

Tyson Elementary School Parent Advisory Council

Constitution and Bylaws



TABLE OF CONTENTS

Constitution:

- Section I – Name
- Section II – Purpose
- Section III – Interpretation of Terms
- Section IV – Dissolution

Bylaws:

- Section I – Roles and Responsibilities
- Section II - Membership
- Section III - Meetings
- Section IV – Executive Meetings
- Section V – Quorum and Voting
- Section VI – Nomination and Election Procedures

- Section VII - Term of Office
- Section VIII - Executive Officers
- Section IX - Duties of Executive Officers
- Section X – District Parent Advisory Council
- Section XI - Committees and Coordinators
- Section XII - Finances
- Section XIII - Constitution and Bylaw Amendments
- Section XIV - Recall of Offices
- Section XV - Code of Conduct

CONSTITUTION

Section I - Name

The name of the Association shall be the Tyson Elementary School Parent Advisory Council or Tyson Elementary PAC, hereinafter referred to as "PAC". The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II – Purpose

- To advise the school principal and staff on parental views about school programs, policies, plans, and activities as advised by the membership;
- To communicate with parents, and to promote co-operation between the home and the school in providing for the education of our children;
- To assist parents in accessing the public education system, and to advocate on behalf of all parents and students;
- To organize and support activities for students and parents;
- To contribute to the community of Tyson Elementary School by promoting the involvement of parents and other community members;
- To fundraise and provide financial support to accomplish the goals of the PAC, as determined by membership votes;

- To provide leadership to the school community; and
- To contribute to a sense of community within the school and between school, home and neighbourhood.

Section III – Interpretation of Terms

“PAC” means the Parent Advisory Council

“DPAC” means the District Parent Advisory Council

“district” means School District #33

“parent” is as defined in the School Act and means

- (a) the guardian 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 at Tyson Elementary School.

“school” means Tyson Elementary School.

“executive” means the collective of the elected executive officers

“AGM” means the Annual General Meeting

Section IV – Dissolution

- A written notice of dissolution must be distributed to the members with appropriate notice prior to a general meeting at which a vote will be taken.
- The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.
- In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final general meeting.
- In the event of dissolution of the PAC, all records shall be placed under the jurisdiction of the principal of Tyson Elementary School.

BYLAWS

Section I - Role and Responsibilities

There is only one PAC for each school, and the PAC has important responsibilities that are legislated by the BC School Act (Section 8), to “advise the board and the principal and staff of the school...respecting any matter relating to the school” and to “assist the school planning council in carrying out its functions”. Manual of School Law:
www.bced.gov.bc.ca/legislation/schoollaw

The PAC is made up of parents and guardians, and can only function because of dedicated volunteers. The role of the PAC Executive is to carry out the tasks which sustain the PAC and ensure the active and informed participation of parents in enhancing a healthy school community:

- Ensure a network of communication among parents;
- Ensure that parents can ask questions and have a pro-active voice in educational decisions at the school and district levels;
- Ensure that all parents’ views are heard and represented fairly by the collective;
- Is responsible for managing substantial finances that support students and parents; and
- Is responsible for training and orientation of new PAC representatives.

Section II - Membership

All parents and guardians of students registered at Tyson Elementary School are entitled to be voting members of the PAC. Each member shall be able to cast one vote.

Administration, teaching and non-teaching staff of Tyson Elementary School may be non-voting members of the PAC with the exception of staff members who are also parents of students registered at the school.

Members of the school community who are not parents of students currently registered at Tyson Elementary School may be invited to become non-voting members of the PAC.

Non-voting members cannot be elected to an executive position. At no time shall the council have more non-voting than voting members.

Every member shall uphold the constitution and comply with these bylaws.

Section III - Meetings

- A minimum of five general meetings shall be held on a regular basis during the school year to conduct current business (September to June). Members will be given reasonable notice of meetings.
- The Annual General Meeting shall be held each May and shall include:
 - Presentation of the minutes from the previous Annual General Meeting,
 - Annual reports from the executive,
 - Election of the new executive officers, and
 - Approval of financial statements and proposed general budget.
- Up to 2 additional meetings may be called by the President, or at the written request of at least five members.
- Meetings will be conducted efficiently, with fairness to all members. Should procedural problems arise, any course of action may be taken if agreed upon by simple majority vote (50% plus one). Action must consider fairness, responsibility and reason. Robert's Rules of Order may also be used.
- The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaison with parents.

Section IV – Executive Meetings

- Meetings:
 - Held anytime as deemed necessary by executive.
 - Purpose is to carry on business between general meetings.
 - An effort will be made to hold 4 executive meetings a year
- Quorum:
 - A quorum for executive meetings will be a majority (50% plus one vote) of the members of the executive
- Notice:
 - Executive members will be given reasonable notice of executive meetings
- Voting:
 - All matters requiring a vote at executive meetings will be decided by a simple majority (50% plus one)
 - In case of a tie vote, the President does not have a second or casting vote, and the motion is defeated

Section V – Quorum and Voting

- Quorum at general meetings and the AGM will be a minimum of five (5) voting members, including three executives.
- Unless otherwise stipulated, questions arising at any meeting shall be decided upon by a simple majority vote (50% plus one vote).
- In the case of a tie vote, the motion will be lost.
- The President does not have a second tie breaking vote.
- Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
- Voting shall be done by a show of hands with the exception of the election executive officers, committee chairs and coordinators, the removal of officers, and in the event of a tie vote.

Section VI – Nomination and Election Procedures

Elections will be conducted at the AGM in May of each year.

Procedure:

1. Elections will be conducted by a member who is not seeking a nomination or position. In the absence of an eligible member, the vote will be turned over to a school administrator to conduct.
2. Nominations are called for each position. All nominees must be voting members of the PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

In the event of a vacancy on the executive during the year, the PAC executive may appoint a new officer to be ratified at the next regularly scheduled PAC meeting.

Section VII - Term of Office

The term of office shall commence on July 1st of each year and shall be for one year. No person may hold the same executive position for more than 3 years.

In the event that an executive position remains vacant, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

Two members of the same household may not both hold executive positions or both have signing authority.

Section VIII – Executive Officers

A board of elected officers shall manage the affairs of the PAC. This board shall be known as the "Executive Officers" of the PAC.

The Executive Officers will be as follows:

- President
- Vice-President
- Treasurer
- Secretary

In the event all positions cannot be filled, the minimum to be viable is three, President, Secretary and Treasurer.

The immediate Past President may remain on the executive for one year in a non-voting, advisory capacity to ensure a smooth transition.

Section IX - Duties of the Executive Officers

The PAC President:

- Shall convene and preside over all general and executive meetings;
- Shall appoint ad hoc committees where authorized to do so by the executive or the membership;
- Shall be an ex-officio member of all committees except the Nominating Committee;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- Shall prepare an annual report for AGM;
- Shall be the official spokesperson for the PAC;
- Shall be a signing officer for cheques and documents;
- Shall consult PAC members regularly to stay informed;
- Shall ensure an agenda is prepared for all meetings;
- Shall ensure PAC activities are aimed at achieving purposes set out in the Constitution;
- Shall ensure the PAC is represented in school activities;
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year, including any login credentials; and
- Shall ensure all relevant information regarding this position is provided to the incoming president by July 1st of each year.

The PAC Vice-President:

- Shall assume the responsibilities of the President in the President's absence;
- Shall assist President in the performance of their duties and shall accept extra duties

- as required;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan;
- Shall have access to PAC email accounts and assist in correspondence;
- May be a signing officer for cheques and documents;
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year, including any login credentials; and
- Shall ensure all relevant information regarding this position is provided to the succeeding vice-president or the executive by July 1st of each year.

The PAC Secretary:

- Ensure members are notified of general meetings and AGM;
- Shall compose and file minutes of all meetings within two weeks of meeting date which shall be marked as "DRAFT";
- Shall record and file minutes as "FINAL" once approved at the next meeting;
- Shall keep an accurate copy of the Constitution and Bylaws and have copies available for members;
- Shall issue and receive correspondence on behalf of the PAC;
- Shall place in the designated storage of Tyson Elementary School the financial reports received from the Treasurer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- May be a signing officer for cheques and documents;
- Shall ensure safe-keeping of all records of the PAC;
- Shall return all documents and supplies belonging to the PAC or pertaining to PAC business to the school in June of each year, including any login credentials; and
- Shall ensure all relevant information regarding this position is provided to the succeeding secretary by July 1st of each year.

The PAC Treasurer:

- Shall be responsible for and report on the accounts of the PAC;
- Shall deposit all funds collected on behalf of the PAC in an account designated by the PAC;
- Shall, at each PAC meeting, submit an Income Statement and Statement of Cash and projection to Year End;
- Shall, at each PAC meeting, report on all receipts and disbursements;
- Shall ensure all expenditures are authorized by motion or through approved budget;
- Shall disburse funds as authorized by membership and executive;
- Shall give a copy of these financial reports to the Secretary to place in the designated PAC storage of Tyson Elementary school;
- Shall be a signing officer for cheques and documents;
- With assistance from the executives, shall draft an annual budget outlining basic

- annual expenditures, to be presented at the AGM;
- Shall prepare annual report for the AGM;
- Shall participate in drafting an annual budget outlining any Gaming grant spending to be presented by the October meeting;
- Shall ensure another executive officer has access to the books in the event of their absence;
- Shall return all documents and supplies belonging to the PAC or pertaining to PAC business to the school in June of each year, including any login credentials; and
- Shall ensure all relevant information regarding this position is provided to the succeeding treasurer by July 1st of each year.

The PAC Past-President:

- Can advise and support members and executives;
- Can serve as advisor to President;
- Can provide information about resources, contacts and other matters; and
- Must return all PAC documents and supplies to the executive by June 30th of each year.

Section X – DPAC

The PAC District Parent Advisory Council Representative:

- Shall be responsible for attending DPAC meetings;
- Shall discuss school concerns, issues and successes with the DPAC;
- Shall report back to the PAC on District issues;
- Shall seek input from the PAC membership on District issues;
- Shall hold voting privileges of the Tyson Elementary PAC at the District level;
- Shall submit an annual report on DPAC at Tyson Elementary's AGM; and
- Shall ensure that all relevant information regarding this position is passed on to the succeeding DPAC representative.

Section XI – Committees & Coordinators

- The executive may appoint committees or individuals to further the PAC's purposes and carry on its affairs.
- Committees and coordinator roles shall be established as needed and dissolved when no longer necessary.
- Committees or individual appointees shall report promptly to the executive and the PAC members at general meetings.
- Terms of reference of each committee will be specified by the executive at the time the committee is established.
- Any executive may hold a Committee, Chair or coordinator position.

Fundraising Committee and/or Chair

- Role shall be elected by secret ballot if more than one candidate has come forward. Election shall be run by one executive member and one non-executive member, provided they are not seeking the position, with votes being counted by both individuals;
- No individual may hold a chair position from more than three (3) consecutive years;
- The committee shall oversee and/or operate any fundraising that furthers the purposes of the PAC;
- Shall report to executive and general membership at general meetings;
- Shall ensure any documents and supplies are returned to PAC at the end of the term or on dissolution; and
- Shall provide any login credentials used at the end of the term or upon dissolution.

Hot Lunch Committee and/or Chair

- Role shall be elected by secret ballot if more than one candidate has come forward. Election shall be run by one executive member and one non-executive member, provided they are not seeking the position, with votes being counted by both individuals;
- No individual may hold a chair position from more than three (3) consecutive years;
- The Hot Lunch Committee and/or chair shall oversee and operate any Hot Lunch days. This is limited to events requiring prepayment of food items by parents or guardians;
- Shall report to executive and general membership at general meetings;
- Shall ensure any documents and supplies are returned to PAC at the end of the term or on dissolution; and
- Shall provide any login credentials used at the end of the term or upon dissolution.

Nomination Committee

- Shall be appointed annually, ahead of the Annual General Meeting.
 - The nomination committee shall be disbanded following voting for executive officers;
 - Shall recognize all nominations with fairness and respect; and
 - Shall conduct all voting pertaining to executive officers.

Social Media Coordinator or Communications Secretary/Coordinator

- Purpose is to inform and educate members of PAC activities and business;
- Shall be appointed by the executive;
- If the coordinator holds an executive position, at least one other executive officer must have administrative privileges on all accounts;
- Every effort must be made to post only accurate information;
- Every effort shall be made to be respectful of all;
- Shall ensure any documents and supplies are returned to PAC at the end of the term or on dissolution;
- Shall provide any login credentials used at the end of term; and
- Shall be removed as administrator on any PAC social media accounts at the end of the term.

Other

- Other committees or roles may be created when necessary. Said committees shall be enacted in the same manner as Fundraising and Hot Lunch Committees. Any additional terms of reference shall be defined at the establishment of a committee.

Section XII - Finances

Fiscal Year

- The fiscal year shall run from July 1 to June 30.

Power to Raise Money

- The PAC may raise and spend money to further the purposes of the PAC.

Annual Budgets

- An annual budget and tentative plan of expenditures, pertaining to general funds, should be drafted by the Executive Committee and presented for approval at the AGM.
- An annual budget and tentative plan of expenditures, pertaining to any Gaming Grant funds, shall be drafted by the executive and presented for approval at the October general meeting.
- Any funds donated to the school from the Gaming grant account must be for a designated amount for a specific event or purpose and a receipt from the vendor must be supplied to the PAC.

Audits

- A need for an audit may be agreed upon by the members at any general meeting, where an independent auditor will be appointed by an ad hoc Audit Committee

formed for that purpose.

Bank Accounts

- All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.

Signing Authority

- The Executive Committee shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.

Non-budgeted Expenditures

- All monies spent up to \$200.00 is permitted but requires pre-approval by the executive officers and must be reported at the next general meeting.
- Any sum above and beyond \$200.00 must be approved by a majority (50% plus one vote) at a general meeting.

Committee Fininaces

- Committees and/or committee chairs must submit a budget pertaining to the scope of the committee. Any expenditures exceeding \$200.00, must be voted on by simple majority for approval at a general meeting. Exceptions are for any spending already approved in the annual or gaming grant budgets, or any spending up to \$200.00 which may be authorized by the executive.

Treasurer's Report

- Shall be presented at each general meeting.

Section XIII - Constitution and Bylaw Amendments

A review of the Constitution and Bylaws shall take place every 3 to 5 years by a committee consisting of at least three members, including one executive member.

Amendments to the Constitution and Bylaws of the Parent Advisory Council of Tyson Elementary School may be made at any general meeting at which business is conducted, providing written notice of the meeting has been given to all members at least fourteen (14) days in advance of the meeting. The notice of the meeting shall include notice of the specific amendments proposed. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

Section XIV - Recall of Officers

Any Executive officer may be removed before the expiration of their term, by secret ballot, by at least a two-thirds (2/3) majority of the PAC members at any general meeting.

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

Section XV - Code of Conduct

The Parent Advisory Council of Tyson Elementary School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. 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.

Any member who accepts a position of leadership, such as an executive officer, committee chair, representative or coordinator shall:

- Uphold the constitution and bylaws, policies and procedures of the PAC;
- Perform their duties with honesty and integrity;
- Work to ensure that the well-being of *all* students is the primary focus of all decisions;
- Respect the rights of all individuals;
- Respects the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual;
- Inform the PAC Of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made;
- Strive to be informed and only pass on information that is reliable;
- Make a reasonable effort to attend all applicable meetings;
- Take direction from the members and ensure that they are represented;
- Sign the attached "Statement of Understanding;" and
- Work to ensure that any issues are resolved through due process.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Tyson Elementary School Parent Advisory Council Executive, have read, understood, and agree 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 Officer _____

Signature _____

Date _____

Phone number _____