



Constitution and By-laws

CONSTITUTION

SECTION I – NAME

The name of the organization shall be Westview Elementary Parent Advisory Council (PAC).

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased toward race, religion, gender or politics.

SECTION II – PURPOSE & OBJECTIVES

The purpose of the Council shall be to promote and support education and to contribute to a sense of school community at Westview Elementary.

1. To advise the principal and staff on parent's views on any matter relating to the school – programmes, policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize and provide additional resources to the school through approved PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III – DISSOLUTION

1. In the event of dissolution or winding up of the PAC due to closure of the school, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District 47 (Powell River). The receiving council(s) shall have purposes and objectives similar to those of this PAC and which meet all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records and remaining funds of the organization shall be placed under the jurisdiction of School District 47 in the person of the principal of Westview Elementary.

SECTION IV – INTERPRETATION OF TERMS

Parents – The parent(s) or guardian (s) of a child or children in School District 47.

Parent Advisory Council (PAC) – any organized group of parents recognized under the British Columbia School Act.

School – any public elementary or secondary education institution within School District 47 (Powell River).

District (SD) – School District 47 (Powell River).

DPAC – The District Parent Advisory Council, which is recognized by the Board of Trustees of School District 47, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations – groups that demonstrate an interest in education and are not already included in the scope of this constitution.

Executive – any member of the PAC elected to the position of chairperson, co-chairperson, secretary and treasurer.

Director – any nominated member of the PAC not holding an executive position.

BY-LAWS

SECTION V – MEMBERSHIP

All parents and guardians of students enrolled at Westview Elementary are voting members of the PAC.

Administration and staff (teaching and non-teaching) of Westview Elementary may be non-voting members of the PAC.

Members of the school community who are not parents of students currently enrolled in the school may be invited to become non-voting members of the PAC.

At no time shall the PAC have more non-voting members than voting members.

SECTION VI – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each year.
3. There shall be a Budget General Meeting, for the purpose of approving all proposed expenditures, held prior to the end of each school year. This allows the budget to be in effect as of the first day of school in September.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these by-laws, Robert's Rules of Order shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION VII – A. QUORUM

A total of three voting members present at any duly called meeting shall constitute a quorum for the PAC.

SECTION VII- B. VOTING

Unless otherwise provided, matters arising at any meeting shall be decided by a simple majority vote (50% plus 1).

In the case of a tie vote, the motion is defeated.

Voting by proxy shall not be permitted.

SECTION VIII – ELECTION OF EXECUTIVE OFFICERS

1. The executive officers of the PAC shall be elected from the voting members at the Annual General Meeting by way of secret ballot. 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 two meetings before the Annual General Meeting. A letter of notice for nominations should be distributed to all families of the school at least 30 days prior to the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by the PAC) who shall hold office until the next election.
4. If a Nominations Committee Chairperson has been appointed then this chairperson shall conduct the elections.

SECTION IX – TERM OF OFFICE

1. The term of executive office shall commence with the beginning of the next school year following election at the AGM and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. Directors may continue to be active members of the PAC for as many years as they wish.

SECTION X - EXECUTIVE OFFICERS

The PAC shall elect executive officers from the voting members for each school year.

The Executive Officers shall be as follows:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

SECTION XI – DUTIES OF OFFICERS

A. The President shall:

1. Know the constitution and bylaws and meeting rules
2. Convene and preside at membership, special, general, and executive meetings ensuring that an agenda is prepared and presented.
3. Appoint committees where authorized to do so by the PAC.
4. Be the official spokesperson for the PAC
5. In the interests of a good working relationship, discuss agenda items with the school principal prior to the meeting.
6. May be a signing officer.

B. The Vice President shall:

1. Assume the responsibilities of the President in the President's absence or upon request.
2. Assist the President in the performance of his/her duties.
3. Ensure that the PAC is represented in school and school district activities.
4. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
5. Know where to find resources to assist members.
6. Accept extra duties as required.
7. May be a signing officer.

C. The Secretary shall:

1. Ensure members are notified of meetings, ensuring that an agenda is prepared and presented.
2. Record the minutes of general, special and executive meetings.
3. Keep an accurate and up-to-date copy of the Constitution and By-laws and have copies available for members upon request.
4. Issue and receive correspondence on behalf of the PAC.
5. Safely keep all records of the PAC.
6. May be a signing officer.

D. The Treasurer shall:

1. Be one of the signing officers of the executive.
2. Receive all funds for the PAC.
3. Disburse funds authorized by the executive or members.
4. Maintain an accurate record of all expenditures of the PAC.
5. Give a report of all receipts and expenditures at all general meetings.
6. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC.
7. Ensure another signing officer has access to the books in the event of his/her absence.
8. Prepare and present a summary financial report of the previous year.
9. With the assistance of the executive, draft a budget and tentative plan of expenditures to present at the Budget General Meeting.

E. Members at Large (Directors) shall:

1. Attend special and general meetings and participate in discussion and decision making with regard to PAC activities.
2. Will carry out duties as assigned by executive officers.