

Parkcrest Elementary

PARENT ADVISORY COUNCIL

CONSTITUTION AND BY-LAWS

May 1, 2021

## TABLE OF CONTENTS

Section I Name

Section II Purposes

Section III Membership

Section IV Meetings

Section V Voting

Section VI Election of Executive Officers

Section VII Term of Office

Section VIII Executive Officers

Section X Committees

Section XI Finances

Section XII Constitution and By-law Amendments

Section XIII Code of Conduct

Section XIV Dissolution

Section XV Addendum: Cash Flow

## Guidelines for PAC

### SECTION I – Name

The name will be the Parkcrest Elementary Parent Advisory Council. The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council will be unbiased towards race, religion, gender or politics.

### SECTION II – Purposes

1. To encourage parental involvement and support for school activities and school programs.
2. To increase the awareness of the welfare and safety of the children in the school community.
3. To improve parents, school, School Board communications by relaying issues of concern.
4. To organize Parent Advisory Council (PAC) activities, events and fundraisers.
5. To administer the social media sites and accounts of the Parkcrest Elementary Parent Advisory Council.

### SECTION III – Membership

1. All parents and guardians of students registered at Parkcrest Elementary School may be voting members.
2. Administration and staff of Parkcrest Elementary School are non-voting members but are welcome to attend general PAC meetings.
3. At no time shall decisions be made if the Council has more non-voting members than voting members.

### SECTION IV- Meetings

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent of the voting delegates.
3. Meeting shall be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the Guidelines of this Constitution
5. At least one member of school administration shall be present at monthly general meetings.

### SECTION V – Voting

1. At each monthly meeting there shall be a quorum. A quorum shall be at least five voting members in total, two of which must be the executive.
2. Questions arising at any meeting may be decided upon by a simple majority vote.
3. In case of a tie vote, at any meeting, the motion will be lost.
4. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot. Voting by proxy shall not be permitted.

5. In the event of perceived or actual conflict of interest, the person in that perceived or actual conflict of interest will be asked to abstain from making comments and voting. In extreme cases, upon a majority vote at a General Meeting, the person in that perceived or actual conflict of interest will be asked to resign from his or her position.

#### SECTION VI- Election of Executive Officers

1. The Executive Officers, with the exception of the Past Chairperson shall be elected from the voting members at the Annual General Meeting.
2. In the event of a vacancy on the executive during the year, the Executive may appoint a new officer who shall hold temporary office until the next general PAC meeting. The appointment shall be confirmed by election at the next general PAC meeting.
3. The PAC Chairperson shall conduct elections but is not permitted to vote.
4. The ballots must be kept by the Executive for one (1) year and then may be destroyed after that year's election.
5. Regardless of its size, the executive must have a chairperson, secretary and treasurer whose duties following in Section IX.

#### SECTION VII – Term of Office

1. The term of office shall commence in September of each year and shall be for a term not exceeding one year.
2. Any elected member of the Council may serve on the executive for as many years as is elected to a position.
3. No person may hold more than one elected executive position at any one time, with the exception of the DPAC Representative position.

#### SECTION VIII- Executive Officers

1. The elected officers and the Past Chairperson shall manage the affairs of the Council.
2. The Executive Officers will be as follows:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
  - d. Treasurer
  - e. DPAC Representative (1-2) – appointed by executive officers

f. Past Chairperson, if student is still enrolled at Parkcrest Elementary and able to meet terms of voting member.

g. Fundraiser (1-2)

## SECTION IX – Duties of the Officers

### **Chairperson and Vice Chairperson**

- Attends and presides at all meetings
- Sets the agenda and chairs meetings, ensuring order is maintained at all times.
- Follows a set format keeping order at all times
- Attends all schedule executive meetings\checks the PAC mailbox in the school officer for correspondents, etc. and determines what action may be required, delegates to Executive members items consistent with portfolios.
- Acts as a liaison between the parents and staff
- Administers the Parent Advisory Council social media accounts and sites

### **Secretary**

- Attends scheduled executive meetings and general meetings
- Attends and takes minutes at all meetings
- Copies and distributes the agenda and minutes for all meetings if required
- Shall distribute minutes to the PAC Executive members and school principal as soon as possible after the last meeting, posting a copy on the PAC section of school website once the minutes are approved.
- Type letters from the PAC as requested by the Chairperson
- Maintain PAC e-mail distribution list
- Files one official copy of all agendas and minutes in the PAC filing system

### **Treasurer**

- Attends scheduled executive meetings and general meetings
- Prepares a summary of accounts from log chart of accounts for each meeting
- Files all receipts for PAC
- Applies for the annual Gaming Grant and completes Gaming Summary Report at the end of each fiscal year
- Applies for required Gaming License(s) for events and provides any follow reports as required by the Gaming Branch

- Prepares annual financial report for Annual General Meeting.
- Prepares annual budget in consultation with PAC and Executive members
- Keeps all paperwork and receipts pertaining to PAC purchases and disbursements in a safe and orderly fashion.

#### **DPAC Representative**

- Establishes and maintains lines of communication with the DPAC and other schools
- Attends all meetings of the DPAC and reports back to the school PAC
- Represents the PAC at DPAC and is part of advising the board on any matter related to education in the district.

#### **Past Chairperson**

- Shall help a smooth transition between Chairpersons
- Shall assist and advise the Council
- Acts as a consultant for the Chairperson
- Shall attend and preside at meetings in the absence of the Chairperson and the Co-Chairperson
- Attends scheduled executive meetings

#### **Fundraising Coordinator(s)**

- Attends scheduled executive meetings and general meetings
- Co-ordinates and recommends fundraising activities to achieve fundraising goals
- Liaises with school for the implementation of fundraising activities
- Liaises with fundraising organizations as PAC's official representative

#### **SECTION X – Committees**

1. Standing and ad-hoc committees shall be formed when necessary (for example, Christmas Craft Fair).
2. A Nominating committee may be appointed annually in September, before the Annual General Meeting
3. Committees are responsible to the executive and members

#### **SECTION XI – Finances (The fiscal year for finances runs July 1 to June 30 each year)**

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of June of each year.

2. Potential budget requests by Parkcrest Elementary School staff for the next school year are requested prior to the budget and tentative plan of expenditures.
3. All funds of the organization will be on deposit in a bank or financial establishment 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 cheques.
5. All money spent above and beyond \$100 will be first presented to and voted by the executive, and then approved by a majority at a General meeting.
6. A Treasurer's Report should be presented each PAC meeting with all income and expenses summarized to date. The Year End Treasurers Report should be published on the PAC Facebook page prior to the end of the school term. A Treasurer's report to all members should be published or posted to the school website prior to the end of the school term.
7. The spending of funds should benefit the majority of students.
8. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

#### SECTION XII – Constitution and By-law Amendments

Amendments to the constitution and by-laws may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (5 days minimum).
2. The notice of the meeting includes notice of the amendments proposed.
3. A majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

#### SECTION XIII – Code of Conduct

1. The Parkcrest Elementary School Parents 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.
3. A parent who accepts a position as a PAC Executive Member:
  - a. Upholds the constitution and by-laws, policies and procedures of the PAC
  - b. Performs his/her duties with honesty and integrity

- c. Works to ensure that the well-being of students is the primary focus of all decisions
- d. Respects the rights of all individuals
- e. Takes direction from the members, ensuring that representation processes are in place
- f. 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. Firstly, talk to the source; second, talk to the principal; third, have an executive member bring the issues to the executive.
- g. Works to ensure that issues are resolved through due process
- h. Strives to be informed and only passes on information that is reliable and correct
- i. Respects all confidential information
- j. Supports public education

SECTION XIV – Dissolution

1. Resolved that the Parkcrest Elementary School PAC, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Parkcrest Elementary PAC to such a charitable organization or organizations in British Columbia having a similar charitable purpose.

RESOLVED FURTHER that the further resolution shall not be altered or amended and shall continue to be binding on the Parkcrest Elementary School PAC.

RESOLVED FURTHER that the Parkcrest Elementary School will provide its undertaking by delivery of a copy of this resolution to the Gaming Policy and Enforcement Branch that it will abide by the limits of the application of its assets on dissolution as provided herein.

CERTIFIED to be a true and correct copy of a resolution unanimously passed by the Executive of the Parkcrest Elementary PAC at a meeting held on

DATE

Signed \_\_\_\_\_

2. In the event of dissolution of the Council, all records and properties shall be placed with the School District #73 in the person of the principal.

Cash Flow Guidelines for PAC

1. All spending of Parkcrest Elementary School Parent Advisory Council funds must be pre-approved by the Parkcrest Elementary Parent Advisory Council executive.

2. All PAC purchases must be accompanied by a receipt. This receipts should only have PAC purchases on it if possible. This is necessary so that we can reclaim the GST from the School.

3. Reimbursements for PAC purchases will be given in the form of a cheque and signed by two of the approved signing members. PAC members cannot authorize a cheque made out to themselves.