

**SOUTH PARK PARENT ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS**

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## CONSTITUTION

### SECTION 1 NAME

The name of the Association shall be the South Park 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 2 PURPOSE OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in South Park Elementary School.

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 assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

### SECTION 3 DISSOLUTION

In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District 37 having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up.

## BYLAWS

### SECTION 4 MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at South Park Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of South Park Elementary School may be non-voting members of the Council.
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 Council.
4. At no time shall the Council have more non-voting than voting members.

### SECTION 5 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 election of officers held in May of each year.
3. General meetings shall be held not less than <sup>five (June 19, 2015)</sup> eight times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
6. 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 6

### A. QUORUM

The voting members 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 (50% + 1) vote.
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 officer, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. The election of representatives to the School Planning Council must be by secret ballot.

## SECTION 7 ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at the two meetings before the Annual General Meeting.
3. 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.
4. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

## SECTION 8            TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past Chairperson shall hold that office for one year.
5. The term of office for School Planning Council representatives shall be for one year.

## SECTION 9            EXECUTIVE OFFICERS

The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.

The Executive Officers may be as follows:

1. Chairperson
2. Vice-Chairperson(s)
3. Treasurer
4. Secretary
5. District Parent Advisory Council Representative
6. Two or more Members-At-Large (committees to be determined by Council)
7. Three School Planning Council Representatives (one rep must hold one of the positions above)

## SECTION 10 DUTIES OF OFFICERS

The Chairperson shall:

- Convene and preside at membership, special, and executive meetings
- Ensure that an agenda is prepared and presented
- Know the constitution and bylaws and meeting rules
- Know where to find resources to assist members
- Appoint committees where authorized to do so by the executive or membership
- Consult PAC members regularly
- Ensure that the PAC is represented in school and school district activities
- Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- Be a signing officer
- Submit an annual report

The Vice-Chairperson shall:

- Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- Assist the Chairperson in the performance of his/her duties
- Accept extra duties as required
- Be a signing officer
- Submit an annual report

The Secretary shall:

- Ensure that members are notified of meetings
- Record the minutes of general, special and executive meetings
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- Issue and receive correspondence on behalf of the organization
- May be a signing officer
- Safely keep all records of the Council
- Submit an annual report

The Treasurer shall:

- Be one of the signing officers of the executive
- Receive all funds for the Council
- Disburse funds authorized by the executive or members
- Maintain an accurate record of all expenditures of the Council
- Give a report of all receipts and expenditures at all general meetings
- Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- Make books available for viewing by members upon request
- Have the books ready for inspection or audit annually
- With the assistance of the executive, draft a budget and tentative plan of expenditures per year
- Ensure that another signing officer has access to the books in the event of his/her absence
- Submit an annual financial statement at the Annual General Meeting of the Council

The District PAC Representative shall:

- Attend PAC and DPAC meetings
- Seek and give input on behalf of the PAC to the DPAC
- Report back to the PAC
- Submit an annual report to the PAC

Members at Large (Committee Representatives)

- Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- Submit an annual report

The Past Chairperson shall:

- Help smooth the transition between Chairpersons
- Assist, advise and support the Council
- Provide information about resources, contacts, and other essential information to the Council
- Act as a consultant for the Chairperson
- Chair the nominating committee
- Submit an annual report

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

## SECTION 11 CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC)
2. Performs her/his 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



## SECTION 12 COMMITTEES

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

## 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 budget.
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 for banking and legal documents. Two 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.

## SECTION 14 CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of 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 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.

SECTION 15      REMOVAL OF AN EXECUTIVE MEMBER

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.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION 16      PROPERTY OF DOCUMENTS

All documents, records, minutes, correspondences 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 chairperson when the member, executive member, or committee member ceases to perform the task to which the paper relate.

Adopted by South Park PAC at Tsawwassen, B.C. on November 27, 2002.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

Section 5.2 amended by South Park PAC at Tsawwassen, B.C. on April 6, 2009

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary