

# Quadra School Parent Advisory Constitution

Revisions approved January 2007.

## Name

The name of this organisation is the **Quadra School Parent Advisory Council** as per the School Act, Bill 67, Division 2.

The Council will operate as a non-profit organisation with no personal financial benefit.

## Purpose

The purpose of the Quadra School Parent Advisory Council (PAC) is to provide a forum where parents and guardians of children attending L'École Quadra Elementary School may consult, discuss or advise on whole school issues that support, encourage and improve the quality of education, safety and well being of children in the school community.

The Parent Advisory Council believes that fundraising activities should be directed towards providing programs and services that directly benefit Quadra children by enhancing the social, creative, recreational and learning environment in the school. Consequently, the PAC will not undertake or endorse initiatives to raise funds on behalf of community, social or charitable organizations. Further, the PAC urges the school administration to adopt a similar policy for activities initiated by teachers and staff. The PAC acknowledges, however, that there are a number of annual events that help demonstrate important elements of the social responsibility curriculum by combining charitable fundraising activities with lessons in altruism, volunteerism and care for community. The PAC supports the continuation of these activities, but encourages the school administration to limit these to one or two events each year.

## Belief

As parents, we recognise that our children's success at school depends not only on the School, but also on our interest, support and involvement in their education.

## Aims and Objectives

The objectives of the PAC shall be to:

- enhance communication among Parents, Students, Community, School Staff and Administration.
- promote family involvement in L'École Quadra Elementary School
- review, discuss and make recommendations to the School staff and Administration on:
  - ⇒ school policy and procedures
  - ⇒ programs and services
  - ⇒ facilities equipment and budgets
  - ⇒ parent/community education
  - ⇒ learning resources

- promote co-operation between the home and L'École Quadra Elementary School in providing for the education of children.
- contribute to the effectiveness of the school by promoting the involvement of parents and other community members

## **BY-LAWS revised January 17, 2007.**

### **Article I: Membership and Voting Privileges**

All parents and guardians of students registered at Quadra School shall be voting members of the PAC. Each parent and/or guardian shall have one vote.

Members of the school community who are not parents or guardians of students currently attending L'École Quadra Elementary School shall be non-voting members of the PAC.

### **Article II: Meetings**

**General meetings** shall normally be held monthly during the regular school year at times prescribed by the Executive. General Meetings shall include at least eight meetings per year and must include the AGM.

All **General Meetings** shall be open to all members of the community and notice of each meeting shall be sent to all parents and guardians and posted in the school at least five days prior to being held.

The Annual General Meeting (AGM) shall be held in May of each year. The business of the AGM shall include an annual report from the President and the annual elections of the executive officers.

**Executive Meetings** shall be scheduled by the executive as needed. Members of the PAC are welcome; however voting shall be restricted to the executive officers. There shall be one vote per position.

In all matters of conducting meetings, unless waived by the meeting, the latest edition of Robert's Rules of Order shall prevail.

### **Article III: Voting**

Voting will be done by a show of hands or in the case of the election of officers a secret ballot may be selected as per the wish of the membership.

No proxy votes are allowed.

The election of representatives to the School Planning Council must be by secret ballot.

#### **A. At General Meetings**

Voting privileges are limited to one vote per parent/guardian. Ten voting members present or, if less than ten members are present, the unanimous consent of those voting members present at any duly called General Meeting shall constitute a

quorum. A simple majority vote of those voting members present shall be sufficient for passage of any motion.

**B. At Executive Meetings**

Each Executive member shall have one vote regardless of the number of positions held. Any three Executive members shall constitute a quorum. A simple majority vote of the voting members present shall be sufficient for passage.

**Extraordinary General Meetings** may be called by the Executive with a minimum of forty-eight (48) hours' notice.

**Article IV: Executive Officers**

**A. Elections:**

**Election Term:** The length of term for Executive positions shall be one (1) year, from May 31, to May 30<sup>th</sup>.

Election of the Executive members shall take place during the AGM which will normally be held in May.

Three parents representatives to the School Planning Council Shall be elected annually from parents of students enrolled at the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. The term of office for School Planning Council representatives shall be one year.

A **Nominations Committee** shall be formed at an Executive meeting in **April** or as requested by the Executive.

Nominations may be received up to and during the **May** general meeting until declared closed by the President.

A notice of nominations shall be distributed to all families in the school at least three (3) weeks prior to the **May** general meeting.

Retiring officers are eligible for nomination and re- election during the **May** election. Two people may share an Executive position and the executive shall agree to the division of responsibilities.

If any officer resigns during a term, or if any office is not filled at the time of elections, the PAC Executive may appoint someone to fill the vacancy until the next election.

**B. Officers**

The Executive Officers of the Parent Advisory Council shall consist of the following elected positions:

- President/Chairperson
- Vice-President/Co-Chairperson
- Treasurer
- Secretary
- VCPAC Representative

**C. Responsibilities and Entitlements**

The responsibilities of the Executive Officers shall be as follows:

- Abide by the Constitution and By-laws, Code of Conduct/Ethics and Policies of the Council;
- Carry out the policies and programs adopted by membership;
- Transact the business of the Society between meetings;
- Keep members of the Society informed of its activities;
- Recruit a class representative for each division;
- Attend all regularly scheduled meetings and keep up-to- date records of council activities.

The entitlements of the Executive Officers are as follows:

- All executive members shall assume office upon election;
- An executive officer may serve on additional committees;
- No executive member shall be entitled to any salary remuneration.

#### D. Executive Duties:

The President shall

- convene and preside at all membership, special and executive meetings;
- in consultation with the PAC Executive and school administration, ensure that an agenda is prepared for each meeting;
- appoint committees where authorised to do so by the membership or Executive;
- take such action, or ensure that such actions are taken by others, to achieve the objectives and purposes of the organisation;
- be the spokesperson for the organisation, or shall be the person responsible for designating a spokesperson;
- ensure that all necessary dues, licenses and reports are in place;
- attend School SIPP Days or appoint an alternate;
- attend School Board and VCPAC meeting when necessary;
- ensure that the PAC has input in the Annual School Calendar;
- facilitate communication between parents and the school on matters of interest to the PAC.

The Vice-President shall

- assume the responsibilities of the President in the President's absence;
- accept extra duties as required.

The Secretary shall

- record and distribute the minutes of membership, special and executive meetings;
- issue and keep records of and all correspondence on behalf of the council;
- make minutes available to the community upon request;
- maintain committee lists;
- post minutes on the Parent's Bulletin Board;
- provide input into setting meeting agenda and the newsletter.

The Treasurer shall

- be responsible for maintaining accounts and up to date records on the finances of the Council which shall be reviewed or audited annually before the Annual General Meeting.
- be one of the signing officers of the Executive as per **Article V**;
- prepare an annual financial report for publication in the School Newsletter as per **Article V**;
- assist the Executive with a draft budget and tentative plan of expenditures as per **Article V**;
- receive all monies, issue receipts and co-sign cheques for the payment of authorised expenditures;
- provide input into setting meeting agendas and the newsletter;
- provide monthly financial reports.

The VCPAC Representative shall

- attend VCPAC meetings on behalf of the council and be spokesperson for the Council;
- report to the Council on VCPAC issues;
- obtain direction from the council to bring to VCPAC;
- post pertinent VCPAC information on the Parents' Bulletin Board;
- provide input into setting meeting agendas and the newsletter.

The School Planning Council (SPC) representative shall:

- Be one of three elected SPC representatives;
- Represent and speak on behalf of the PAC at SPC meetings;
- Take direction from the general PAC membership;
- Report back to the PAC at general meetings.

### **Article V: Finances**

A Budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General Meeting prior to the end of May of each year.

All funds of the organisation will be on deposit in a Chartered Bank or Credit Union.

The Executive shall name at least two (2) Signing Officers, one of them shall be the Treasurer and the other another member of the Executive, for banking and legal documents. Both of these signatures will be required for these documents.

The Table Officers shall be responsible for monitoring and allocating the Budget approved at a General Meeting.

The Executive shall have discretion over non-budgeted expenditures up to two hundred dollars (\$200.00). Disbursements exceeding \$200.00 must receive specific approval of the general membership at a General Meeting or through a newsletter vote.

A Treasurer's Report to all members shall be published annually in the School newsletter and presented where appropriate.

The members at any General Meeting will agree upon a need for audits, whereupon an independent auditor will be appointed as needed.

### **Article VI: Committees**

Standing and Ad-hoc committees shall be established annually and shall be responsible to the Executive.

The President, in consultation with the Executive, may appoint members to Ad-hoc committees.

Committees shall be responsible to the Executive and members of the PAC.

### **Article VII: Constitutional Amendments**

Amendments to the Constitution and By-laws of the Quadra School PAC may be made at any General Meeting at which business is conducted providing

- written notice of the meeting of at least fourteen (14) days has been given to all members;
- the notice of the meeting included notice of the specific amendments proposed;
- a two-thirds (2/3) majority vote of those voting members present at the meeting will be required to make an amendment;
- Amendment(s) to the Constitution and By-Laws shall be submitted to the Board of Trustees of School District 61 for such an amendment(s) to be approved.

### **Article VIII: Code of Conduct/Code of Ethics/Policies**

The Quadra School Parent Advisory Council is not a forum for discussion of individual school personnel, students, parents or any other individual member of the school community.

An executive member who is approached by a parent with a concern relating to Article VIII is in a privileged position and must treat such discussion as confidential and refer it to the appropriate authority.

The professional jurisdiction and responsibilities of teachers and administration should be understood and respected.

Discussion of school concerns shall be based on accurate and first hand information.

An individual member of the council shall not make unauthorised representations to outside bodies on behalf of Quadra School Parents Advisory Council.

The integrity and interest of members shall be respected and supported with respect to issues of the PAC.

Parents shall be informed of their right and responsibilities as outlined in the School Act.

Information for Parents will be circulated through our newsletter and general meetings.

No Parent shall use the council for personal financial gain.

The council shall not endorse any candidate for any political office.

The council shall not be used as a lobby group for special interest groups.

A PAC co-ordinator/representative handbook shall augment the constitution and by-laws.

**Article IX: Dissolution**

Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses that are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia as defined in the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution.

This provision shall be unalterable.

The approved Quadra Parent Council Constitution and By-laws (January 2007) shall replace all previous known and unknown constitutions and by-laws of the above council and shall be duly filed with the Board of Trustees of School District 61.