

FROST ROAD ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION

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Section I – Name

The name of the Council shall be the Frost Road Elementary School Parent Advisory Council.

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

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II – Mission Statement

The Frost Road Elementary School Parent Advisory Council 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 III – Purposes of the Council

The purposes of the Council will be:

1. To promote cooperation between the home and the school in providing for the education and welfare of students in the school.
2. To encourage parent involvement in the school and to support programs that promote parent involvement.
3. To advise the school board, principal and staff on any matter relating to the school, other than matters assigned to the school planning council.

4. To participate in the work of the school planning council through the Council's elected representatives.
5. To provide leadership in the school community.
6. To contribute to a sense of community within the school and between the school, home and neighbourhood.
7. To provide parent education and professional development and a forum for discussion of educational issues.
8. To 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.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of the District #36 Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

Section IV – Interpretation of Terms

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.

“district” means School District No. 36

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 36.

“PAC” or “parent advisory council” means the parents organized according to the School Act and operative as a parent advisory council in Frost Road Elementary School.

“parent” is as defined in the School Act and means:

- a) The guardian of the person of the student or child,
- b) The person legally entitled to custody of the student or child, or
- c) The person who usually has the care and control of the student or child

and, for the purposes of this document, means the parent or guardian of a child or children enrolled in School District No. 36.

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 36.

“SPC” means the school planning council created for Frost Road Elementary School according to the School Act.

**FROST ROAD ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
BYLAWS**

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Section I – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Frost Road Elementary School are voting members of the Council.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Frost Road Elementary School may be invited to become non-voting members of the Council.
3. 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 the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with Bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
5. If procedural problems arise on an issue not covered by these bylaws, *Robert's Rules of Order Newly Revised* shall be used to resolve the issue.

Notice of meetings

6. Members will be given reasonable notice of general meetings.
7. Notice of meetings can be given by way of flyer, newsletter, email or the Frost Road Elementary School website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings shall be two voting members.
2. If at any time 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 meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. 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.
7. A Vote will be taken to destroy the ballots after every election.

Section IV – EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The affairs of the Council shall be managed by a board of elected officers. The executive officers will include the Chairperson(s), Vice-Chair(s), Secretary, Treasurer, District Parent Advisory Council Representative, the School Planning Council Representative and such other members of the Council as the membership decides.
 - A. The Chairperson will:
 - a. Speak on behalf of the Council
 - b. Consult with Council members
 - c. Preside at membership and executive meetings
 - d. Ensure that an agenda is prepared
 - e. Appoint committees where authorized by the membership or executive
 - f. Ensure that the Council is represented in school and district activities
 - g. Ensure that Council activities are aimed at achieving the purposes set out in the Constitution
 - h. Be a signing officer
 - i. Submit an annual report
 - B. The Vice-Chair will:
 - a. Support the Chairperson
 - b. Assume the duties of the Chairperson in the Chairperson's absence or upon request
 - c. Assist the Chairperson in the performance of his or her duties
 - d. Accept extra duties as required
 - e. Be a signing officer
 - f. Contribute to the Chairperson's Annual Report
 - C. The Secretary will:
 - a. Ensure that members are notified of meetings
 - b. Record and file minutes of all meetings
 - c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request

- d. Prepare and maintain other documentation as requested by the membership or executive
 - e. Issue and receive correspondence on behalf of the Council
 - f. Ensure safekeeping of all records of the Council, including a copy of all records to be kept in the Parent Resource Library
 - g. Accept extra duties as required
 - h. May be a signing officer
 - i. Contribute to the Chairperson's Annual Report
- D. The Treasurer will:
- a. Be one of the signing officers
 - b. Ensure all funds of the council are properly accounted for
 - c. Disburse funds as authorized by the membership or executive
 - d. Ensure that proper financial records and books of account are maintained
 - e. Report on all receipts and disbursements at general and executive meetings
 - f. Make financial records and books of account available to members upon request
 - g. Have the financial records and books of account ready for inspection or audit annually
 - h. With the assistance of the executive, draft an annual budget
 - i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
 - j. Submit an annual financial statement at the annual general meeting
 - k. Accept other duties as required
- E. The DPAC representative will:
- a. Attend all meetings of District 36 Parent Advisory Council and represent, speak and vote on behalf of the Council
 - b. Maintain current registration of the Council
 - c. Report regularly to the membership and executive on all matters relating to the DPAC
 - d. Seek and give input to the DPAC on behalf of the Council
 - e. Receive, circulate and post DPAC newsletter, brochures and announcements
 - f. Receive and act on all other communications from the DPAC
 - g. Liaise with other parents and DPAC representatives
 - h. Accept other duties as required
- F. The School Planning Council Representative will:
- a. Attend all meetings of the school planning council (SPC)
 - b. Represent, speak and vote on behalf of the Council at SPC meetings
 - c. Request and take direction from the membership and executive
 - d. Be a strong advocate for meaningful parent involvement in the school and school planning
 - e. Report to the membership and executive following each SPC meeting
 - f. Attend general and executive meetings as directed by the membership or executive
 - g. Submit an annual report

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 36 or the Ministry of Education.

Election of Executive Officers

4. The executive will be elected at each annual general meeting.
5. Call for nominations shall be made at two meetings before the Annual General Meeting.
6. Elections will be conducted by the chair of the Nomination Committee.
7. Three representatives to the school planning council ("SPC") must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.
8. The election of representatives to the SPC and SPAC must be by secret ballot.

Term of office

9. The executive will hold office for a term of one year from June 1 through May 31.
10. No person may hold the same executive position for more than two years, unless no one else runs for the position.
11. No person may hold more than one elected executive position at any one time.

Vacancy

12. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

13. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
15. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. 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

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

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.

Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

1. 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").

Representing the Council

2. Every executive member and representative must act solely in the interests of the membership of the Council.

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VII – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. 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.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee will be appointed annually at each annual general meeting for the following year.
5. A Fun Lunch Committee will be appointed annually at each annual general meeting.
6. A Fundraising Committee will be appointed annually at each annual general meeting.
7. A Safety Committee will be appointed annually at each annual general meeting.

External Committees

8. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 36 or the Ministry of Education to represent the Council on an external committee or to an external organization.
9. The representative will report to the membership or executive as required.

Section VIII – FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1 to June 30.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

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

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

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

Auditor

8. Members at a general meeting may appoint an auditor.

Non-Borrowing Clause

9. Under no circumstances may anyone in an executive position or otherwise borrow on behalf of the PAC.

Section IX – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section X – 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 Council shall be deemed to be property of the Council and shall be turned over to the Chairperson when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

Section XI – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 36 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Frost Road Elementary School.

Adopted by Frost Road Elementary School Parent Advisory Council at Surrey, British Columbia on

19, February 2015

Day Month Year

C. Meleady
Chairperson
CATHERINE MELEADY

C. Lenz
Secretary
CARLA LENZ