

Lord Beaconsfield Elementary School Parent Advisory Council Constitution and Bylaws

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- Adopted: April 10, 2013

Constitution

As of April 10, 2013 this Constitution replaces all previous Constitutions that may have been created and in effect.

Section I – Name

The name of the Association shall be the **Lord Beaconsfield Parent Advisory Council**, hereinafter referred to as "**PAC**".

The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender, or politics.

Section II – Purpose

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students at Lord Beaconsfield Elementary School.

- To advise the school principal and staff on parents' views on matters relating to the school programs, policies, plans and activities;
- To communicate with parents, and to promote co-operation between the home and the school in providing for the education of our children;
- To assist parents in accessing the public education system, and to facilitate advocacy support on behalf of all parents and students;
- To organize PAC volunteer activities and events which support the school;
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
- To work with the administration, staff, parents and community organizations to provide a healthy, safe and supportive environment;
- To provide a forum for the discussion of educational programs and services; and
- To promote a spirit of tolerance, mutual respect and cooperation within the school community.

Section III - The PAC's Role and Responsibilities

- Ensure a network of communication among parents;
- Ensure that parents can ask questions and have a pro-active voice in educational and related decisions at the school and district levels;
- Ensure that all parents' views are heard and represented fairly by the collective;
- Is responsible for managing PAC finances that support students and parents; and
- Is responsible for training and orientation of new PAC members and if applicable, School Planning Council (SPC) members.

Section IV - Membership

All parents and guardians of students registered at Lord Beaconsfield Elementary School are entitled to be voting members of the PAC.

Administration and teaching and non-teaching staff of Lord Beaconsfield School may be non-voting members of the PAC.

Members of the school community who are not parents of students currently in the system may also be non-voting members of the PAC, if invited by an executive committee member.

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

Section V - Meetings

There shall be an Annual General Meeting (AGM) for the purpose of electing officers held in June or September of each year, and additional General Meetings shall be held ideally once a month or more frequently if needed during the school year to conduct current business.

Notice of these meetings shall be made at least fourteen (14) days prior to the meeting.

Executive meetings and additional general meetings shall be held at the discretion of the Executive Committee.

Meetings will be conducted efficiently and with fairness to all members. Meeting formats will strive to follow the Robert's Rules of Order model at every opportunity, unless they are in conflict with the guidelines of this Constitution.

Section VI - Voting

Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote. In the case of a tie vote, the motion will be lost.

Voting of members on all matters must be given personally; voting by proxy shall not be permitted.

Voting shall be done by a show of hands

Quorum shall be set at 5 voting members at any General or AGM of the Lord Beaconsfield School PAC.

Section VII - Election of Officers

Call for nominations shall be made at the meeting preceding the AGM. The Executive Officers shall be elected from the voting members at the AGM, except that no employee or elected official of Vancouver School District #39, School Board, or the Ministry of Education shall hold an executive office.

In the event of a vacancy on the Executive during the year, the PAC Executive may appoint a new officer to be ratified at the next regularly scheduled PAC meeting.

The Chair shall conduct elections.

Section VIII - Term of Office

The term of office shall commence in September of each year and shall be for one year. No person may hold more than one Executive position at any one time.

Section IX -Executive Officers

A Board of elected officers shall manage the affairs of the PAC. This board shall be known as the "Executive Officers" of the PAC. There shall be a minimum of three (3) Executive Officers on the Board. Executive positions may be shared by 2 people.

The Executive Officers will be as follows:

- Chair
- Vice Chair (*optional*)
- Fundraising Chair (*optional*)
- Treasurer
- Secretary
- DPAC Representative

Section X - Duties of the Officers

Chair

The PAC Chair:

- Shall convene and preside at all membership, special, and Executive Committee meetings;
- Shall ensure that an agenda is prepared one week prior to the meeting and made available to the membership;
- Shall appoint committees where authorized to do so by the Executive Committee or the membership;
- Shall be an ex-officio member of 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 participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- Shall be the official spokesperson for the organization;
- Shall be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

Vice Chair

The PAC Vice-Chair:

- Shall assume the responsibilities of the Chair in the Chair's absence;
- Shall accept extra duties as required;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

Secretary

The PAC Secretary:

- Shall record the minutes of membership, special, and executive meetings;
- Shall distribute minutes to PAC members;
- Shall keep an accurate copy of the Constitution and Bylaws, and if and when changes are made, they shall be done in red and the amended copy shall be distributed to the membership at large in hard copy via email or posted on the PAC website.
- Shall issue and receive correspondence on behalf of the organization;
- Shall post the draft minutes of each PAC meeting on the PAC website one week prior to the next PAC meeting;
- Shall place a copy of the adopted minutes in a PAC designated file cabinet within the Lord Beaconsfield school building.
- Shall place in the designated file cabinet of Lord Beaconsfield School the financial reports received from the Treasurer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- May be a signing officer; and
- Shall file all documents and store all supplies belonging to the PAC, pertaining to PAC business in the school in June of each year.

Treasurer

The PAC Treasurer:

- Shall be responsible for and report on the accounts of the organization;

- Shall at each PAC meeting submit financial statements of the PAC, Gaming and school trust accounts which may include: Balance Sheet; Income Statement; Statement of Cash Flow and projection to Year End;
- Shall give a copy of these financial reports to the Secretary to place in the designated PAC file cabinet of Lord Beaconsfield school;
- Shall be one of the two (2) signing officers of the Executive Committee as per Section XII;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan
- Shall ensure another executive officer has access to the books in the event of his/her absence; and
- Shall file all documents and store all supplies belonging to the PAC, pertaining to PAC business in the school in June of each year.

DPAC Representative

The PAC District Parent Advisory Committee Representative:

- Shall be responsible for attending District PAC meetings;
- Shall discuss school concerns, issues and successes at the District PAC;
- Shall report back to the PAC on District issues;
- Shall seek input from the PAC on District issues;
- Shall hold voting privileges of the Lord Beaconsfield PAC at the District level; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

Section XI – School Planning Council and other Committees

The purpose of the School Planning Council (SPC) is to develop school plans at the beginning of each school year which will improve student achievement. Member(s) of the Lord Beaconsfield PAC, will be selected annually to represent parents on the SPC; one of whom must be a PAC executive member. The PAC's role throughout the planning process is to:

- maintain, in collaboration with the principal, ways to promote effective communication between parents and the SPC
- assist the SPC if requested to do so

PAC members may be appointed by the PAC Executive to participate on standing and ad hoc committees at the school or district level. Such committees shall be formed at the school level when necessary. Committees are responsible to the Executive Committee and members. The Chair may appoint members annually to committees after consultation with the Executive Committee.

Section XII - Finances

The fiscal year end of the PAC shall be June 30th. A draft/proposed budget and tentative plan of expenditures should be drawn up by the Executive Committee and presented for approval at the

October meeting of each year. A Treasurer's Report overview to all members shall be published in the Lord Beaconsfield school newsletter prior to the end of each school term. A need for audits may be agreed upon by the members at any General Meeting, where upon an independent auditor will be appointed by an ad hoc Audit Committee formed for that purpose.

All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act. The Executive Committee shall name at least two (2) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.

Any funds donated to the school from either the Gaming or PAC trust account must be in a designated amount for a *specific* event or purpose and a receipt from the vendor must be supplied to the PAC.

All money spent up to \$200.00 may be voted on by the PAC executive and reported on at the next PAC General Meeting. Any sum above and beyond \$200.00 requires approval by a majority at a General Meeting.

Section XIII - Constitution and Bylaw Amendments

Amendments to the Constitution and Bylaws of the Parent Advisory Council of Lord Beaconsfield School may be made at any General Meeting at which business is conducted, providing Written notice of the meeting has been given to all members at least fourteen (14) days in advance of the meeting. The notice of the meeting shall include notice of the specific amendments proposed. A two-third (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

Section XIV - Recall of Officers

Any Executive Officer may be removed, by a 2/3 majority of the PAC at any General Meeting of the PAC; provided there is 14 days written notice of the motion.

Section XV - Code of Conduct

The Parent Advisory Council of Lord Beaconsfield School 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:

- Upholds the constitution, bylaws, policies and procedures of the PAC;
- Performs her/his duties with honesty and integrity;
- Works to ensure that the well being of students is the primary focus of all decisions;
- Respects the rights of all individuals;
- Takes direction from the members, ensuring representation processes are in place;

- 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;
- Works to ensure those issues are resolved through due process;
- Strives to be informed and only passes on information that is reliable;
- Respects the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual; and
- Supports Public Education.

Section XVI - Dissolution

In the event of dissolution of the PAC, 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 Lord Beaconsfield PAC, all records of the organization shall be placed under the jurisdiction School District No. 39, in the person of the Secretary-Treasurer of the Vancouver School District.

Adopted

Adopted:

Adopted by Lord Beaconsfield Elementary School Parent Advisory Council at Vancouver, British Columbia, on April 10, 2013

Crispin Wye
Co-Chair

Original Signed October 16, 2013

Sev Araujo
Co-Chair

Original Signed June 14, 2013

Janna Feldman
Secretary

Original Signed September 18, 2013

Sharon Dillon
Treasurer

Original Signed June 16, 2013