

**CONSTITUTION AND BYLAWS**  
**ÉCOLE MISSION CENTRAL ELEMENTARY SCHOOL**  
**PARENTS' ADVISORY COUNCIL**  
**(revised September 2011)**

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**CONSTITUTION**

**Section 1 Name**

- The name of the Association shall be the École Mission Central Parent Advisory Council (School District #75)
- 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 2 Purposes**

- To advise the school principal and staff on parental views about school programs, policies and activities.
- To communicate with parents and to promote co-operation between the home and the school in providing for the education of the children.
- To organize PAC activities and events.
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

**Section 3 Membership**

- All parents and guardians of students registered at École Mission Central Elementary School may be voting members of the group.
- Administration and staff (teaching and non-teaching) of École Mission Central Elementary School may be non-voting members of the group unless they have children attending the school, in which case they may be voting members.
- At no time shall the Council have more non-voting than voting members.

#### **Section 4 Dissolution Clause**

- Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to the jurisdiction of School District #75 in the person of the principal of the school (École Mission Central Elementary). This provision is unalterable.
- 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.
- In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District #75 in the person of the principal of the school

### **BYLAWS**

#### **Section 1 Meetings**

- There shall be an Annual General Meeting for the purpose of election of the officers held in May of each year, with the exception of the Members at Large who will be voted on in September and School Planning Council in June. Additional general meetings shall be held at least once a month during the school year to conduct current business.
- The executive meetings and additional general meeting shall be held at the discretion of the Executive or upon the receipt of a petition representing fifty (50%) of the voting delegates.
- Meetings will be conducted efficiently and with fairness to the members present.
- 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 the Constitution.

#### **Section 2 Voting**

- A minimum of 8 voting members present at any duly-called general meeting shall constitute a quorum. In the case of there being less than 8 voting members at a meeting, a majority vote will suffice.
- Unless otherwise provided, questions arising at any meetings shall be decided upon by a simple majority vote.
- In the case of a tie vote, the chair will cast the deciding ballot.
- Voting of members on all matters must be given.
- The election of representative to the school planning council must be by secret ballot.

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#### **Section 3 Election of Executive Officers**

- The executive officers shall be elected from the voting members at the General Annual Meeting in May, except that no Management Staff or elected official of School District #75 or Ministry of Education shall hold an executive position.

- Call for nominations shall be made at the meeting in May with exception of the Members at Large, which will take place at the September general meeting and School Planning Council by secret ballot in June.
- In the vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
- A vote shall be taken to destroy the ballots.
- The newly elected members shall meet with the past executive in June before taking office.
- Three parent representatives to the school planning council shall be elected annually in June from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the parent advisory council.

**Section 4 Term of Office**

- The term of office shall commence in July of each year and shall be for one year.
- 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 three consecutive years.
- No person may hold more than one elected executive position at any one time.
- The Past-President shall hold that office for one year.
- The term of office for school planning council representatives shall be for one year.

**Section 5 Executive Officers**

- A board of elected officers and the immediate Past President shall manage the affairs of the council.
- The executive officers will be as follows:
  1. President
  2. Vice-President
  3. Treasurer
  4. Secretary
  5. Maximum of 4 Members at Large
  6. Past President

**Section 6 Duties of the Officers**

Duties of Officers shall include

- shall read and be familiar with the Constitution and bylaws and meeting rules.

President/Chairperson

- shall convene and preside at membership, special and executive meetings
- shall ensure that an agenda is prepared and presented
- shall appoint committees where authorized to do so by the executive or membership
- shall be an ex-officio member to all committees

- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- shall be the official spokesperson for the organization
- shall be a signing officer
- shall submit an annual report

#### Vice-President

- shall assume the responsibilities of the president in the president's absence
- shall accept extra duties as required
- may be a signing officer
- shall assist in the submitting of an annual report

#### Secretary

- shall record the minutes of membership, Special and executive meetings
- shall distribute minutes to Council members
- shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made submitted to the school board office for safekeeping
- shall issue and receive correspondence on behalf of the organization
- may be a signing officer
- shall safely keep all records of the Council
- shall assist with submitting the annual report

#### Treasurer

- shall be responsible for and report on the accounts of the organization
- shall be one of the three signing officers of the executive as per Section 8
- shall prepare a financial report for each general meeting as per Section 8
- shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section 8
- shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- shall submit an annual report

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#### Members at Large

- preference will be given to one representative of a) aboriginal, b) French Immersion, c) English
- should there not be a representative from a, b, or c then position will be open to the general membership.
- shall attend District PAC meetings and report back to the PAC
- assisting other officers in establishing ad-hoc committees when deemed necessary
- attend School Board Meetings and report to the membership on relevant matters

#### Past President

- shall help smooth transition between Presidents
- shall assist and advise Council
- shall act as a consultant for the President

#### School Planning Council

- be one of three elected SPC representative
- represent and speak on behalf of the PAC at SPC
- take direction from the general PAC membership
- report back to the PAC at general meetings

#### **Section 7 Committees**

- Standing and ad-hoc committees shall be formed when necessary
- Committees are responsible to the executive and members.

#### **Section 8 Finances**

- A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting in September of each year. A Financial Statement from the previous fiscal year shall also be presented at a general meeting in September.
- All funds of the organization will be on deposit in a bank for financial establishment registered under the Bank Act.
- The executive shall 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.
- All money spent above and beyond a predetermined petty cash amount of \$100 excluding concession will be first presented to and voted on by the executive and approved by a majority at a general meeting.
- A Treasurers report to all members should be made available at each general meeting.
- A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

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#### **Section 9 Constitution and Bylaw Amendments**

- Amendments to the Constitution and Bylaws of the École Mission Central School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
  1. Written notice of the meeting has been given to all members (14 days minimum)
  2. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws
  3. In urgent cases (i.e. Application for grants), where the above is not possible the Executive may amend the Constitution and Bylaws and then notify parents at the next

general meeting. In such a case, the executive membership must pass the amendments by a unanimous vote.

**Section 10 Code of Conduct**

- The École Mission Central Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- A parent who accepts a position as a PAC Executive Member:
  1. Uphold the Constitution and Bylaws, policies, and procedures of the PAC.
  2. Performs his/her 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 that the 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 that issues are resolved through due process.
  8. Strives to be informed and only act on information that is reliable and correct
  9. Supports public education

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the École Mission Central Parent Advisory Council, have read and understand and agree to abide by the Constitution, Bylaw and Code of Conduct set out in this document. I also agree to participate in the dispute resolution process (as outlined in the PCCPAC Leadership Manual) that has been agreed to by the electing body, should there be any concern about my work.

Name of Executive Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_