

**Watson Elementary School  
PAC Constitution  
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School District #33

## Constitution for Watson Elementary School PAC

### **Section 1 – Name**

The name of the organization shall be the Watson Elementary School Parent Advisory Council (PAC) as per The School Act – Bill 67, Division 2, Section 8.

The Council will act as a non-profit organization with no personal financial benefit to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

### **Section 2 – Purpose of the Council**

The purpose of the Watson Elementary School Parent Advisory Council is to promote and support education. Its chief mandate is to foster the social, emotional, intellectual and physical well-being of children through the promotion of effective communication and co-operative participation between members of the home, the school, and the community.

1. To enhance communication and promote co-operation between: parents, students and community and staff, school administration, and school board.
2. In a consultative role, to advise the School Principal, School Staff, and the School Board on parental views concerning:
  - School policy and procedures
  - Programs and services
  - Parent / community education
  - Learning resources
3. To give parents an understanding of the school and its work and to assist them in accessing the school system.
4. To contribute to the effectiveness of the school and to a sense of community, by promoting the involvement of parents and other community members.
5. To organize and provide additional resources to the school through approved volunteer activities.
6. To foster co-operation between parents and teachers in life skills training and guidance of children, thus enabling children to achieve their full potential.
7. To encourage parent involvement in the school, and to support programs that promote parent involvement.
8. To advise the principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.
9. To promote the interest of public education and, in particular, the interest of Watson Elementary School.
10. To provide leadership in the school community.
11. To contribute to a sense of community within the school and between the school, home and neighborhood.
13. To provide parent education and professional development, and a forum for discussion of educational issues.

14. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
15. To organize and support activities for students and parents.
16. To provide financial support for the goals of the Council, as determined by the membership.
17. To advise and participate in the activities of SD33 district Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils.
18. Council is not obligated to provide a forum for, or involve itself in issues (political, industrial, corporate or otherwise) within the community for which there are adequate public community forums, town-halls, and information available on-line.

### **Section 3 – Interpretation of Terms**

“Community Organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.

“District” means School District No. 33

“DPAC” or “District Parent Advisory Council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33

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

“Parent” is defined in the School Act and means (a) the guardian of the person of the student or child (b) the person legally entitled to custody of the student or child or (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. 33.

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33.

## **Bylaws**

### **Section 1 – Membership**

#### **Voting Members**

1. All parents and guardians of students registered in Watson Elementary School are voting members of the Parent Advisory Council (PAC).
2. Staff members who are also parents of students registered in Watson Elementary School are voting members of the Parent Advisory Council (PAC) but shall not hold positions on the Executive.

#### **Non-Voting Members**

1. The School Administration shall select a representative(s) to sit as a non-voting member of the Parent Advisory Council.
2. The School Staff (teaching and non-teaching) shall select a representative(s) to sit as non-voting member of the Parent Advisory Council.
3. The remainder of the School Administration and Staff may sit as non-voting members of the Parent Advisory Council.
4. At no time will the Council have more non-voting than voting members.

#### **Compliance with bylaws**

1. Every member will uphold the constitution and comply with these bylaws.

## **Section 2 – Meetings of Members**

### **General Meetings**

1. General Meetings will be conducted with efficiently and with fairness to all members present.
2. The number of General Meetings shall be set by the Executive, with a minimum of two per school year.
3. One General Meeting shall be designated as the Annual General Meeting. The agenda shall include elections for the Executive officers and reports of the Executive and the Standing Committees.

### **Code of Conduct**

1. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
2. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the bylaws/guidelines of this Constitution.
3. The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system.
4. An Executive member who is approached by a parent(s) with a concern relating to Code of Conduct is in a privileged position and must treat such discussion as confidential.
5. The Constitution and Bylaws of the Watson Elementary School Parent Advisory Council shall be filed and approved by the Board of Trustees for School District No. 33 (Chilliwack) upon application for recognition.

### **Notice of Meetings**

1. Members will be given reasonable notice of general meetings by signs, flyers, newsletters, email, or websites. A calendar of meetings for the year satisfies the requirement for reasonable notice.
2. Notice of a Special Meeting shall be sent to all members and administrators at least two (2) days prior to the meeting.

## **Section 3 – Proceedings at General Meetings**

### **Quorum**

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. If at any time during a general meeting a quorum ceases to be present business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Voting**

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands, or where requested by two voting members present, by secret ballot.
5. A vote will be taken to destroy the ballots after every election.

#### **Section 4 – Executive**

The Parent Advisory Council shall elect a slate of Officers from the voting members for each school year.

##### **Role of Executive**

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

##### **Executive Defined**

1. The Executive will include the Chairperson, Co-Chairperson, Secretary, Treasurer, immediate past Chairperson, DPAC Representative.

##### **Eligibility**

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

##### **Election of Executive**

1. The executive will be elected at the annual general meeting.
2. The election portion of the Annual General Meeting shall be chaired by the School Principal or his/her Representative.
3. Call for nominations shall be made at least one meeting before the annual general meeting.
4. Elections shall be conducted by secret ballot.

##### **Term of Office**

1. The executive will hold office for a term of one (1) year.
2. Retiring officers are eligible for nomination and re-election during the elections, but no member may remain in any one position on the Executive for more than two consecutive years.

##### **Vacancy**

1. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
2. If any office is not filled at the time of the elections, the Parent Advisory Council may appoint someone to fill the vacancy until the next election.

##### **Removal of Executive**

1. The members may, by a majority of not less than 76% of the votes cast, remove an executive member before the expiration of his/her term of office, and may elect an eligible member to complete the term.
2. 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.

##### **Remuneration of Executive**

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in Council's affairs.

#### **Section 5 – Executive Meetings Meetings**

1. Executive Meetings shall be called at the discretion of the Executive or the Chairperson.

2. At least one meeting can be held before each general meeting.

### **Quorum**

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive

### **Notice**

1. Executive members will be given reasonable notice of executive meetings.

### **Voting**

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

### **Code of Ethics**

A parent who accepts a position as a Council Executive Member, Committee member, or Representative:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs his/her duties with honesty and integrity and in the interests of the Council.
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 membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process of taking concerns forward.
7. Works to ensure that 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.

### **Representing the Council**

1. Every executive member and representative must act solely in the interests of parent membership of the Council.

### **Privilege**

1. 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 privileged and must not be divulged without permission of the person giving the information.

### **Disclosure of interest**

1. An Executive member or representative who is interested, either directly or indirectly, in a proposed contract of transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such and executive member or representative must avoid using his or her position on the Council for personal gain.

## **Section 6 – Duties of Executive and Representatives**

### **Chairperson**

1. The Chairperson shall convene and preside at all membership, special and executive meetings.
2. Shall, in consultation with the Principal and Secretary, ensure that an agenda is prepared and presented.
3. May appoint committees where authorized to do so by the Executive or membership.
4. Will be the spokesperson for the Parent Advisory Council or will designate a spokesperson in special circumstances.
5. Be a signing officer.
6. Ensure that Council activities are aimed at achieving the purposes set out in the constitution.

### **Co-Chairperson**

1. Will assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
2. Will support the Chairperson.
3. Accept extra duties as required.
4. Be a signing officer.

### **Secretary**

1. Will record the minutes of all membership, special, and executive meetings.
2. Will preserve/file all the records of the Parent Advisory Council.
3. Ensure that members are notified of meetings.
4. Provide the Principal with the minutes of the PAC meetings.
5. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
6. Prepare and maintain other documentation as requested by the membership or executive.
7. Issue and receive correspondence on behalf of the Council.
8. Ensure safekeeping of all records of the Council.
9. Shall, in consultation with the Principal and Chairperson, ensure that an agenda is prepared and presented.
10. May be a signing officer.

### **Treasurer**

1. Will be responsible for the accounts of the Parent Advisory Council.
2. Will preserve records of the accounts.
3. Will be one of the three signing officers of the Executive as per bylaws.
4. Will prepare a financial report for each Parent Advisory Council meeting.
5. Will prepare a yearly financial report for presentation at the Annual General Meeting.
6. Will assist the Executive with a draft budget and tentative plan of expenditures.
7. Will disburse funds as authorized by the membership or executive.
8. Will ensure all funds of the Council are properly accounted for.
9. Will report on all receipts and disbursements at general and executive meetings.

10. Will make financial records and books of account available to members upon request.
11. Have the financial records and books of account ready for inspection or audit annually.
12. With the assistance of the executive, draft an annual budget.
13. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
14. Will submit an annual financial statement at the annual general meeting.

#### **Immediate Past Chairperson**

1. Will advise and support the membership and executive.
2. Provide information about resources, contacts, and other matters.

#### **Special Committees**

1. Shall be created by the Parent Advisory Council or its Executive as the need arises
2. The Executive shall establish specific guidelines for each of the Special Committees, to be reviewed yearly.
3. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
4. Committees will report to the membership and executive as required.

#### **Standing Committees**

At the present time, there is one standing committee, consisting of a Coordinator, who is appointed by the Executive, and various volunteers. The purpose of this Committee is to assist in and to promote fundraising. The duties of the committee is as follows:

##### **Hot Lunch Committee**

1. In consultation with the other members of the committee, the Coordinator will organize and distribute a lunch to the students on a regular basis or such date/months as set out in the PAC Annual Calendar of Planned Activities.
2. The Coordinator and committee members will collect monies from the students, and along with the Treasurer (or another Executive member appointed by the Treasurer) will count the money. The Treasurer will then deposit the money into the registered Parent Advisory Council account.

#### **Section 7 -- Financial Financial Year**

The Financial year of the Council will be July 1 to June 30<sup>th</sup>.

#### **Power to Raise Money**

The Council may raise and spend money to further its purposes.



**Bank Accounts**

All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

**Signing Authority**

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

**Annual Budget**

The executive will prepare a budget and present it to the membership for approval at a general meeting prior to the end of November each year.

The executive will define a specific goal for the year's fundraising efforts, and make that goal known to the parent population.

**General Finances**

All monies to be spent above a pre-determined petty cash amount shall be approved by the Executive and by a majority at a General Meeting of the Parent Advisory Council.

If circumstances require expenditure above the petty cash value, before the next General Meeting, the Executive may authorize the expenditure. The executive decision shall be reported at the next General Meeting of the Parent Advisory Council.

**Non-Budgeted Expenditures**

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Expenditures of less than \$200.00 may be approved by two (2) members of the Executive. The PAC can't spend over \$199.99 unless it is for a fundraiser event with 51% of Executive agreement.

**Treasurer's Report**

A treasurer's report will be presented at each general meeting.

**Auditor**

The need for audits shall be agreed upon by the members at any General Meeting, whereupon an independent auditor will be appointed.

**Section 8 – Constitution and Bylaws Amendments**

Amendments to the Constitution and Bylaws of the Watson Elementary School Parent Advisory Council may be made at any General Meeting at which business is conducted provided that:

1. Written notice of the meeting has been given to all members (7 days minimum)
2. The notice of the meeting has included notice of the specific amendments(s) proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.
4. Amendment(s) to the Constitution and Bylaws shall be approved by a two-thirds (2/3) majority vote of those voting members present at the meeting for such amendment(s) to be considered to have effect.
5. A copy of the amended Constitution and Bylaws shall be forwarded to the Chilliwack District Parent Advisory Council and the Superintendent of the Chilliwack School District.

**Section 9 – Property in Documents**

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

**Section 10 – Dissolution**

Upon dissolution of the Watson Elementary School Parent Advisory Council, assets that remain after payment of all costs, charges, and expenses which are properly incurred in the dissolution shall be distributed to:

1. Such charitable organizations or organizations registered under the provisions of the Income Tax Act (Canada) as may be determined by the members of the Watson Elementary School Parent Advisory Council at the time of the dissolution. This provision shall be unalterable.
2. Such charitable organization or organization having a similar charitable purpose. The provision shall be unalterable, or
3. Watson Elementary School. This provision shall be unalterable.

**Watson Elementary School PAC Constitution, May, 2014**

Adopted by Watson Elementary School at Chilliwack, British Columbia, on \_\_\_\_\_.

Signed by Chairperson: \_\_\_\_\_

Signed by Secretary: \_\_\_\_\_