meetings

**Meetings**

Executive meetings will be held at the call of the Chair. At least one meeting will be held before each general meeting.

**Quorum**

A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

**Notice**

Executive members will be given reasonable notice of executive meetings.

**Voting**

All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

In the case of a tie vote, the chair may, at their discretion, cast the deciding vote or table the motion.

## **Section VI - School Planning Council, District Parent Advisory Council, and External Committee Representatives**

### **School Planning Council Representatives**

A minimum of 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 School Planning Council Representatives (DPAC)**

Two representatives to the DPAC may be elected annually from among the voting members who are not administrative or teaching staff of School District No. 75 or the Ministry of Education.

### **Election of SPC**

The election of representatives to the SPC shall be by secret ballot.

### **Term of Office**

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

### **Vacancy**

If an SPC 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 must be by secret ballot.

## **Section VII - Conduct of Executive and Representatives**

### **Code of ethics**

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

#### **1a. Code of Ethics**

**A parent who accepts a position as a PAC Executive member will:**

uphold the constitution and bylaws, policies and procedures of the PAC

perform duties with honesty and integrity

work to ensure that the well being of students is the primary focus of all decisions

respect the rights of all individuals

take direction from the members, ensuring representation processes are in place

strive to be informed and only pass on information that is reliable

respect all confidential information

support public education



**Representing the Council**

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

**Privilege**

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**

An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

**Section VIII - Duties of Executive and Representatives****The Chair will:**

    speak on behalf of the Council  
    consult with Council members  
    preside at membership and executive meetings  
    ensure that an agenda is prepared  
    appoint committees where authorized by the membership or executive  
    ensure that the Council is represented in school and district activities  
    ensure that Council activities are aimed at achieving the purposes set out in the constitution  
    be a signing officer  
    submit an annual report  
    maintain impartiality by not participating in any voting at a general meeting while acting as chair  
    know where to find resources to assist members  
    present all correspondence at meetings  
    ensure that activities of the association are regularly reported to the members  
    know the constitution and bylaws and meeting rules

**The Vice-Chair will:**

- support the Chair
- assume the duties of the Chair in the Chair's absence or upon request
- assist the Chair in the performance of his or her duties
- accept extra duties as required
- know the constitution and bylaws and meeting rules
- be a signing officer

**The Secretary will:**

- ensure that members are notified of meetings
- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- ensure safekeeping of all records of the Council
- know the constitution and bylaws and meeting rules
- present minutes of past meeting for revision and adopting
- be one of the signing officers

**The Treasurer will:**

- be one of the signing officers
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- present a statement on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit manually with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
- submit an annual financial statement at the annual general meeting
- receive and deposit all funds for the Council in an account at a recognized financial institution approved by the PAC
- know the constitution and bylaws and meeting rules

**The DPAC Representative will:**

- attend all meetings of the DPAC and represent, speak, and vote on behalf of the Council
- maintain current registration of the Council
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives

know the constitution and bylaws and meeting rules

**Members at Large (Directors) will:**

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

know the constitution and bylaws and meeting rules

**The Immediate Past Chair will:**

advise and support the membership and executive

provide information about resources, contacts, and other matters

will sit for a one year term following their term as Chair

**The School Planning Council (SPC) Representatives will:**

Attend all meetings of the school planning council (SPC)

Represent, speak, and vote on behalf of the Council at SPC meetings

Request and take direction from the membership and executive

Be strong advocates for meaningful parent involvement in the school and school planning

Provide a report to all general and executive members

Attend general and executive meetings as directed by membership or executive

know the constitution and bylaws and meeting rules

## **Section IX - Committees**

The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

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.

Committees will report to the membership and executive as required.

## **Section X - Financial Matters**

### **Financial Year**

The financial year of the Council will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Power to Raise Money**

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

### **Bank Accounts**

All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the *Bank Act* as approved by the executive.

### **Signing Authority**

The Chair, Vice-Chair, Secretary and Treasurer will be the four signing officers for banking and legal documents. Two signatures will be required on all of these documents.

No signing officer may be one of the signatories on a cheque which is made personally payable to that signing officer (i.e. a reimbursement cheque for PAC expenditures). In addition, where two or more signing officers for the PAC are members of the same family and/or living at the same address, these officers may not together be signatories on any cheque written on the PAC bank account(s) nor on any legal document(s) signed on behalf of PAC.

### **Annual Budget**

The executive will prepare a budget and present it, at the September meeting, to the membership for approval before the current budget expires.

### **Non-Budgeted Expenditures**

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

- 6a. Expenditures of a non cost-recovery nature, not listed on the annual budget, in excess of \$300 require approval of a simple majority of the general membership.

**Treasurer's Report**

A written Treasurer's report will be presented at each general meeting.

**Auditor**

Members at a general meeting may appoint an auditor.

## **Section XI - Constitution and Bylaw Amendments**

The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.

Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

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 made accessible to all 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 Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## **Section XIII - Dissolution**

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 to another parent advisory council or councils in School District No. 75 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all records of the Council shall be given to the principal of École Christine Morrison Elementary School (*the Secretary-Treasurer of School District No. 75*).