

JESSIE LEE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION

OFFICIAL NAME:

The name of the organization shall be "JESSIE LEE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL"

PURPOSE:

The purpose of this organization is to encourage cooperation and communication between parents, students, and educators of Jessie Lee Elementary School. To contribute to the effectiveness of the school by promoting the public education in general and specifically the health, welfare and education of the students of Jessie Lee Elementary School.

OBJECTIVES:

The objectives of Jessie Lee P.A.C. will be to carry out such activities approved by the general membership which contribute to a sense of school community and endeavor to reflect the wishes of the school community group operating under the guidelines as outlined in the District Policy established by the School Board and complying with the School Law.

Establishing programs for parents and other members of the community to keep them informed of school activities and developments.

Reviewing and discussing decisions and events that effect education programs and environment at the school.

Reviewing and discussing school and district policies, practices, and procedures.
Decision-making and planning specific objectives for the year's program and financial priorities.

Assisting in assuring a safe environment in respect to student well being.

DISSOLUTION:

Circumstances of dissolution

The members may, by a majority of not less than 75% of the votes cast, dissolve the organization.

Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to the members not less than 14 days before the meeting.

The organization shall dissolve on permanent closure of the school by School District #36 (Surrey) or by the province.

Upon winding up or dissolution of the organization, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations, in British Columbia, having a similar charitable purpose. The members of the organization, at the time of winding up or dissolution, may determine the recipient charitable organization.

This provision shall be unalterable.

(Amended Nov. 16, 1999)

(Amended May 15, 2001)

BYLAWS

MEMBERSHIP:

Entitlement to membership

All parents and guardians of students enrolled in Jessie Lee Elementary School and all members of the school staff are entitled to be members of Jessie Lee Elementary School Parent Advisory Council.

Voting and non-voting members

All parents and guardians of students enrolled in the school shall be voting members of the organization.

All other members shall be non-voting members.

Compliance with bylaws

Every member shall uphold the constitution and comply with these bylaws.
(Amended Nov. 16, 1999)

REMUNERATION

All positions within the organization are volunteer positions. No voting member of the organization shall receive remuneration or any other financial benefits for their services regardless of the type of service performed. Teachers and staff of the school are non-voting members.
(Amended May 15, 2001)

MEETINGS:

General Meetings will be held on a regular monthly basis throughout the school year, typically once a month. They will be held at a time and place convenient to the membership. The date and time shall be established at the first business meeting of the school term. These dates shall be published in the school newsletter to alert the general membership. Copies of the minutes of meetings are to be kept on file and be available to members of the community and the School Board.

The quorum for General Meetings shall be two-thirds of the existing Executive for the purpose of spending money, a consensus of fifty percent or more of the members attending a general meeting is required. The Treasurer shall keep on hand a Petty Cash Record which will not exceed \$25.00 for the purpose of the social aspects of the general meetings.

Executive meetings will be held at the call of the President.

An annual General Meeting of the Council will be held in May at which time the Executive officers will be elected for the new school year. These will be annual elections. The Executive officers will hold their positions for 12 months commencing in June.

EXECUTIVE OFFICERS:

President:

The President shall preside at all General, Annual and Executive Meetings; shall appoint committees where authorized to do so by the Executive or membership; and take such actions or

President Continued:

ensure that such actions are taken by others to achieve the objectives and purpose of the Council. The President shall be an ex-officer member of all standing or ad hoc committees.

Vice President:

The Vice-President will assume the responsibilities of the President in the President's absence.

Treasurer:

The Treasurer will be responsible for and report on the accounts of the P.A.C. Annually the Treasurer will prepare the financial records for audit. The Treasurer will co-sign cheques with at least one other Executive member, usually the President, or Vice President.

Secretary:

The Secretary will keep a record of the proceedings at all General, annual and Executive meetings. The Secretary will ensure the minutes of meetings will be made available for public scrutiny within ten (10) days following the meeting.

ELECTIONS:

Election of the Executive shall take place at an annual General meeting in May. Nominations may be given in advance upon approval of the nominee and/or from the floor during the May General Meeting. Should a vacancy arise on the Executive during the term, the above procedure will be followed at the next General Meeting following notification of this vacancy.

COMMITTEES:

Committees are responsible to the Executive. School staff will be afforded representation on committees. Special or Ad Hoc Committees may be appointed as required. Members to special or Ad Hoc Committees may be appointed by the President after consultation with the Executive and/or the membership.

Block Parents' Representative:

The Block Parent Representative represents the Block Parents' Program on a community level. Functions include providing information, coordinating and receiving applications, maintaining and updating lists. The representative reports to Zone.

Fund-raising Committee:

This committee shall work in liaison with the Principal and the Executive to plan, coordinate and prepare fund-raising activities throughout the school year. This committee shall be headed by one elected representative and composed of as many volunteers as deemed necessary.

Hot Lunch Committee:

This committee shall plan, coordinate, prepare, and distribute hot lunches to the students. This committee shall be headed by one elected representative, and shall be composed of as many volunteers as deemed necessary.

Equipment Coordinator:

The Equipment Coordinator will keep records of all equipment purchased by the P.A.C. and will research purchasing information.

COMMITTEES con't

District Council Representative:

The District Council Representative shall represent Jessie Lee Elementary School P.A.C.C. on a District level. This includes attending meetings of the District Council as well as relaying pertinent information obtained at these meetings to the P.A.C.

GUIDELINES:

1. Robert's Rules of Order shall govern all matters of procedure not covered by this Document.
2. The P.A.C. Executive Meetings, General and Annual Meetings or Committee Meetings shall not discuss individual students, parents or school personnel.

CONSTITUTIONAL AMENDMENTS:

The Constitution and By-Laws of the Council may be amended at any General Meeting at which business is conducted, providing:

1. Proper notice has been given. The notice of the meeting includes notice of the specific amendments proposed.
2. A two-thirds (2/3) majority vote of those present at the meeting will be required to amend the Constitution and By-Laws.

Dated at Surrey, British Columbia, 1992

Amended Nov.16, 1999

Amended May 15, 2001

Amended January 17th, 2002