

# **MMPAC Constitution and Bylaws**

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## Constitution

### **Section I – Name**

The name of the association shall be:

Mountainview Montessori Parent Advisory Council (MMPAC)

### **Section II – Purpose of the PAC**

The purpose of the council is to support, encourage and improve the quality of education and well being of students in Mountainview Montessori Elementary School.

1. The council will operate as a non-profit organization with no personal financial benefit.
2. The business of the council shall be unbiased towards race, religion, gender or politics.
3. To promote the interests of Montessori public education in general and specifically the interests of Mountainview Montessori Elementary School.
4. To contribute a sense of school community. To encourage communication within the Montessori school community and within the general school community at large.
5. To encourage support of, to lend assistance to, and help provide resources for the activities of the school district in general and the school in particular.
6. To advise the principal and staff on parents views on any matter relating to the school – programs, policies, plans and activities.
7. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
8. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
9. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

### **Section III – Dissolution**

In the event of dissolution of the organization, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the organization shall be distributed to any one or more of the following:

1. Another parent advisory council or councils in School District #36 (Surrey) having purposes and objectives similar to those of the organization and which meet all requirements of the British Columbia Gaming Commission; or
2. A charitable organization registered under the Income Tax Act (Canada),

as the members of the organization may determine at the time of dissolution or winding up. This clause shall be unalterable.

#### **Section IV – Interpretation of Terms**

Parents – the parent/parents or guardian of a child or children in School District #36

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

School – any public elementary or secondary educational institution within School District #36 (Surrey)

District - School District #36 (Surrey)

Sd36 – School District #36 (Surrey)

DPAC – the (Surrey) District Parent Advisory Council, which is recognized by the Board of Trustees of School

District No. 36 – to be the umbrella of Parent Advisory Councils formed or to be formed in each local school

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

### **Bylaws**

#### **Section V – Membership in a PAC**

1. All parents and guardians of students registered at Mountainview Montessori Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Mountainview Montessori Elementary School may be non-voting members of the council.
3. Members of the school community who are not parents of students currently enrolled in Mountainview Montessori Elementary School may be invited to become non-voting members of the council.
4. At no time shall the council have more non-voting 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 June of each year.

3. General meetings shall be held not less than eight times per year, one of those being the AGM
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 bylaws, Roberts Rules of Order shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
7. General meetings shall be held at a time and place convenient to the membership at the call of the President in consultation with the Principal.
8. Provisions will be made of the Principal and his/her designate to:
  - a) Participate in general meetings
  - b) Present a Principal/Teacher report to update the membership on school activities and programs, etc.
  - c) Act in ex-officio (liaison) capacity with the Executive.

## **Section VII – Quorum and Voting**

1. Quorum  
Quorum shall be as follows:
  - a) For all general meetings at least 5 members present
  - b) If a quorum is not present by the appointed hour, the presiding officer may adjourn the meeting and reconvene it within 7 days.
  - c) For all executive meetings at least 3 executive members shall be present.
2. Voting  
Voting procedures shall be as follows:
  - a) Any voting member present at a meeting of members is entitled to one vote.
  - b) Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% + 1).
  - c) In any situation requiring it, the presiding officer casts the deciding vote.
  - d) Members must vote personally on all matters; voting by proxy shall not be permitted.
  - e) Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A motion will be made and a vote shall be taken to destroy the ballots after the election.

### **Section VIII - Election of Executive Officers**

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employees or elected official of the school district or Ministry of Education shall hold an executive position.
2. 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 a PAC member) who shall hold office until the next election.

### **Section IX – Term of Office**

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any position more than four consecutive years, at the discretion of the general body.
3. The Past Chairperson shall hold that office for one year.

### **Section X – Executive Officers**

1. The affairs of the council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers shall be as follows:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Treasurer
  - d) Secretary
  - e) Past Chairperson

### **Section XI – Duties of Officers**

1. The Chairperson shall:
  - a) convene and preside at membership, special, and executive meetings,
  - b) ensure that an agenda is prepared and presented,
  - c) know the constitution and bylaws and meeting rules,
  - d) know where to find resources to assist members,
  - e) appoint committees where authorized to do so by the executive membership,
  - f) consult PAC members regularly,
  - g) ensure that the PAC is represented in school and school district activities,
  - h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization,
  - i) be the official spokesperson for the organization,

- j) be a signing officer,
  - k) submit an annual report.
2. The Vice-Chairperson shall:
- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request,
  - b) assist the Chairperson in the performance of his/her duties,
  - c) accept extra duties as required,
  - d) be a signing officer,
  - e) submit an annual report.
3. The Treasurer shall:
- a) be a signing officer,
  - b) reconcile all funds that are collected and deposited in an account at a recognized financial institution approved by the PAC,
  - c) disburse funds authorized by the executive or members,
  - d) maintain an accurate record of all expenditures of the council,
  - e) give a report of all receipts and expenditures at all executive and general meetings,
  - f) make books available for viewing by members upon request,
  - g) have books ready for inspection or audit annually and include a completed manual or computer generated ledger,
  - h) with the assistance of the executive, draft a budget and tentative plan expenditures as per section XV,
  - i) ensure that a signing officer has access to the books in the event of his/her absence
  - j) submit an annual financial statement at the Annual General Meeting of the council.
4. The Secretary shall:
- a) ensure that members are notified of meetings,
  - b) record the minutes of general, special, and executive meetings,
  - c) maintain a binder of all meeting minutes and brings to each meeting,
  - d) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for member(s) upon request,
  - e) be a signing officer,
  - f) be responsible for all communications on behalf of the PAC.
5. The Past Chairperson shall:
- a) help smooth the transition between Chairpersons,
  - b) assist, advise and support the council,

- c) provide information about resources, contacts and other essential information to the council,
- d) act as a consultant for the Chairperson,
- e) chair the nominating committee,
- f) submit an annual report.

## **Section XII – Committees**

1. Ad hoc committees shall be formed when necessary
2. A Nominating Committee shall be appointed annually before the Annual General Meeting
3. Committees are responsible to the executive and members
4. Standing committee officers are elected at the AGM after the election of the executive officers. If not elected at this time the position may be appointed by the executive.
5. Standing Committee Officers must not miss more than two consecutive general PAC meetings in one school year.
6. The Standing Committee Officers may be as follows:
  - a) Fundraising Chairperson
  - b) Hot Lunch Chairperson
  - c) Safety Chairperson
  - d) Newsletter Coordinator
  - e) Volunteer Coordinator
  - f) Parent Education Coordinator
  - g) Social Coordinator
  - h) District Council Representative (DPAC)
  - i) District Montessori Advisory Committee Representative
  - j) School Planning Council Representative
  - k) Surrey Montessori Society Representative
7. In the event a Standing Committee Officer does not fulfill his/her duties, as outlined in Section XIII of the MMPAC bylaws, the PAC executive has the power to replace the said officer.

## **Section XIII – Duties of Standing Committee Officers**

1. Fundraising Chairperson
  - a) Records any costs of supplies, quotes for services or materials and receipts in the Fundraising Committee binder
  - b) Prepares notices for fundraising orders and any information (notices around the school, posters, etc.) in consultation with and approved by the Executive Committee

- c) Prepares and distributes annual fundraising plan prior to October PAC meeting
  - d) Prepares updates for the newsletter
  - e) Deposits fundraising money if required
  - f) Tallies order totals, places order(s) and arranges for pick-up/delivery orders
2. Hot Lunch Chairperson
- a) Sets up Hot Lunch dates for the year
  - b) Orders and purchases necessary supplies (i.e. condiments, napkins, utensils, etc.)
  - c) Maintains inventory of supplies
  - d) Prepares Hot Lunch orders
  - e) Prepares updates for newsletter
  - f) Counts and deposits Hot Lunch money if required
  - g) Orders and arranges for pick up of lunches
  - h) Records any costs of supplies, quotes for services or materials and receipts in the Hot Lunch Committee binder
3. Safety Chairperson
- a) Sits in on teachers' safety committee meetings
  - b) Assists teachers Comfort Kit Program
  - c) Purchases safety equipment as directed by the executive
  - d) Prepares updates for the newsletter
  - e) Ensures that Mountainview Social Responsibility Program is reviewed annually
  - f) Records any costs of supplies, quotes for services or materials and receipts in the safety committee binder
  - g) Reviews parking and traffic issues and corresponds in consultation with the chairperson, principal, school district, city and law enforcement and safety agencies
4. Newsletter Coordinator
- a) Sends reminder email to executive regarding newsletter deadline
  - b) Collects all articles and cuts and pastes them into newsletter program
  - c) Formats and edits newsletter
  - d) Emails, faxes or delivers draft copies to the executive and principal to proof read
  - e) Makes final changes, prints out a master copy and prints/copies and distributes
5. Volunteer Coordinator
- a) Maintains a list of parent volunteers and contacts them by phone or email when volunteers are needed for events



- b) Works with the parent classroom representative to ensure all parents are phoned when needed as directed by the executive
6. Parent Education Coordinator
- a) Organizes guest speakers
  - b) Prepares updates, flyers and information for circulation
  - c) Updates parent resource library when needed
  - d) Reviews seminars and information sessions and reports back to the executive
  - e) Purchases beverages and snacks for seminars and information sessions
  - f) Records any costs of supplies, quotes for service or materials and receipts in the Parent Education Committee binder
  - g) Coordinates activities and programs for students
7. Social Coordinator
- a) Records any cost of supplies, quotes for services or materials and receipts in the Social Committee binder
  - b) Prepares updates for newsletter and information for social events
  - c) Tallies any ticket sales, arranges for deposit of money from sales
  - d) Coordinates with volunteer committee for any volunteers needed
8. District Council Representative (DPAC)
- a) Attends CPAC meetings and workshops and reports back to the PAC executive and membership
  - b) Arranges for alternate representative to attend meetings and workshops if necessary
  - c) Receives, circulates and posts DPAC newsletters, brochures and announcements
  - d) Maintains current registration of the PAC
  - e) Prepares updates for newsletter
9. District Montessori Advisory Committee Representative
- a) Attends District Montessori Advisory Committee meetings and reports to the PAC executive and membership
  - b) Arranges for alternate representative to attend meetings and workshops if necessary
  - c) Prepares updates for newsletter
10. School Planning Council Representative

- a) Attends School Planning Council meetings and reports back to the PAC executive and membership
- b) Arranges for alternate representative to attend meetings and workshops if necessary
- c) Prepares updates for newsletter
- d) Elections will be held by secret ballot

11. Surrey Montessori Society Representative

- a) Attends Surrey Montessori Society meetings and reports back to the PAC executive and membership
- b) Arranges for alternate representative to attend meetings and workshops if necessary
- c) Prepares updates for newsletter

**Section XIV – Referenda**

Where the majority of the executive determines that an issue brought to their attention is sensitive and that a decision on the issue requires a full vote of the membership then the following steps will be taken.

1. The executive will select a committee chair and charge the committee chair with communicating the issue to parents by:
  - a) preparing a phone out to all parents to inform them of the issue,
  - b) calling and chairing a special general meeting for all parents to allow discussions regarding the issue,
  - c) preparing a referendum question and ballot for deciding on the issue,
  - d) distributing ballots to all parents and following up by phone to ensure ballots have been received,
  - e) selecting and appointing a scrutineer, in consultation with the executive, to be responsible for counting ballots on the issue,
  - f) announcing the results of the referendum at the Annual General Meeting.
2. Referendum issues must be decided by a  $66\frac{2}{3}$  majority vote of the returned ballots.
  - a) Where an issue is decided by referendum, the same issue may not be revisited by the PAC for three years from the date the referendum process was initiated.

## Section XV – Finances

1. The executive officers shall not have any powers to borrow monies from any banks or financial institutions.
2. Financial Year-End shall be June 30<sup>th</sup> of each calendar year.
  - a) The executive officers shall prepare an interim financial statement and balance sheet for the MMPAC for the period ending up to the date of the Annual General Meeting each year and will present it at the AGM.
  - b) The newly elected executive officers shall prepare a final financial statement and balance sheet for the MMPAC for the full period ending June 30<sup>th</sup> and will present these documents at the first General Meeting of the MMPAC in September.
3. Budgeting and current fundraising
  - a) Monies raised through fundraising and parent donations during the school year are to be set aside for use in the following school year's MMPAC budget.
  - b) The total of the budget cannot exceed the funds raised through fundraising and parent donations in the current year.
4. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval at the first general meeting of the year.
5. The executive will present, for approval at a general meeting, all proposed expenditures above \$500.00.
6. Banking:
  - a) All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
  - b) The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
  - c) MMPAC bank accounts will not be accessible via internet
7. A Treasurer's Report shall be presented at each executive and general meeting.
8. Members at a general meeting may appoint an auditor.
9. At the discretion of the PAC executive, PAC donations will be refunded on request to families leaving the school prior to September 30<sup>th</sup> of the current school year.

10. The PAC must retain management and control of all funds received by them (including but not limited to Direct Access, Donations, Fundraising, etc.). The PAC cannot transfer any funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC and at the PAC's request.

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

1. Except as provided in the constitution, the members may, by a simple majority vote (50% plus 1), amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

#### **Section XVII – Removal of and Executive Officer**

1. The members may, by a simple majority vote (50% plus 1), remove an executive member before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

#### **Section XVIII - Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

#### **Section XIX – Code of Ethics**