

Janice Churchill

Parent Advisory Committee

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Needs updating once constitution is finalized

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Constitution

I. NAME

1. The name of this committee shall be **Janice Churchill Parent Advisory Committee. (JCPAC).**

II. PURPOSE

1. To promote and support the interests of public education in general and specifically the interests of students and parents of Janice Churchill Elementary School.
2. To enhance communication and promote the involvement of parents, students, staff and the community.
3. To act as a consulting body with respect to budgetary matters
4. To provide additional resources to the school through approved volunteer activities. To organize and support activities for students and parents.
5. **To participate in the work of the school planning council through the Council's elected representatives.**
6. **To provide parent education and professional development, and a forum for discussion of educational issues.**
7. **To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.**
8. **To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.**

Bylaws

I. Code of Conduct

1. The JCPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the community.
2. An executive member who is approached by a parent with a concern is in a privileged position and must treat such discussion as confidential.
3. Every member shall uphold the constitution and bylaws.
4. The JCPAC shall not be used as a personal political forum.

II. Membership

1. Membership shall be open to all parents, guardians and the staff of students of Janice Churchill Elementary School.
2. No membership fees shall be levied.
3. **Every member will uphold the constitution and comply with these bylaws.**

III. Meetings of Members

1. JCPAC Executive shall decide on dates of meetings and all members will be given advance notice. **How much advance notice???**
2. The agenda will be formed by the Chairperson, in consultation with the Executive, prior to the meetings, and members are invited to address topics/concerns **via written request to the JCPAC mailbox in the office. Include email contact as well? Do we want to provide other contact information?**
3. Minutes of each monthly meeting, as well as the treasurer's report, will be posted on the PAC bulletin board in the school. **Upon request, members will receive a copy of the minutes. Minutes also to be posted to school website??**
4. The Annual meeting will be held during March for the purpose of electing an executive council for the term of April 1 to March 30. **Do we want to change this??**
5. The Executive council members shall meet as required by the chairperson. Council Members may also request an Executive meeting. **Do we want to keep this or reword?**

6. The Chairperson may call a special general meeting if necessary at his/her discretion.
7. The general meetings shall be open to all parents, guardians, and school staff. Other persons may be invited to attend.
8. Meetings shall be conducted in accordance with simplified Robert's Rules.
9. **General meetings will be conducted with fairness to all members.**
10. **General meetings will be held not less than four times during the school year. One of those meeting will be the annual general meeting to be held in set month.**
11. **At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.**
12. **The Your School Parent Advisory Committee will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.**
13. **Notice of general meeting will be communicated through the school newsletter with a minimum of 2 weeks notice.**

IV. Proceedings at General Meetings

1. A quorum at each meeting will be 10 members. If the quorum is not reached at one meeting, the quorum for the next meeting shall be whoever attends. **Do we want to keep this or change the number?**
2. Each member present is entitled to one vote. No proxies are permitted.
3. **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.**
4. **All matters that require a vote will be decided by a simple majority of the votes cast.**
5. **In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.**
6. **Members must vote in person on all matters.**
7. **Voting by proxy will not be permitted.**

8. **Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot.**
9. **A vote will be taken to destroy the ballots after every election or secret ballot vote.**

V. Executive

1. **The executive will manage the committee`s affairs between general meetings.**
2. **The Executive will include the Chairperson, Vice-Chairperson, Secretary, Treasurer, District Liason (DPAC Representative), Food Day Coordinator, Fundraising Coordinator, Principal and the Members at Large. School employees, other than the Principal, may not be a member of the Executive.**
3. **Any voting committee member is eligible to serve on the executive, except employees of Your School.**
4. **The executive will be elected at each annual general meeting for a one year term.**
5. **All Executive members may hold the same position for a maximum of two terms.**
6. **Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.**
7. **The executive will hold office for a term of one year beginning Date, in accordance with the fiscal year.**
8. **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 committee to fill the vacancy until the next annual general meeting.**
9. **The members may, by a majority of not less than 75% of the votes cast may remove an executive member before the expiration of his or her term of office, and elect an eligible member to complete the term. Prior to this vote written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the vote.**
10. **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 Committee`s affairs.**

VI. Executive Meetings

1. **Executive meeting will be held at the call of the president. At least one meeting will be held before the annual general meeting.**

2. A quorum for executive meetings will be a **majority** of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. All matters requiring a vote at executive meetings will be decided by a **simple majority of the votes cast**. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

VII. School Planning Council Representatives

1. **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 members must be an elected member of the committee executive.**
2. **The election of representatives for the School Planning Council must be done by secret ballot.**
3. **The School Planning Council Representative will hold office for a term of one year.**
4. **If a School Planning Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such election must be done by secret ballot.**

VIII. District Parent Advisory Council

1. **One representative to the School District No. 36 District Parent Advisory Council may be elected from among the voting members.**
2. **The election of representative for the District Parent Advisory Council must be done by secret ballot. (if you choose)**
3. **The District Parent Advisory Council Representative will hold office for a term of one year in accordance with the fiscal year.**
4. **If the District Parent Advisory Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such election must be done by secret ballot. (your choice)**

IX. External Committee Representatives

1. **The membership or executive may elect or appoint a member to represent the committee on an external committee or to an external organization.**

X. Conduct of Executive and Representatives

- 1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.**
- 2. Every executive member and representative must act solely in the interests of the membership and of the Committee.**
- 3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.**
- 4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive**
- 5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.**

XI. Duties of Executive and Representatives

- 1. The Chairperson will:**
 - a) Speak on behalf of the committee**
 - b) Consult with committee members**
 - c) Preside at general and executive meetings**
 - d) Ensure that an agenda is prepared and presented for all meetings**
 - e) Appoint committees where authorized by the membership or executive**
 - f) Ensure that the Committee is represented in school and district activities**
 - g) Ensure the committee activities are aimed at achieving the purpose set out in the constitution**
 - h) Will be a signing officer**
 - i) Submit an annual report**
- 2. The Vice-President will:**
 - a) Support the president**
 - b) Assume the duties of the president in the president's absence or upon request**
 - c) Assist the president or other executive members in the performance of his or her duties**
 - d) Accept extra duties as required**
 - e) May be a signing officer**
- 3. The Secretary will:**

- a) **Ensure that members are notified of meetings**
- b) **Record and file minutes of all meetings Send minutes to principal for review and ensure they are available on school website??**
- c) **Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request Post minutes of the meetings on the PAC bulletin board.**
- d) **Prepare and maintain other documentation as requested by the membership or executive**
- e) **Issue and receive correspondence on behalf of the committee**
- f) **Ensure the safekeeping of all records of the committee in accordance with District policy**
- g) **May be a signing officer**

4. The Treasurer will:

- a) **Will be a signing officer**
- b) **Ensure all funds of the committee are properly accounted for**
- c) **Disburse funds as authorized by the membership or executive**
- d) **Ensure that proper financial records and books of accounts are maintained**
- e) **Report on all receipts and disbursements at general and executive meetings**
- f) **Make financial records and books of accounts available to members upon request**
- g) **Have financial records and books available for inspection or audits annually**
- h) **With the assistance of the executive, draft an annual budget**
- i) **Ensure that another signing officers has access to the financial records and books of accounts in the treasurers absence**
- j) **Submit an annual financial statement at the annual general meeting**

5. The District Parent Advisory Council Representative will:

- a) **Attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the committee**
- b) **Maintain the committee`s council registration**
- c) **Report regularly to the membership and executive on all matters relating to the District Parent Advisory Council**
- d) **Receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements**
- e) **Receive and act on all other communications from the District Parent Advisory Council**
- f) **Liaise with other parents and District Parent Advisory Council representatives**

6. Members at Large will:

- a) **Serve in a capacity to be determined by the committee at the time of election, and at other times as the committee requests**

7. The School Planning Council Representatives will:

- a) **Attend all meetings of the School Planning Council**
- b) **Represent, speak, and vote on behalf of the committee at School Planning Council meetings**
- c) **Request and take direction from the membership and executive**
- d) **Be strong advocates for meaningful parent involvement in the school and school planning**
- e) **Provide a report to all general and executive meetings**
- f) **Attend the general and executive meetings as directed by the membership and executive**

XII. Committees

1. The membership and executive may appoint committees to further the JCPAC 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.

XIII. Financial Matters

1. All funds of the JCPAC shall be on deposit in a chartered bank, credit union, or financial institution registered under the Bank Act.
2. The Chairperson, the Vice-Chairperson, Treasurer and Food Day Coordinator shall be the signing officers for the organization. At least two signatures are required for all banking and legal documents. **Any changes needed?**
3. All expenditures must be approved by simple majority vote at any general meeting.
4. The Executive may spend a maximum of \$200 from the Petty Cash account without the prior approval of the membership. **Any changes needed?**
5. **The financial calendar year of the Your School Parent Advisory Committee will be July 1st to June 30th. (this is the recommended term – should match executive term of office)**
6. **The Committee may raise and spend money to further its purposes.**

7. **All funds of the committee must be kept on deposit in a bank or financial institution registered under the Bank Act.**
8. **The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.**
9. **The executive will prepare a budget and present it to the membership for approval before the current budget expires.**
10. **The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.**
11. **The executive may authorized expenses up to \$200.00 without approval from the membership. (value to be determined but this is a reasonable amount)**
12. **A treasurer`s report will be presented at each general meeting.**
13. **Members at a general meeting may appoint an auditor**

XIV. Constitution and Bylaw Amendments

1. **These bylaws may be amended at any JCPAC monthly meeting.**
2. **The membership must receive at least one week`s notification of the proposed Constitutional change before the general meeting.**
3. **A two thirds vote of the membership present is required for a Constitutional change.**
4. **The members may, by a majority of not less than 75% of the votes cast, amend the Committee`s constitution and bylaws.**
5. **Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.**
6. **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 be made available to all members.**

XV. Property in Documents

1. **All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the **Janice Churchill** Parent Advisory Committee shall be deemed to be the property of the **Janice Churchill** Parent Advisory Committee 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.**

XVI. Dissolution

1. In the event of dissolution of the Janice Churchill PAC, funds and assets remaining after satisfaction of its debts and liabilities shall be given to Janice Churchill Elementary School for the benefit of its students. Should the school no longer exist the funds and assets may be given to another Parent Advisory Council within School District #36 as determined by the membership of the JCPAC.
2. **In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.**
3. **In the event of winding up or dissolution, all records of the Committee shall be given to the principle of Janice Churchill**

Adopted by **Janice Churchill** Parent Advisory Committee at Surrey, B.C. on **Full legal date**.

President _____

Vice President _____

Secretary _____

Treasurer _____

Principal _____