

Kennedy Trail Elementary School Parent Advisory Council CONSTITUTION and BYLAWS

All elected and attending members of the Parent Advisory Council of Kennedy Trail Elementary School reviewed, revised and made recommendations regarding this Constitutions. All final revisions of the Constitution were reviewed, accepted and passed by the Executive Members of the Kennedy Trail Elementary School Parent Advisory Council, 2007 - 2008 school year.

Revisions Completed Oct 3, 2007

In the event of a dispute the official Constitution and Bylaws on file with the Secretary shall prevail.

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A copy of these Bylaws shall be submitted to the school board office for safekeeping purposes only.

CONSTITUTION



SECTION I NAME

The name of the Association shall be the **KENNEDY TRAIL SCHOOL PARENT ADVISORY COUNCIL** (School District No. 36).

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

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



SECTION II PURPOSES

1. To advise and involve parents, faculty, and community members in social and academic issues which effect the education and well being of the students of Kennedy Trail Elementary School.



SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 36 (Surrey) having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unaltered.



SECTION XV RULES / CODE OF CONDUCT

1. The Kennedy Trail Parent 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:
 - Upholds the constitution and bylaws, policies and procedures of the PAC.
 - Performs her/his duties with honesty and integrity.
 - Works to ensure that the well being of students is the primary focus of all decisions.
 - Respects the rights of all individuals.
 - Takes direction from the members, ensuring that representation processes are in place.
 - 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.
 - Works to ensure that issues are resolved through due process.
 - Strives to be informed and only passes on information that is reliable and correct.
 - Respects all confidential information.
 - Supports public education

4. RIGHTS TO ATTEND AND SPEAK:

- All members shall have the right to attend the meeting.
- The right to speak shall be on recognition of the chair
- No speaker shall, without the consent of the chair, speak for longer than four minutes on each motion
- This rule shall not deprive the mover of the right to close debate.
- Asking and answering question shall not constitute speaking to a motion.
- Question answered thereto shall be directed through the chair

5. DEBATE ON MOTION

- Business is accomplished in meetings by means of debating motions. The word "motion" refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.
- Limited discussion of a general topic is permitted before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly

worded motion, or a proposal for action that, in the light of subsequent, seems inadvisable. The chair must be careful not to let the meeting get out of control and should have the ability to keep the discussion focused.

6. PROPER WORDING OF MOTIONS

- The wording of a motion proposed at a meeting shall be the responsibility of the mover, with proper wording assistance by the council if necessary.

7. THE ORDER OF BUSINESS

Proposed Agenda:

- The preparation of the proposed agenda shall be the responsibility of the chair.
- The proposed agenda shall indicate the business to be transacted during each session.
- The proposed agenda shall provide opportunities for members to ask questions regarding reports of the Executive Committee or any PAC sub-committees.
- Any corrections or changes in the proposed agenda must be relayed to the members by the chair at the beginning of each meeting.
- The proposed agenda shall be distributed to executive members.

Sample Order of Business

1. Program (Guest speakers, etc)
2. Call to order
3. Adoption of the Agenda
4. Minutes
5. Treasurer's Report
6. Correspondence (Listed)
7. Unfinished Business (Listed)
8. Committee Reports (Listed)
9. New Business (Listed)
10. Announcement (Listed)
11. Adjournment

8. RULES TO ORDER

- Motions: at any given time there can be pending only one motion of any rank. This means, other motions proposed during consideration of a motion, can be accepted by the chair only if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order - the last one proposed, being the highest precedence, is the first one to be decided.

9. HOW MOTIONS ARE CLASSIFIED

A motion Can Be:

1. Proposed indefinitely
2. Amended
3. Postponed to a certain time
4. Tabled
5. Rescinded

(*) A "standing motion" is: to cover regularly occurring business. If a standing motion is passed, it is valid and effective for the entire school year in which it was passed.

Dated at Surrey, BC this 3rd day of October, 2007 by :

A. Dawson, Chairperson

K. McNeill, Co-Chairperson

K. Clark, Secretary

K. Clark, Treasurer

2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No 36 in the person of the principal of the school. In the person of the Secretary-Treasurer of the school district.



BYLAWS

SECTION IV OBJECTIVES

1. To organize fundraising events, volunteer programs & activities, which provides supplemental material and support the educational goals of the school.
2. To assist in ensuring the safest possible environment in respect to children's physical well being in the school and neighborhood (e.g., support block parent program, safety programs).
3. To provide opportunities for parents to gain parenting skills through workshops, lectures, guest speakers, etc.
4. To involve parents and other community members in the PAC school council; as parents as resource people sharing talents and knowledge.
5. To encourage a sense of community within the school neighborhood.
6. To keep parents informed of all social events and educational issues, including school policies, procedures, programs, activities, concerns and developments. To provide a forum for parents to respond to these issues.
7. To provide an opportunity for parents to bring forth their own concerns and ideas, and to make recommendations regarding school policies, procedures, programs and facilities.



SECTION V MEMBERSHIP

1. All Parents and Guardians of students registered at Kennedy Trail Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Kennedy Trail Elementary School may be non-voting members of the group but cannot hold office.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group but cannot hold office.
4. At no time shall the Council have more non-voting than voting members.



SECTION VI MEETING

1. There shall be an Annual General Meeting for the purpose of election of officers held in May(*) of each year and additional general meetings shall be held at least one a month

during the school year to conduct current business (extra meetings may be called as needed).

2. The Executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon receipt of a petition representing fifty percent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. Time, dates and length of general meetings should be decided at the first meeting of the school year.
5. A newsletter should be sent (by the school) to all members at least one week prior to the date of the meeting. This newsletter can also outline the agenda for the meeting.
6. Meetings are held according to the attached list of Rules. 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 in this Constitution.
7. Discussions shall not surround issues concerning individual school personnel, individual students, or individual parents.



SECTION VII VOTING

1. There must be at least 50% of the executive members present to pass a motion and that percentage shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
4. Voting on Motions, etc shall be done by the show of hands, the only exception being the voting on the election of officers, which can be done by secret ballot.
5. A simple majority is required to pass a motion. The Chairperson will not vote, unless required to cast a tie-breaking vote.



SECTION VIII ANNUAL GENERAL MEETING

1. To be held in May.
2. Shall be attended by all outgoing executive members.
3. Yearly reports and proposed budget for the next school year must be submitted.
4. Financial Statements/Reports should be submitted in June when the fiscal school year ends.
5. Executive committee for next school year is to be elected.



SECTION IX PARENT EDUCATION

1. The PAC should endeavor to sponsor events, workshops or lectures surrounding the enhancement and development of positive parenting skills at least twice a school term year.



SECTION X ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting-members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Election of Executive Committee members can be by show of hands or secret ballots.
3. If two or more people are nominated for one position, election will be by secret ballots.
4. Simply majority wins.
5. Executive will hold office from September of the year they are nominated through to the beginning of the next school term. Should year round schooling come into effect, the term of office will need to be looked at and possibly revamped to accommodate the year round schooling structure.
6. Any elected member of the council may serve on the executive for as many years as he/she is elected to a position but no person may hold any one position for more than 3 (three) consecutive terms.



SECTION XI EXECUTIVE OFFICERS

1. A board of elected officers shall manage the affairs of the Council.
2. The Executive Officers will be as follows:
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary
 - Fund-Raising Coordinator
 - Block Parent Coordinator
 - Parent Volunteer Coordinator
 - District Parent Advisory Council Representative
 - Fun Food Coordinator
 - Lice Buster Coordinator
 - Multi Cultural Liaison
 - Parent Education Coordinator

IMPORTANT NOTE: In order for there to be a Parent Advisory Council, the essential officer position MUST be filled. Essential officers are: **Chairperson, Treasurer, Secretary, Fundraising Coordinator and Block Parent Coordinator.**



SECTION XII DUTIES AND RESPONSIBILITIES OF THE OFFICERS

A. CHAIRPERSON:

- Shall convene and preside at all membership, executive, special and annual meetings
- Shall ensure that an agenda is prepared and presented for all general and executive meetings.
- Shall appoint committees where authorized to do so by the executive or membership
- Shall read a motion put forward, count the show of hands for and against.
- Shall not vote, unless required to cast a vote to break a tie.
- Shall be the official spokesperson for the organization.
- Shall ensure that the secretary receives a copy of correspondence directed to the PAC.
- Shall be a signing officer.

B. VICE-CHAIRPERSON

- Shall assume the responsibilities, duties and functions of the Chairperson in all cases where the Chairperson is unable to perform and/or fulfill his/her obligation.
- Shall assist the Chairperson as requested by same.
- Shall attend all PAC meetings, or if unable, must notify the Chairperson.

C. TREASURER

- Shall be responsible for a report on the bank accounts of the organization as well as the maintenance of Petty Cash.
- Shall be one of the three signing officers of the executive.
- Shall pay all authorized disbursements. Any expenditure in excess of \$100.00 must be accepted by the general membership
- Shall keep an accurate record, as well as all receipts for monies received and disbursed.
- Shall present a financial statement at all general and executive meetings.
- Shall provide an annual year-end financial report
- Shall prepare the books to be audited at the end of the school year. Members of the executive will do the audit.
- Shall set up floats for school functions; collect excess money when needed during functions.
- Shall attend PAC meetings or if unable, must notify the chairperson and/or arrange for an alternative in his/her absence.
- Shall receive, count and deposit all funds raised by Council.
- Shall give the Secretary a copy of all correspondence initiated by the Treasurer.

D. SECRETARY

- Shall record the minutes of membership, special, and executive meetings.
- Shall distribute minutes to Council members.
- Shall keep a record/file of all previous minutes and correspondence received by and sent by the PAC.
- Shall keep a record/file of yearly reports, committee findings, etc.
- Shall keep an accurate copy of the Constitution and Bylaws and if/when changes are made they shall be done so in red and the copy amended shall be dated and initialed.
- Shall keep a record of attendance at all meetings.
- Shall receive a copy of any correspondence received by the Council.
- Shall be responsible for the clarification of the wording of all motions
- Shall attend PAC meetings, or if unable, must notify the chairperson and/or arrange for an alternate.
- Shall keep in a separate record/file, a list of all motions passed for easy past reference.

E. FUND-RAISING COORDINATOR

- Shall present Fundraising options and/or ideas at PAC meetings for discussion approval by the membership.
- Shall pick up all information from the school.
- Shall coordinate fundraising events and advise parent volunteer coordinator of the number of volunteers required for any given fundraising event.
- Shall contact organizations, groups business, etc. regarding fundraisers and obtain information.
- Shall maintain a "fundraising opportunities" correspondence file.
- Shall maintain the fundraising network for the Newton area.
- Shall keep all information related to fundraising in the PAC filing cabinet for future PAC reference.
- Shall collect orders from office and/or divisions at the school.
- Shall collect and check information on fundraising order forms.
- Shall check monies against orders and forward monies to treasurer.
- Shall organize delivery of fundraising merchandise and sort out returns, missing orders, etc. ensuring customer satisfaction.
- Shall present information regarding profits, etc. to members at PAC meetings.
- Shall attend all parent-teacher fundraising committee meetings representing the PAC.
- Shall attend PAC meetings, or if unable, must notify the chairperson and/or arrange for an alternate.

F. BLOCK PARENT COORDINATOR

- Shall ensure that the annual membership fee is forwarded to the District Block Parents' society.
- Shall encourage parents to become block parents.

- Shall attend Block Parent meetings, workshops, training and report back to the PAC.
- Shall keep the PAC informed of Block Parents Area Council's concerns.
- Shall complete the requirements expected by the area Block Parent Council (i.e. lists up-to-date, signs delivered, etc)
- Shall attend PAC meetings, or if unable, must notify the chairperson.

G. PARENT VOLUNTEER COORDINATOR

- Shall, on a regular basis, encourage and recruit parents to volunteer.
- Shall maintain lists of parents who are willing to volunteer.
- Shall contact parents and arrange schedule.
- Shall organize/recruit a representative from each classroom.
- Shall attend PAC meetings, or if unable, must notify the chairperson.

H. DISTRICT COUNCIL REPRESENTATIVE

- Shall ensure that the annual membership registration form is filled out and forwarded to the **District Parent's Advisory Council** prior to their cut-off date (which is usually listed in their first Newsletter - September)
- Shall discuss with Council and vote on whether our PAC wants to sign up with the BC Confederation of Parent Advisory Councils (which has a fee involved) and if so shall ensure that annual membership fee and registration form is filled out and forwarded to this organization.
- Shall attend District Council meetings, or arrange for an alternate if unable to attend - and report back to PAC.
- Shall seek input from the PAC regarding Kennedy Trail's PAC's concerns and inform the District Council.
- Shall be the voting representative from Kennedy Trail's PAC at the District Council meetings.
- Shall attend PAC meetings, or if unable, must notify the chairperson.

I. FUN FOOD COORDINATOR

- Shall plan fun food days, ideally one per month.
- Shall prepare order forms, collect them and purchase the required food.
- Shall contact the parent volunteer regarding volunteers needed.
- Shall check monies against orders and forward monies to treasurer.
- Shall organize a food concession for Sports Day.
- Shall attend PAC meetings, or if unable, notify the chairperson.

J. LICE BUSTER COORDINATOR – HEALTH COORDINATOR

- Shall be trained by the District Health Nurse.
- Shall arrange a convenient time with the classroom teacher to inspect all children's hair in a class upon the request of school staff.

- Shall follow up and inspect "found" cases one week later.
- Shall attend PAC meetings, or if unable, must notify the chairperson.

K. MULTI-CULTURAL LIAISON

- Shall act as an interpreter to ensure cultural understanding is available to all members (regarding issues as discussed by the PAC).
- shall attend PAC meetings, of if unable, must notify the chairperson.

L. PARENT EDUCATION COORDINATOR

- Shall survey parents (with the help of notices going home via the school office) regarding areas of interest for parent education.
- Shall compile a resource of speakers for parent education and this file is to be maintained for successive parent education coordinators.
- Shall arrange for guest speakers, workshops, lectures, etc in the area of parent education.
- Shall maintain and add to the parent education file by the front entrance.



SECTION XIII FINANCES

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 May (*) of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers (school Principal, Treasurer, Chairperson) for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount \$100.00 will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.



SECTION XIV CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and By-laws of the Kennedy Trail Elementary School Parent Advisory Council 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 (14 days minimum) The notice of the meeting included notice of the specific amendments proposed
2. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws