



# DEROCHE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION



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# CONSTITUTION

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## SECTION 1: NAME

1. The name of the association shall be the “Deroche Elementary School Parent Advisory Council”.
  2. The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
  3. The business of the PAC shall be unbiased towards race, religion, gender, or politics.
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## SECTION 2: PURPOSES OF THE PAC

1. The purpose of the PAC is to support, encourage, and improve the quality of education and the well being of students in Deroche Elementary School.
  2. To advise the principal and staff on parents’ views on any matter relating to school programs, policies, plans, and activities.
  3. To communicate with parents and to promote co-operation between the home and school in providing for the education of children.
  4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
  5. To organize PAC events and provide volunteers and fundraising activities to enhance the school experience for students.
  6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
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## SECTION 3: DISSOLUTION

Upon winding up or dissolution of the Deroche Elementary School Parent Advisory Council, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed in a manner acceptable to the council that will benefit Deroche Elementary School students. This provision shall be unalterable.

In the event of winding up or dissolution, all records of the council shall be given to the Secretary Treasurer of the Mission School District No.75 or the District Parent Advisory Council for Mission School District No.75.

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## **SECTION 4: INTERPRETATION OF TERMS**

**Parents** – as defined in the school act: the parent/parents or guardian of a child or children enrolled in School District No. 75

**(PAC) Parent Advisory Council** – any organized group of parents recognized under the British Columbia School Act

**School** – any public elementary or secondary educational institution operating within School District No. 75 (Mission)

**District** – refers to School District No. 75 (Mission) SD 75

**DPAC** – the Mission District Parent Advisory Council which is recognized by the Board of Trustees of School District No. 75 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**

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### **SECTION 5: MEMBERSHIP IN A PAC**

1. All parents and guardians of students registered at Deroche Elementary School are voting members of the PAC.
2. Trustees, superintendents, administration, education staff, support staff, and community members are only permitted to be non-voting members of the PAC.
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 PAC with associate membership.
4. At no time shall the PAC have more non-voting than voting members.
5. Every member will uphold the constitution and comply with the bylaws.

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### **SECTION 6: 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 school year end wrap up and final reports presented by the executive board in June of each year.
3. There shall be a Special General Meeting (SGM) for election of officers held in September of each year.
4. General meetings shall be held not less than eight times per year, one of those being the AGM.
5. Members will be given reasonable notice of general meetings.

6. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
7. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue. In cases where the problem cannot be resolved in house the council will move to access the DPAC to resolve the issue.
8. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

A. QUORUM

3 executive members plus 1 voting member 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. In the case of a tie vote the motion is defeated.
3. Members must vote personally on all matters. Voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

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## **SECTION 7: ELECTION OF EXECUTIVE OFFICERS**

1. The executive officers shall be elected from the voting members at the SGM. No elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before the SGM. Nominations shall come from membership.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a member) who shall hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.

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## **SECTION 8: TERM OF OFFICE**

The term of office shall commence September until September, of the following year. No person shall hold the same executive position for more than 3 consecutive years. This clause may be waived if no person, other than the incumbent, is willing to be nominated for the position.

To ensure continuity, executive members will be encouraged to offer their service for multiple terms so that preferably, no more than half the executive body will retire in any school year.

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## **SECTION 9: EXECUTIVE OFFICERS**

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past Chair.
2. The Executive Officers may be as follows:
  - A. Chair
  - B. Co-Chair
  - C. Treasurer
  - D. Secretary
  - E. District Parent Advisory Council Representative (2)
  - F. Two or more Members-At-Large
  - G. Past Chair

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## **SECTION 10: DUTIES OF OFFICERS**

The Chair shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership and assume the duties of their position in their absence
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives of the organization
- i) assist the treasurer in their duties as needed
- j) be the official spokesperson for the organization
- k) be a signing officer
- l) submit an annual report

The Co-Chair shall:

- a) assume the responsibilities of the chair in the chair's absence or upon request
- b) assist the chair in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer
- e) submit an annual report

The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the PAC
- g) submit an annual report

The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the PAC and ensure all funds are properly accounted for
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the PAC
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the PAC in a timely manner in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive draft a budget and tentative plan of expenditures as per Section 13
- j) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the AGM of the PAC

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
- d) submit an annual report to the PAC

Members at Large shall:

- a) serve in a capacity to be determined by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC require

The Past Chair shall:

- a) help smooth the transition between chairs
- b) assist, advise, and support the PAC
- c) provide information about resources, contacts, and other essential information to the PAC
- d) act as a consultant for the Chair
- e) chair the nomination committee

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## SECTION 11: CODE OF ETHICS

On election or appointment, every executive member must sign and agree to abide by the code of ethics outlined in this constitution.

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

1. Upholds the constitution, bylaws, policies, and procedures of the electing body (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 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

### **Disclosure of interest**

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.

An executive member or representative having such interest must avoid using his or her position on the council for personal gain and will recuse from voting on matters where conflict of interest exists.

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Deroche Elementary School PAC Executive, have read, understood, and agree 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: \_\_\_\_\_

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## **SECTION 12: COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. A nominating Committee shall be appointed annually before the SGM.
3. Committees are responsible to the executive and members.
4. The PAC executive may appoint members to committees annually.

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## **SECTION 13: 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 current approved budget.
3. All funds of the organization will be kept on deposit in the name of the council at 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 unrelated signatures will be required on all of these documents.
5. A treasurer's report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.
7. Funds received as cash/cheque from a fundraising activity or event must be counted by two members of the council to verify the amount. Both members involved in this count will sign a deposit declaration sheet stating the amount of funds received before being given to the treasurer.
8. All deposits and cheques will be recorded in some form of record book.
9. For every cheque written there needs to be an invoice or receipt.
10. The payee of a cheque cannot be a signer of that cheque.
11. Fundraising activities and expenditures need to be part of the annual budget and all parents should be informed of how the funds will be spent.
12. School related fundraising methods must be made with the approval of the principal.

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## **SECTION 14: CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the constitution, the members may, by a majority or 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 (14) 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 school board office for safekeeping only.



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## **SECTION 15: 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 fourteen (14) days before the meeting.

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## **SECTION 16: 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 chair when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Deroche Elementary PAC at \_\_\_\_\_, British Columbia,

on \_\_\_\_\_

Chair \_\_\_\_\_

Secretary \_\_\_\_\_