

# KATZIE ELEMENTARY PARENT ADVISORY COUNCIL

## Bylaws September 2013

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# KATZIE ELEMENTARY PARENT ADVISORY COUNCIL

Constitution

September 2013

## **Name and Definition of PAC**

The name of the Council shall be the Katzie Elementary School Parent Advisory Council (referred to as PAC).

The PAC is the legally recognized voice of parents of Katzie Elementary School students. The PAC operates as a non-profit organization with no personal financial benefits. The business of the PAC is unbiased towards race, religion, gender or politics. Every parent or guardian of a child registered at Katzie Elementary has a right, under the School Act, to belong to the PAC. Our PAC welcomes and encourages all parents to attend our PAC meetings. Attending is a great way to meet other parents, get to know the school and to be involved in some decision-making. Our Constitution states the reason why our organization exists and the Bylaws are the rules under which the organization operates to fulfill the mandate identified in the Constitution.

## **Purpose**

The purpose of PAC is to:

- Promote the interest of public education, contribute to the sense of community within the school, provide leadership and promote the involvement of parents, raise funds to supplement school programs and activities, provide a form for discussion of educational issues at the school, and provide a parental voice to school staff and administration.

## **Mission Statement**

The PAC is dedicated to the education and well being of our children. The PAC's primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

## **Section 1-Membership**

### **Voting Members**

- All parents and guardians of students registered at Katzie Elementary School are voting members of PAC.

### **Non-voting Members**

- Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of PAC.
- Administrators and staff (Teaching and Non-teaching) of Katzie Elementary School may be invited to become non-voting members of PAC.
- At no time will PAC have more non-voting than voting members.

### **Compliance with Bylaws**

- Every member will uphold the Constitution and comply with these Bylaws.

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

### **Notice of Meetings**

- Members will be given reasonable notice of general meetings. Notice can be given by way of flyer, newsletter, email or the Katzie Elementary School website.
- A calendar of meetings for the year will satisfy the requirement for reasonable notice.

### **General Meetings**

- Meetings will be held monthly during the school year, one of which will be the Annual General meeting.
- Meetings will be conducted with fairness to all members.

### **Conduct**

- PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- At meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- If procedural problems arise on an issue not covered by these Bylaws, Robert's Rule of Order Newly Revised shall be used to resolve the issue.

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

### **Quorum**

- A quorum for general meetings shall be two voting members.
- If at anytime 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 meetings are adjourned or terminated.

## **Voting**

- Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast ( 50% +1)
- In a case of a tie vote, the President does not have a second or casting vote and the motion is defeated.
- Members must vote in person on all matters. Voting by proxy will not be permitted.
- 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.

## **Section 4 – Executive**

### **Role of Executive**

- The executive will manage PAC's affairs between general meetings.

### **Executive Defined**

- The affairs of PAC shall be managed by a board of elected officers. The executive officers will include the President, Vice-President, Secretary, Treasurer and such other members of PAC as the membership decides.

### **Executive Duties:**

- **President will be to:**
  - speak on behalf of PAC,
  - consult with PAC members.
  - preside at membership and executive meetings,
  - ensure that an agenda is prepared,
  - appoint committees where authorized by the membership or executives,

- ensure that PAC is represented in school and district activities,
  - ensure that PAC activities are aimed at achieving the purposes set out in the Constitution,
  - be a signing officer, and
  - submit an Annual Report.
- **Vice-President duties will be to:**
    - support the President,
    - assume the duties of the President if the President is absent or upon request,
    - assist the President in the performance of his or her duties,
    - be a signing officer, and
    - contribute to the President's Annual Report.
- **Secretary duties will be to:**
    - ensure that members are notified of meetings,
    - record and file minutes of all meetings,
    - keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request,
    - prepare and maintain other documentation as requested by the membership or executive,
    - issue and receive correspondence on behalf of the PAC,
    - ensure safekeeping of all records of the PAC, including a copy of all records to be kept in the Parent Resource Library,
    - accept extra duties as required,
    - may be a signing officer, and
    - contribute to the President's Annual Report.

- **Treasurer duties will be to:**
  - be one of the signing officers,
  - ensure all funds of the PAC are properly accounted for,
  - disburse funds as authorized by the membership or executive,
  - ensure that proper financial records and books of account are maintained,
  - report on all receipts and disbursements at general and executive meetings,
  - make financial records and books available to members upon request,
  - have the financial records and books of account ready for inspection or audit annually,
  - with the assistance of the executive, draft an annual budget,
  - ensure that another signing officer has access to the financial records and books of account in the treasurer's absence,
  - submit an annual financial statement at the annual general meeting, and
  - accept other duties as required.

### **Eligibility**

- Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District #36 or the Ministry of Education.

### **Election of Executive Officers**

- The executive will be elected at each annual general meeting
- Call for nominations shall be made four weeks before the Annual General Meeting.

### **Term of Office**

- No person may hold more than one elected executive position at any time.
- The executive will hold office for a term of two years from July 1 through June 30.
- No person may hold the same executive position for more than two years unless re-elected and their child(ren) must still be registered students of Katzie Elementary.

### **Vacancy**

- If an executive member resign or ceases to hold office for any reason, the remaining executive members may appoint an eligible member to complete the term.
- Written notice specifying the intention to make a motion to remove a member of the executive must be given to all members not less than 14 days before the meeting.

### **Remuneration of Executive**

- No executive member may be remunerated for serving on the executive, but may be reimbursed for reasonable and necessary expenses incurred while engaged in the PAC's affairs.

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

#### **Meetings**

- Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.

#### **Quorum**

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



## **Notice**

- Executive members will be given reasonable notice of executive meetings, based on a minimum of 3 days notice. Meetings will be held without 3 days notice, if all members of the executive are in agreement to waive notice.

## **Voting**

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

## **Section 6 – Conduct of executive and Representatives**

### **Representing the PAC**

- Every executive member and representative must act in the best interests of the membership of the PAC.

### **Disclosure of Interest**

- An executive member or representative who has an interest, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

Once this is disclosed the executive member must abstain from any votes, which directly relate to the proposed contract or transaction.

### **Privilege**

- Any information received in confidence by an executive member or representative from school personnel, a student,

a parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Executive members found in breach of the above will be removed from the PAC executive.

### **Code of Ethics**

- On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership. ( a copy of the Code of Ethics is attached hereto as Schedule "A").

### **Section 7 – Committees**

#### **Election/Appointment**

- The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
- 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.
- The Hot Lunch Committee will be appointed annually at each Annual General Meeting.
- A Fundraising Committee will be appointed annually at each Annual General Meeting.
- An Emergency Preparedness Committee will be appointed annually at each Annual General Meeting.

#### **Reporting**

- Committees will report to the membership and executive as required.

## **External Committees**

- The membership or executive may elect or appoint a member who is not an employee or elected official of School District #36 or the Ministry of Education to represent the PAC on an external committee or to an external organization.
- The representative will report to the membership or executive as required.

## **Section 8 – Financial Matters**

### **Bank Accounts**

- All funds of the PAC must be kept on deposit and the name of the PAC 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, one of which must be the Treasurer. Two signatures are required on all banking documentation or cheques.

### **Financial Year**

- The financial year of the PAC will be July 1 to June 30

### **Treasurer' s Report**

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

### **Auditor**

- An auditor may be appointed, if required, at a general meeting of the members.

### **Annual Budget**

- The executive will prepare a budget and present it to the membership for approval before the current budget expires.

### **Non-budgeted Expenditures**

- Any non-budgeted expenditures greater than 5% of the budget or \$1,500.00 will be reported to the members as soon as possible, and brought forward for approval at the next general meeting.

### **Power to Raise Money**

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

### **Non-Borrowing Clause**

- Under NO circumstances may anyone in an executive position or otherwise borrow monies on behalf of the PAC.

### **Section 9 – Constitution and Bylaw Amendments**

#### **Amendments**

- The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws.
- Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

### **Section 10 – Property of Documents**

- All documents, records, minutes, correspondence or other papers kept by a member, executive member, representative or committee member in connection with the PAC shall be deemed to be property of the PAC 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. In the case of the President, these documents are to be provided to the Vice President.

**Section 11 – Dissolution**

- In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another Parent Advisory Council(s) in School District #36 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.
- In the event of winding up or dissolution, all records of the PAC shall be given to the principal of Katzie Elementary School.

Adopted by Katzie Elementary School Parent Advisory Council at Surrey, British Columbia on \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

# **Schedule “A”**

## **Katzie Elementary Parent Advisory Council**

### **Code of Ethics**

**A parent who accepts a position as a PAC Executive Member must:**

- Uphold the Constitution and Bylaws as well as the policies and procedures of the PAC,
- Perform his or her duties with honesty and integrity,
- Work to ensure that the well being of students is the primary focus of all decisions,
- Respect the rights and opinions of all individuals,
- Take direction from the members, ensuring representation processes are in place,
- Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns as well as work to ensure those issues are being resolved through due process,
- Strive to be informed and only pass on information that is reliable,
- Support public education.

Statement of Understanding

I, \_\_\_\_\_ the undersigned, in accepting the position of \_\_\_\_\_ on the Katzie 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 PAC, should there be any concerns about the performance of my duties.

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Name of Executive Member

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Signature

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Date

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Phone Number