

KELSET Elementary Parents' Advisory Council

Constitution & By-Laws

Updated
11/7/2013

CONSTITUTION

I. THE NAME

1. The name of the organization shall be the ĶELSET Elementary Parents' Advisory Council, herein referred to as the PAC, as per the School Act - Bill 67 - Division 2 - Section 8(1).
2. The PAC will operate as a non-profit organization with no personal financial benefit to its members.

II. MISSION STATEMENT

The PAC is dedicated to the education and well-being of our students. The PAC's primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

III. OBJECTIVES

The objectives of the PAC will be:

1. To further enhance the educational excellence of the school and to promote the well-being of students through the combined efforts of the parents, students, teachers and administrative staff.
2. To strengthen the role of families in education and schooling through the promotion of parent and guardian participation.
3. In partnership with school staff and administration review, discuss, and make recommendations and where appropriate, implement changes on:
 - school policy and procedures
 - programs and services
 - facilities, equipment, and learning resources
 - safety
 - parent/community education
 - community interaction
 - other issues affecting the school as they arise.
4. To facilitate open communication between parents, students, educators, administrators, the Board of School Trustees, COPACS, BCCPAC, Ministry of Education and the community.
5. To provide a forum for the discussion of matters of mutual interest to the school and families.

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OBJECTIVES CONTINUED

6. To foster a sense of community within the school, to provide leadership in the school community and to promote good relations between ÓELSET Elementary School and the neighbouring community.
7. To encourage parent involvement in the school and to support programs that promote parent involvement.
8. To raise funds for school activities and school equipment, and to provide financial support for the goals of the PAC, as determined by the membership.
9. To participate in the work of the School Planning Council through the PAC's elected representatives.

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IV. INTERPRETATION OF TERMS

“district” means School District No. 63 (Saanich)

“COPACS” means the Confederation of Parent’s Advisory Councils of Saanich, the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 63 (Saanich).

“PAC” or Parent Advisory Council” means the parents organized according to the School Act and operating as a parent advisory council.

“parent” is defined in the School Act and means

- a) the guardian of the student or child,
- b) the person legally entitled to the custody of the student or child,
- c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 63 (Saanich)

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 63.

“SCP” means the School Planning Council created for KÉLSET Elementary according to the School Act.

“BCCPAC” means British Columbia Confederation of Parent Advisory Councils.

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V. MEMBERSHIP

1. All parents and/or guardians of students registered at KÉLSET Elementary School shall be voting members of the PAC.
2. Each member shall be eligible to hold office.
3. Administrators and staff (teaching and non-teaching) of KÉLSET Elementary School may attend Advisory Council general meetings as non-voting members.
4. There shall be only one Parent Advisory Council for KÉLSET Elementary School.
5. At no time shall the PAC have more non-voting members than voting members.
6. Every member will uphold the constitution and comply with these by-laws.

VI. MEETINGS OF THE MEMBERS

1. General meeting times are set by the Executive and shall be held once a month from September to June.
2. Extraordinary meetings may be called by the President.
3. Members will be given reasonable notice of meetings.
4. Meetings shall be conducted informally in accordance with the By-Laws of the Advisory Council using Robert's Rules of Order when necessary.
5. Meetings shall be conducted efficiently and with courtesy, respect and fairness towards all. Individual concerns involving school personnel, students, parents, or other members of the school community will be directed to the District or toward another appropriate problem solving procedure.
6. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
7. The Annual General Meeting, herein after known as the AGM, shall be held in March of each year.
8. A quorum at a General Meeting and the AGM will be a minimum of three Executive Officers plus those members in attendance.

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VII. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
2. All matters requiring a vote will be decided by a simple majority of the votes cast (50% + 1).
3. The President shall not vote except in cases of breaking a tie.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands with the exception of the election of officers, which may be done by secret ballot. Any member can put forth a motion to have any vote held by secret ballot.
6. The election of the representatives to the School Planning Council (SPC) must be by secret ballot (School Act, Section 8(6)).
7. In extraordinary circumstances the Executive may vote electronically and must be disclosed at the next general meeting.

VIII. EXECUTIVE

At minimum the executive must consist of three members, including the president, treasurer and secretary.

Role of the Executive

1. The executive will manage the PAC's affairs between general meetings.

Eligibility

2. Parents and/or guardians of students registered at ĶELSET Elementary School shall be eligible to hold office.

Nomination and Election Procedures

1. The Nomination Committee, chaired by the Vice President, shall be formed at least thirty days before the AGM.
2. The committee shall call for nominations from the PAC membership and prepare a list of nominations for all Executive positions.

3. The committee shall try to ensure that there is at least one nominee for each position.

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4. The committee shall ensure that each nominee is willing to accept the office if elected.
5. The committee chair shall preside over the elections at the AGM and call for further nominations from the floor
6. Elections shall be held at the Annual General Meeting in March of each year with the exception of the SPC who are elected in October.
7. Eligible members of the PAC may nominate themselves or another eligible member for office.
8. Election for any position shall be by ballot, with simple majority winning.
9. A member who is not present may be elected if verbal or written acceptance of the nomination has been received by the Nomination Committee.
10. No member shall be entitled to vote by proxy.
11. No Member can be elected to hold more than one position, except for the positions of Past President, COPACS and SPC.

Term of Office

12. The length of term of Executive positions shall be one year.
13. The term of Executive positions is July 1st to June 30th.
14. No person may hold a position for more than three consecutive years.

Vacancy on the Executive

15. If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC may appoint a voting member of the PAC to fill the vacancy until the election. The appointment shall be ratified at the next PAC General Meeting.

Removal of an Officer

16. 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 appoint a voting member of the PAC to fill the vacancy until the election.
17. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting. The executive

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member in question will be informed of the intention to make a motion to remove and the grounds of the motion prior to the written notice being sent.

IX. SCHOOL PLANNING COUNCIL

18. 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.
19. One of the representatives will become an Executive Officer of the Parent Advisory Council.
20. The election of representatives to the School Planning Council must be by secret ballot.
21. The term of office for School Planning Council representatives shall be for one year.

X. DUTIES OF THE EXECUTIVE

1. Elected officers of the PAC shall be:

The **President** will:

- Convene and preside at all meetings of the PAC.
- Ensure that an agenda is prepared and presented.
- Appoint committees where authorized to do so by the executive or membership.
- Take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Be the official spokesperson for the PAC.
- Act as liaison between the PAC and the school administration and between the PAC and the community.
- Be an ex-officio member of all committees.
- Ensure that the Constitution and By-laws of the PAC are upheld.
- Be one of the signing officers of the Executive.
- Assume the role of Vice President if needed.
- Consult with PAC members.
- Ensure that the PAC is represented at school and district activities.

The **Vice President** will:

- Assume the responsibilities of the President in the President's absence.
- Assist the President when required.
- Chair the Nomination Committee.
- Be responsible for appointing and co-ordination class representatives.
- Accept extra duties as required.

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The **Secretary** will:

- Record minutes of general, executive and special meetings.
- Distribute the minutes to the executive prior to each meeting.
- Maintain files and maintain safekeeping of the PAC's permanent records, including, but not limited to minutes and constitution.
- Post a copy of all meeting minutes on the parent board at the school within fourteen days of each meeting.
- Be one of the signing officers of the Executive.

The **Treasurer** will:

- Be responsible for and report on the report on the accounts of the PAC.
- In consultation with the executive, draft an annual budget which includes a plan of expenditures.
- Prepare and present monthly reports and year-end reports at PAC general meetings as outlined in the School Act. Monthly reports shall include disclosure of any expenditures approved by the executive since the previous meeting.
- Be one of the signing officers of the Executive.
- Disburse funds as authorized by the membership or executive.
- Ensure that proper financial records and books of account are maintained.
- Make financial records and books of account available to members upon request.
- Have the financial records and books of account ready for inspection or audit annually.

The **Fundraising Coordinator** will:

- Shall chair or act as ex-officio member on all fundraising committees.

The **Communications Coordinator** will:

- Be responsible for all communication between the PAC and school population

The **Event Committee Coordinator** will:

- Chair or act as ex-officio member on all Events committees.
- Oversee the coordination of PAC organized events, including the Spring Fair.

The **COPACS Representative** will:

- Attend COPACS meetings and represent, speak and vote on behalf of ĶELSET Elementary.
- Communicate information, issues, concerns and responses between the PAC and COPACS.
- This position may be held in addition to another executive position.

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The **Food Coordinator** will:

- Prepare information for families regarding food days including dates, menu, and cost.
- Collect monies for food days and submit to the PAC Treasurer.
- Coordinate the purchase and distribution of food items.

The **School Planning Council Representative** will:

- Be one of three elected SPC representatives elected in October
- 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
- This position may be held in addition to another executive position.

The **First Nations Representative** will:

- Liaison between the First Nations communities and the membership.
- Provide input into Advisory Council activities from a First Nations perspective.

The **Past President** will:

- Strive to achieve a smooth transition between terms of office.
- Serve in an advisory capacity to the executive.
- Accept extra duties as required.
- This position may be held in addition to another executive position.

The **Member at Large** will:

- Serve in a capacity to be determined by the PAC at the time of their election and other times throughout their tenure as the needs of the PAC might require.

XI. COMMITTEES

1. The membership and executive may appoint committees to further the PAC's purpose and carry out its affairs.
2. Committees are responsible to the Executive.
3. Members are appointed to committees by the president (after consultation with the executive) when require.
4. Committee chairpersons shall present a report on their activity to the executive and membership upon request.

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XII. FINANCES

1. The financial year shall be from July 1st to June 30th.
2. A budget shall be prepared and presented to the Executive and General Membership for approval prior to the end of December.
3. All funds of the organization must be on deposit in a recognized financial institution.
4. The Executive shall name at least three signing officers, (President, Secretary and Treasurer) for banking and legal documents. Two signatures will be required for these documents.
5. All money spent outside approved budget parameters must be voted on at a General Meeting.
6. PAC Executive may make a discretionary expenditure under \$200 without prior approval. This expenditure must be disclosed at the next General Meeting.
7. A non-Executive member shall review the books after the fiscal year end of June 30 each year and report, in writing, to the President as to the status of the records.

XIII. CODE OF ETHICS

1. On election or appointment every executive member must sign and agree to abide by a code of ethics acceptable to the membership.
2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privilege and must not be divulged without permission of the person giving the information.
3. An executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive and must avoid using his or her position on the PAC for personal gain.

XIV. CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution and By-Laws of the ĶELSET Elementary Parent Advisory Council may be made at any meeting of the general membership providing:

1. All members receive written notice of the meeting 14 days prior to the meeting date.
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds majority (of those present) ratifies the amendments.

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4. The Executive should review the Constitution annually.

XV. RECORDS

1. All minutes and financial records will be kept for seven (7) years.
2. All documents, records, minutes, correspondence, web-site, e-documents or other papers kept by a member, executive member or committee member in connection with the PAC shall be deemed to be the property of the PAC and shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

XVI. CODE OF CONDUCT

1. The ĶELSET Elementary Parent Advisory Council 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, and will encourage the parent to follow the Districts' procedure for handling concerns as outlined in the school calendar handbook.
3. Executive members will be required to sign a code of conduct agreement when elected.

XVII. DISSOLUTION

In the event of dissolution of the PAC all assets and records of the PAC, after payment of all debts, shall be held in trust, under the jurisdiction of the School District, by the administrative officer(s) of ĶELSET School.

XVIII. AMALGAMATION

In the event of amalgamation, all assets and records of the PAC, after payment of all debts, shall be transferred to the PAC of the amalgamated school. Such an amalgamation shall be in no way construed as constituting dissolution.

CODE OF ETHICS

A parent who accepts a position as a PAC executive member:

- Upholds the constitution and by-laws, policies, and procedures of the electing body
- Performs his or her duties with honesty and integrity and in the interests of the PAC
- 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 membership and executive
- Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- Works to ensure that issues are resolved through due process
- Strives to be informed and only passes on information that is reliable
- Respects all confidential information
- Supports public education

Statement of Understanding

I, the undersigned, in accepting the following position of the KELSET Elementary Parents' Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.