



**Bothwell Elementary School
Parent Advisory Council
(#4-1974)**

Constitution and Bylaws

Established: February 1998
Amended: September 2001
Amended: April 2002
Amended: September 2003

Bothwell Elementary School Parent Advisory Council

Constitution

1. Name of Organization:

The name of the organization shall be Bothwell Elementary Parent Advisory Council.

2. Purpose of Organization:

- The purpose shall be to promote the interests of public education in general and specifically the interests of Bothwell Elementary School;
- to contribute to a sense of school community;
- to encourage communications within the Bothwell school community;
- to encourage support of, to lend assistance to, and help provide resources of the activities of the school district in general and Bothwell Elementary in particular; and
- to act as a liaison between parents and Bothwell Elementary School with regard to general and common interests, programs, events and public information.

3. Dissolving the Organization:

Upon winding up or dissolution of the Society, 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, registered under the provision of the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution, or another Parent Advisory Council or Councils in S.D.#36 (Surrey) having purposes and objectives similar to those of the organization and which meet the requirement of the BC Gaming Commission. This provision shall be unalterable.

Bylaws

1. Membership:

- a) Membership shall be open to the principal or his/her designate and all parents and/or guardians of students enrolled in Bothwell Elementary School.
- b) At each meeting any person who attends and signs the attendance register is thereby considered a member in good standing.
- c) Membership ceases when the member and family move out of Bothwell Elementary School.
- d) All parent/guardians of students enrolled in Bothwell Elementary, except parent/guardians who are employed at Bothwell Elementary in any capacity by S.D.#36 (Surrey), shall be voting members of the Bothwell Parent Advisory Council.
- e) All other members shall be non-voting.

2. Meetings:

- a) The Annual General Meeting is to be held in the month of May to elect an Executive for the next year. The outgoing President is to preside.
- b) General (membership) Meetings to be held monthly from September through June, except December with other possible exceptions as a result of Bothwell Elementary school holidays.

- c) General Meetings are to be held at a time and place convenient to the membership at the call of the President in consultation with the Principal.
- d) Other (special) meetings may be called at any time.
- e) The Principal of Bothwell Elementary, or any 10% or more members, may call a membership meeting.
- f) Voting at meetings may only occur if quorum is met.

3. Executive Powers and Duties:

- a) Term of office – Members of the Executive hold office during the school year, (July 1 through June 30), and remain available in an advisory capacity. The holding of an executive office is to be limited to 2 consecutive years for any one office. Exceptions when vacancies remain unfilled.
- b) The term of office for School Planning Council representatives shall be for one year. The School Planning Council (SPC) representatives shall:
 - i) be one of three elected SPC representatives;
 - ii) represent and speak on behalf of the Bothwell PAC at SPC meetings;
 - iii) take direction from the general Bothwell PAC membership; and
 - iv) report back to the Bothwell PAC at general meetings.
- c) In addition to the officers elected at the Annual General Meeting, the Executive includes the past president.
- d) Any executive office becoming vacant during the school year is to be filled by election at the next General Meeting.
- e) Provisions will be made for the Principal or his/her designee to:
 - i) participate in General Meetings;
 - ii) present a Principal/Teacher report to update the membership on Bothwell Elementary activities and programs, etc.; and
 - iii) act in ex-officio (liaison) capacity with the Executive.
- f) Quorum shall be as follows:
 - i) for General Meetings, those present, 50% plus one voting executive member;
 - ii) for Executive Meetings, 50% plus one voting executive member;
 - iii) if a quorum is not present by the appointed hour the presiding officer may adjourn the meeting and reconvene it within 7 days, and then the meeting will take place.
- g) Voting procedures shall be as follows:
 - i) All parent/guardians of students enrolled in Bothwell Elementary School, except parent/guardians who are employed at the school in any capacity by S.D.#36 (Surrey), shall be voting members of the Bothwell Parent Advisory Council. Voting members may have one vote each.
 - ii) Voting is by show of hands.
 - iii) In any situation requiring it, the presiding officer casts the deciding vote, but may not vote more than one time.

4. Elections for Executives:

- a) The following executive officers are to be elected from the current members eligible to vote at the Annual General Meeting:
 - President
 - Vice President
 - Secretary
 - Treasurer

- b) Function of executives as follows:
- i) **The President** shall call and chair all meetings of the committee, as well as the Annual General Meeting and any special meeting which may be called from time to time. The President shall ensure that the business of the committee is carried on between meetings and that matters of interest are reported to members.
 - ii) **The Vice President** shall carry out the duties of the President in his/her absence and to assist the President.
 - iii) **The Secretary** shall take and have custody of the minutes of proceedings of all meetings of the Bothwell Parent Advisory Council and of the Annual General Meeting and such special meetings as may be called from time to time.
 - iv) **The Treasurer** shall prepare and have custody of the financial records of the Bothwell Parent Advisory Council. The treasurer to have a petty cash fund of up to \$100.00. All cheques must be signed by at least two members. Minimum of 3 members to have signing authority.
- c) Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in Bothwell Elementary, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. The election of representatives to the School Planning Council must be by secret ballot if there are more than three eligible nominees.
- d) The committee will appoint standing and special committees as required.

5. **Standing Committee Members:**

- Fund Raising Chairperson
- District Council Representative
- Food/Hot Lunch Chairperson
- Public Relations Officer
- Safety/Emergency
- Grade 7 Committee Representative
- Room parent
- Special Events
- Sunshine
- Block Parent Coordinator

- a) A nomination committee, chosen by the Executive, is to present a slate of nominees to the Secretary for distribution before the Annual General Meeting.
- b) Additional nominations may be made from the floor provided the consent of the nominees has been obtained.
- c) The members may, by special resolution, remove an "Executive Officer" or "member of the executive" before the expiration date of their office, and may elect a successor to serve to the next Annual General Meeting.
- d) Vacancies in the Executive resulting from resignation of a parent member shall be filled and appointed by the President from Bothwell Elementary parents.
- e) General Meetings shall be open and shall be held at the discretion of the Executive Committee. There shall be not less than six meetings in the school year. Two weeks notice is requested from persons wanting a meeting stating the specific purpose of the meeting.
- f) Amendments to these Bylaws may be made at any General Meeting by a two-thirds vote of those present, provided notice has been given to the proposed amendments at least two weeks previous to the General Meeting at which they are voted upon.
- g) The Executive Committee can recommend changes to the Constitution and bring forth at a General Meeting to be voted upon.

Guidelines

1. The Executive Committee meetings, or the general Parent Advisory Council meetings, shall not discuss individual students, parents or staff of the Bothwell Elementary School community.
2. The books and records of the Bothwell Parent Advisory Council shall be made available for inspection at the Annual General Meeting.

Adopted by Bothwell Elementary School's

Parent Advisory Council (#4-1974)

at Surrey, British Columbia, Canada,

on this _____. Day of

_____, 200_____.

President (print name)

(signature)

Secretary (print name)

(signature)