

DAVID OPPENHEIMER SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

CONSTITUTION

Definition

The David Oppenheimer Parent Advisory Council is a group of parents and guardians whose children attend David Oppenheimer School. The purpose of the Council is to provide parents and guardians with an opportunity to influence the course of their children's education. The Parent Advisory Council shall act in an advisory capacity to the principal and school officials.

Dissolution Clause

Upon winding up or dissolution of the Parent Advisory Council, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to David Oppenheimer Elementary School. This provision shall be unalterable.

BYLAWS

1. All parents and guardians of children attending David Oppenheimer are members of the Parent Advisory Council (PAC). *(Amended June 9, 2008.)*
2. Members shall elect an Executive Committee to the Parent Advisory Council, which will set agendas, guide school enhancing activities and provide a voice for parents in school decision-making.
3. The Executive Committee shall consist of the following officers: Chairperson and Vice-Chairperson or Co-Chairs, Treasurer, Secretary, Fundraising Coordinator, up to 3 Members at Large (with specific functions) and Principal. *(Amended June 12, 2019.)*
4. No school staff members shall have voting privileges.
5. The election of Parent Advisory Council executive officers shall be held in June or September. Parents and guardians whose children attend the school are eligible to serve as executive members. School staff are not eligible for Parent Advisory Council executive positions other than that of Principal. *(Amended June 12, 2019.)*
6. The Annual General Meeting of the Parent Advisory Council shall be held in June. *(Amended June 9, 2008.)*
7. Parent Advisory council meetings shall be open to all parents, guardians and the general public and are meant to promote the exchange of information and ideas among the Principal, staff and parents. Meeting dates shall be published in school newsletters and posted in the school.
8. Minutes shall be kept for all Parent Advisory Council and Executive Committee meetings; these minutes shall be published and open to all members. A copy of the minutes of the most recent meeting shall be posted in the school and available on the school website. Individuals wishing printed copies may obtain extra copies on PAC board. *(Amended June 9, 2008.)*
9. The Treasurer shall keep an accurate accounting of all money received and disbursed. The Treasurer at each meeting held shall give a report. The signatures of two designated signing authorities are required for all cheques. The fiscal year will run from September 1 to August 31. The executive without prior approval of the membership may spend expenditures of up to 200.00 (to a maximum of 500.00 a month). *(Amended June 9, 2008.)*

10. The David Oppenheimer Parent Advisory Council shall adhere to the policies and practices of the Vancouver Board of School Trustees.
11. When PAC is facing large expenditures in excess of 10,000 dollars to facilitate a large project (e.g. playground, school-wide program, technology updates, etc.) the Executive must ensure that a process with criteria is met and as many parents and staff possible give that approval. *(Adopted June 9, 2008.)*
12. All expenditures in excess of 200.00 will be voted on at PAC meetings. A budget committee comprised of parents shall meet regularly to determine the needs of the school in the current school year. The budget committee will bring forth budget recommendations to be discussed and voted on annually at PAC meetings. Although the budget committee will oversee the budget, any parent can bring forth a recommendation to spend PAC dollars. No program or project will have precedence over another without being voted on each year by the PAC. No special events from previous years are guaranteed funding in future years. *(Adopted June 9, 2008.)*
13. In order for a PAC meeting to proceed, a quorum of 10 parents must be present. In the event that a PAC Meeting fails through lack of quorum to accomplish the business on the Agenda, the meeting shall be reconvened after a fifteen (15) minute recess. The members present at the reconvened meeting shall constitute a quorum. *(Adopted June 9, 2008.)*