

**BARRIERE ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
Constitution and Bylaws**



Be it resolved that the Barriere Elementary School's Parent Advisory Council adopts the following Constitution and Bylaws:

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CONSTITUTION

Section I Name

The name of the Association shall be the Barriere Elementary School Parent Advisory Council. The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased toward race, religion, gender or politics.

Section II Purpose of the Council

The purpose of the Council is to support, encourage and improve the quality of education and wellbeing of students in Barriere Elementary School. The Council shall be responsible for the following:

1. To advise the principal and staff on parents' views on any matter relating to the school programs, policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To organize PAC activities and events.
4. To give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public.
5. To confer and cooperate with organizations other than schools which concern themselves with the care and protection and training of children and youth in the home, school and community.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

Section III Dissolution

1. If this Council desires to disband, the executive shall provide written notice of “intent to disband” to the Principal and the Superintendent’s office. The Superintendent will advise the Board. Notice of the intent to disband shall also be published in a school newsletter or notice to parents/guardians.
2. Within sixty days the Council may withdraw its “intent to disband” by notifying the Principal, Superintendent’s office and parents.
3. The Council and its affairs will be dissolved if the notice of “intent to disband” is not withdrawn within 60 days. The books of a dissolved council shall be left with the school Principal. Funds of the dissolved council shall be expended for school use. The Principal of the school will be the signing officer of the dissolved council.
4. In the event of dissolution or winding up of the Council, any and all gaming monies or assets purchased with gaming funds held at the date of dissolution shall be distributed by the Council to any such charitable organization or organizations in British Columbia having a similar charitable purpose.

The above four clauses shall be unalterable.

BYLAWS

Section IV Membership in the Council

1. All parents and guardians of students attending Barriere Elementary School may be voting members.
2. Individuals not described in 1 above will be non-voting members.

Section V Meetings

1. Notice of all general council meeting dates shall be provided to all parents/guardians with sufficient time to allow interested individuals to have topics included on the meeting's agenda.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive Officers held each year on a date agreed upon by the Council.
3. A draft budget and tentative plan of expenditures shall be presented at a general or executive meeting prior to the AGM.
4. There will be no fewer than eight general council meetings during the school year, one of those being the AGM.
5. Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings. Executive officers and any individuals included in the agenda items shall be the only members in attendance.
6. Meetings will be conducted efficiently and with fairness to the members present.
7. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

Section VI Quorum and Voting

At each meeting there shall be a quorum. A quorum shall be at least three voting members in total, two of which must be elected executive members. Without a quorum a meeting may be held for discussion but decisions will not be made until such time as there is a quorum.

1. Questions either arising at any meeting or presented another way to the Council 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 executive officers, which shall be done by secret ballot unless there is only one candidate for a position. A vote shall be taken to destroy the ballots after the election.
5. In the event of perceived or actual conflict of interest, the person in that perceived or actual conflict of interest will be asked to abstain from making comments and voting. In extreme cases, upon a majority vote at a General Meeting, the person in that perceived or actual conflict of interest will be asked to resign from his or her position.

Section VII Election of Executive Officers

1. The executive officers, with the exception of Past Chairperson, shall be elected from the voting members at the Annual General Meeting.
2. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
3. Regardless of its size, the executive must have a chairperson, secretary and treasurer.
4. Care must be taken to ensure there are no perceived or actual conflicts of interest within the Executive Council.

Section VIII Term of Office

1. The term of office shall commence immediately following election at the AGM and shall not exceed one year. In the event AGM takes place prior to the start of the school year, the term of office shall commence in September.
2. Any elected member of the Council may serve on the executive for as many years as is elected to a position.
3. No person may hold more than one elected executive position at any one time unless one of those positions is DPAC Representative, in which case, that person may hold a maximum of two elected executive positions at one time.
5. The Past Chairperson shall hold that office for one year.

Section IX Executive Officers

1. A board of elected officers and the immediate Past Chairperson shall manage the affairs of the Council.
2. The executive officers of the Council shall be as agreed by the members. For example, officers might be:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. District PAC Representative
3. At least one member will be designated as contact person.
4. All executive officers of the Council shall be voting members.
5. The Principal (or designate) shall be non-voting member of the executive council.
6. The executive council may decide, by majority vote of council, to add directors with general or specific duties to the executive council. (Examples: member at large, hot lunch coordinator, social media coordinator, fundraising coordinator).
7. The executive council may decide, by majority vote of council, to appoint a new executive officer to a position where the current executive officer has been absent for two or more consecutive meetings.
8. 50% plus 1 vote elects all officers.

Section X Duties of Officers

The Chairperson shall:

- a) Attend and preside at all meetings.
- b) Ensure that an agenda is prepared and presented.
- c) Know the constitution and bylaws.
- d) Know where to find resources to assist members.
- e) Appoint committees where authorized to do so by the executive or membership.
- f) Consult PAC members regularly.
- g) Ensure that the PAC is represented in school activities.

- h) Ensure that PAC activities are aimed at achieving the purposes of the organization.
- i) Be official spokesperson for the organization.
- j) Be given the option to be a signing officer.
- k) Draft an annual report prior to next AGM.

The Vice-Chairperson Shall:

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
- b) Assist the Chairperson in the performance of his/her duties.
- c) Accept extra duties as required.
- d) Be given the option to be a signing officer.

The Secretary shall:

- a) Attend all scheduled executive meetings and general meetings.
- b) Record, distribute and file the minutes of all executive and general council meetings.
- c) Issue and receive correspondence on behalf of the Council.
- d) Be given the option to be a signing officer should the need arise.
- e) Safely keep all records of the Council.
- f) Provide copies of documents as needed to members of the Council.
- g) Draft an annual report prior to next AGM

The Treasurer shall:

- a) Attend all scheduled executive meetings and general meetings.
- b) Receive all funds for the Council.
- c) Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC.
- d) Disburse funds authorized by the Council.
- e) Ensure that proper financial records and books of account are maintained.
- f) With the assistance of the executive, draft a budget and tentative plan of expenditures.
- g) Report on all receipts and disbursements at all general and executive meetings.
- h) Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
- i) Be one of the signing officers.
- j) Apply for annual gaming grant.
- k) Draft an annual report prior to next AGM.

The Past Chairperson shall:

- a) Help smooth the transition between Chairpersons.
- b) Assist, advise, and support the Council.
- c) Attend scheduled executive meetings.

The DPAC Representative shall:

- a) Attend all DPAC meetings in person or online if given the option.
- b) Maintain current registration of the PAC.
- c) Provide a report at all regular council meetings.
- d) Receive DPAC newsletters, brochures and announcements and provide to the Executive or relevant committee to circulate.
- e) Be given the option to be a signing officer should the need arise.

Section XI Registration

The Council becomes the Parents Advisory Council for the school when the Superintendent's office is notified of the name, address and phone number of the Council's executive committee members.

Section XII Donation of Equipment to the School

When the Parent's Advisory Council makes a donation of equipment to the school, it becomes the property of the school district and the principal and staff, in consultation with the Council, will determine the use of that equipment.

Section XIII Committees

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

Section XIV Code of Conduct

1. The Barriere Elementary School PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. 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.
3. Social media technology leveraged as a tool for communication and collaboration shall be used in a responsible and respectful manner that mirrors the socially supportive environments of our school community. Social media will be utilized within policies set out by School District 73.
4. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and bylaws, policies and procedures of the PAC.
 - b) Performs his/her duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) 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. Firstly, talk to the source; second, talk to the principal; third, have an executive member bring the issues to the executive.
 - f) Strives to be informed, and only passes on information that is reliable and correct.
 - g) Respects all confidential information.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Barriere Elementary School PAC Executive, have read, understood, and agreed to abide by the Code of Conduct set out in this document.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number: _____

Section XV Finances

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval prior to the end of June each year.
2. All proposed expenditures above and beyond the budget must be voted on and approved by majority at a general meeting.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers, one of whom will be the Treasurer, for financial services and legal documents. Two signatures will be required. Two of the three signors must be elected executive officers.
5. A Treasurer’s Report shall be presented at each general meeting.
6. All PAC purchases must be accompanied by a receipt. Receipts should only have PAC purchases on it if possible. This is necessary to reclaim GST from the School District
6. 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.

Section XVI Constitution and Bylaw Amendments

1. The Constitution and Bylaws may be amended at any general meeting of the Council by a two-thirds vote of the members present, provided that the proposed amendment was circulated in writing at the previous general meeting of the Council.
2. Any amendments or additions to the constitution and/or by-laws shall not be inconsistent with the goals and aims of education as stated by the Board of School Trustees or Ministry of Education.
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

Section XVII Rules of Order

The rules contained in Robert’s Rules of Order shall govern all matters of procedure not covered by these by-laws. Only voting members shall be present during voting procedures unless otherwise requested.

Adopted by the Barriere Elementary School PAC at Barriere, British Columbia, on

Date

Chairperson

Secretary