

CONSTITUTION 2011/2012

SECTION I NAME

The name of the Association shall be the CHARLIE LAKE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (SD#60)

The council will operate as a nonprofit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSES OF THE PAC

1. The purpose of the Council is to support, encourage and improve the quality of education and well being of the students in Charlie Lake Elementary School.
2. To advise the principle and staff on parents' views on any matter relating to the school-programs, policies, plans and activities.
3. To communicate with the parents and to promote cooperation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. Provide parent education and professional development.

BYLAWS

SECTION III MEMBERSHIP IN THE PAC

1. All parents and guardians of students registered at Charlie Lake Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching), excluding those who are parents or guardians, of Charlie Lake 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 IV MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present according to "Robert's Rules of Order" as stated in the BCCPAC manual.
2. There will be an Annual General Meeting (AGM) for the purpose of the election of officers held the last Monday of May.
3. General meetings shall be held not less than 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 the 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 the individual school personnel, students, parents, or other individual members of the school community.

SECTION V

A. QUORUM

A quorum should be set to enable the meeting to carry on business with a representative number of the membership, without permitting too few to make all the decisions. 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 vote (50% + 1).
2. In 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 officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meetings before the AGM.
3. In the event of a vacancy on the executive during the year the Council shall appoint a new officer who shall hold office until the next election.
4. The Chairperson shall conduct election.

SECTION VII TERM OF OFFICE

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

SECTION VIII EXECUTIVE OFFICERS

1. A board of elected officers and the immediate Past Chairperson shall manage the affairs of the Council.
2. The Executive officers may be as follows:
 - Chairperson
 - Vice-Chairperson
 - Treasurer

- Fundraising Coordinator
- Secretary
- District PAC Representative
- Order Form Coordinator
- Kitchen Manager
- Food Committee Chairperson
- Past Chairperson

SECTION IX DUTIES OF OFFICERS

1. THE CHAIRPERSON SHALL:

Convene and preside at the 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 purposed of the organization. Be an official spokesperson for the organization. Be signing officer. Submit an annual report, as well as a report at each meeting outlining contacts made, concerns identified and upcoming agenda items. Discuss the agenda with the principle ahead of time to establish a good working relationship, as well as giving the principle the opportunity for input. On occasion delegate the responsibility of chairing a meeting or other duties, to the Vice-Chairperson to gain experience for the Chairperson's role.

2. THE VICE-CHAIRPERSON:

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. **Prepare and distribute communications to parents and staff.**

3. THE TREASURER SHALL:

Be one of the signing officer's of the executive. Receive all the funds authorized by the executive or members. Maintain an accurate record of all expenditures at the 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 ready for inspection or audit annually. With the assistance of the executive, draft a budget and tentative plan of expenditures as per section XI. Ensure that another signing 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 books remain the responsibility of the treasurer.

4. THE FUNDRAISING COORDINATOR SHALL:

Oversee and help coordinate any fundraising done by the PAC. Help get volunteers for events. Be a liaison between volunteering committees and PAC.

5. 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. If changes are made to the Constitution and Bylaws, they are dated and initialed and a copy should be submitted to the school board office for safekeeping. Financial records should be kept for five years. Decisions on other documents should be based on the value or precedent setting nature. Minutes can be a valuable history of the PAC. **Give notices and information to be posted on PAC Bulletin Board to the two volunteers keeping the board updated on a monthly schedule.**

6. THE DISTRICT PAC REPRESENTATIVE SHALL:

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

7. THE ORDER FORM COORDINATOR/CASHIER SHALL:

Oversee Hot Lunch programs to create calendar dates and order forms to be sent out monthly. With help form another volunteer, gather order forms and count monies associated with each day, checking for accuracy of food amounts with money given. These duties also apply to order forms and monies from all PAC events. Also separate money totals for each beneficiary (PAC or Principal Funds or Breakfast Program). Transfer monies to be deposited to the PAC Treasurer and school Secretary. Discuss issues with each program coordinator (i.e. Subway coordinator) to resolve any problems and report as necessary at the general PAC meetings the progress being made. Also help create and gather other order forms the PAC needs for various functions. Works in conjunction with Food Committee Chairerson.

8. THE KITCHEN MANAGER SHALL:

Manage the overall state of the kitchen. Meet with all hot lunch program coordinators in September to discuss kitchen issues. Execute an annual fall (September), winter (December) and summer (June) cleaning of the kitchen taking note of any needed items to be purchased. Maintain ongoing inspection of the kitchen's cleanliness/orderliness and overall working order of all equipment. Authorize/coordinate kitchen use with sign in sheet and staff needs. Report as necessary at general meetings any issues and purchase requests above the budgetary allocation. Post sign in sheet on kitchen door and any other reminder or health notices needed in kitchen area. *If this position is not filled for the year, the responsibility for the liability and coordination falls on school administration, therefore they would decide if any food programs could continue.*

9. THE FOOD COMMITTEE CHAIRPERSON SHALL:

Chair a meeting in September with all hot lunch program coordinators, Order Form Coordinator, any other interested PAC members and the Kitchen Manager to discuss the upcoming year's activities and issues. Chair other meetings throughout the year as deemed necessary. Makes a school schedule for food distribution i.e. Hot Lunches & Fruit and Veggie Program. Be available for consultation on any food related issues at the school and be a liaison to the Health Inspector. Organize the Food Safe Course each hot lunch coordinator requires. Report as necessary at general meetings any issues and progress.

10. 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 nomination committee.

11. THE SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVES SHALL:

Attend all meetings of the school planning council (SPC). Represent, speak and vote on behalf of the Council at SPC meetings. Request and take direction from the membership and executive. Be strong advocates for meaningful parent involvement in the school and school planning. Provide a written report to all general and executive meetings. Attend general and executive meetings as directed by the membership or executive. Submit an annual report.

CONSIDERATIONS

Annual reports are important because they:

1. Provide an opportunity to review personal as well as organizational goals.
2. Provide a record of accomplishment and actions taken.
3. Outline job descriptions for those considering running for an executive position.
4. Thank you's are mandatory and will be decided on and voted on at General PAC meetings. Depending on the event or gift, there are a variety of ways to show appreciation: cards, letters, newspaper ads, banners, signs, flyers, bulletin boards, etc. They are important for maintaining/gaining support from the community and parents.

SECTION X CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
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.

STATEMENT OF UNDERSTANDING:

I, the undersigned, in accepting this position of _____ on the Charlie Lake Elementary School PAC Executive, have read, understood and agreed to abide by the Code of Ethics set out in this document. 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.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number _____

SECTION XI 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 expenditures above 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.
7. To avoid liability issues all PAC money should be counted and verified by two people.
8. All requests for money need to be in written format and then voted on. Any costs less than \$150.00 need to be approved by a majority vote during an executive meeting. Any costs greater than \$150.00 need to be approved by PAC during a general meeting.
9. In the case of unforeseen expenditures the executive members have the right to call an additional general PAC meeting to address financial issues. Pre-existing programs are excluded from the above clause.

SECTION XIII REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term in office, and may elect a successor to complete the term.
2. 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 XIV PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with this 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 papers relate.

ADOPTED BY CHARLIE LAKE ELEMENTARY SCHOOL PAC AT FORT ST JOHN, BRITISH COLUMBIA.

Dated: _____

Chairperson: _____

Secretary: _____