**ROYAL HEIGHTS ELEMENTARY**

**Parent Advisory Council**

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**Constitution**

1. **NAME**
2. The name of this council shall be **Royal Heights Elementary** Parent Advisory Council
3. . (**RHE-PAC**).
4. **PURPOSE**
5. To promote the education and welfare of students in the school.
6. To review, discuss, and make recommendations to school staff and administration on any matters relating to the school, including school policy & procedures; programs & services; facilities & equipment; parent/community education; and learning resources.
7. To collaborate and discuss with administration and teaching staff on matters relating to the needs of the students as individuals and as part of a class.
8. To encourage parent involvement in school activities, programs, and services.
9. To organize and support programs and services that promotes the enrichment of the students’ education and well-being.
10. To foster a positive working relationship and open communication between parents, teachers, administration, and staff within the school and the community.
11. To provide leadership in the school community.
12. To provide parent education, and a forum for discussion of educational issues.
13. To provide financial support for the goals of the Parent Advisory Committee, as determined by the membership.
14. To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.
15. **INTERPRETATION OF TERMS**

**“community organizations”** means the groups that demonstrate an interest in education and are not already included in the scope of the **Royal Heights Elementary** Parent Advisory 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.

**“school”** means any public elementary or secondary educational institute as defined in the School Act

**“student”** means any child registered in Royal Heights Elementary

**BYLAWS**

1. **Membership**
2. All parents and guardians of students registered in **Royal Heights Elementary** are voting members of the **Royal Heights Elementary** Parent Advisory Council.
3. Every member will uphold the constitution and comply with these bylaws.
4. Administration and staff (teaching and non-teaching) of **Royal Heights Elementary** shall be non-voting members of the group.
5. **Meetings of Members**
6. General meetings will be conducted with fairness to all members.
7. General meetings will be conducted in a positive and respectful manner; any persons not abiding by this rule may be asked to be excused from the meeting temporarily.
8. 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 **September**.
9. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
10. The **Royal Heights Elementary** Parent Advisory Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
11. **Notice of general meeting will be communicated through the school newsletter with a minimum of 2 weeks notice.**
12. **Proceedings at General Meetings**
13. Quorum for general meetings will be **five (5)** voting members.
14. 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.
15. All matters that require a vote will be decided by a **simple majority of the votes cast.**
16. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
17. Members must vote in person on all matters. Voting by proxy will not be permitted.
18. 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.
19. A vote will be taken to destroy the ballots after every election or secret ballot vote.
20. **Executive**
21. The executive will manage the council`s affairs between general meetings.
22. The executive will include the chairperson, vice-chairperson, secretary, treasurer, and such other members of the council as the membership decides. (may choose to have directors)
23. Any voting council member is eligible to serve on the executive, except employees of Royal Heights Elementary**.**
24. The executive will be elected at each annual general meeting.
25. Elections will be conducted by an Election Officer (a member who is not seeking a nomination or position). The Election Officer will chair the elections portion of the meeting. In absence of an Election Officer or eligible member, the vote will be turned over to an administrator to conduct.
26. No two members of the same family may serve on the executive at the same time.
27. The executive will hold office for a term of one year beginning **October**, in accordance with the fiscal year.
28. If an executive member resigns or ceases to hold office for any other reason, an election will be held to fill the vacancy during the next annual general meeting.
29. 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.
30. 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.
31. **Executive Meetings**
32. Executive meeting will be held at the call of the chairperson. At least one meeting will be held before the annual general meeting.
33. A quorum for executive meetings will be a **majority** of the members of the executive.
34. Executive members will be given reasonable notice of executive meetings.
35. 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.
36. **District Parent Advisory Council**
37. One representative to the School District No. 36 District Parent Advisory Council may be elected from among the voting members.
38. The election of representative for the District Parent Advisory Council must be done by ballot**.**
39. The District Parent Advisory Council Representative will hold office for a term of one year in accordance with the fiscal year.
40. 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 ballot.
41. **External Council Representatives**
42. The membership or executive may elect or appoint a member to represent the council on an external council or to an external organization.
43. **Conduct of Executive and Representatives**
44. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.
45. Every executive member and representative must act solely in the interests of the membership and of the Council.
46. 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.
47. 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 interests to the membership and executive.
48. Such an executive member or representative must avoid using his or her position on the Council for personal gain.
49. **Duties of Executive and Representatives**
50. The **Chairperson** will:
51. Speak on behalf of the council
52. Consult with council members
53. Convene & preside at general and executive meetings
54. Ensure that an agenda is prepared and presented for all meetings
55. Keep meetings orderly (to keep spur-of-the-moment decision-making to a minimum)
56. Set and adhere to a timetable after the members decide the best time to begin and end the meeting
57. Provide an opportunity for additions to the agenda at the beginning of the meeting
58. Appoint councils where authorized by the membership or executive
59. Ensure that the Council is represented in school and district activities
60. Ensure the council activities are aimed at achieving the purpose set out in the constitution
61. Establish meeting rules with the executive members
62. Will be a signing officer
63. Submit an annual report
64. The **Vice-Chairperson** will:
65. Support the chairperson
66. Assume the duties of the chairperson in the chairperson`s absence or upon request
67. Assist the chairperson or other executive members in the performance of his or her duties
68. Accept extra duties as required
69. May be a signing officer
70. The **Secretary** will:
71. Ensure that members are notified of meetings
72. Record and file minutes of all meetings
73. Presents and reads minutes for adoption at meetings
74. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
75. Prepare and maintain other documentation as requested by the membership or executive
76. Issue and receive correspondence on behalf of the council
77. Ensure the safekeeping of all records of the council in accordance with District policy
78. May be a signing officer
79. The **Treasurer** will:
80. Will be a signing officer
81. Ensure all funds of the council are properly accounted for
82. Disburse funds as authorized by the membership or executive
83. Ensure that proper financial records and books of accounts are maintained
84. Present a report of all financial receipts and disbursements at general and executive meetings
85. Make financial records and books of accounts available to members upon request
86. Have financial records and books available for inspection or audits annually
87. With the assistance of the executive, draft an annual budget
88. Ensure that another signing officers has access to the financial records and books of accounts in the treasurers absence
89. Submit an annual financial statement at the annual general meeting
90. The **District Parent Advisory Council Representative** will:
91. Attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the council
92. Maintain the committee`s council registration
93. Report regularly to the membership and executive on all matters relating to the District Parent Advisory Council
94. Receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements
95. Receive and act on all other communications from the District Parent Advisory Council
96. Liaise with other parents and District Parent Advisory Council representatives
97. **Members at Large** will:
98. Serve in a capacity to be determined by the council at the time of election, and at other times as the council requests
99. **Committees**
100. The membership and executive may appoint committees to further the **Royal Heights Elementary** Parent Advisory Council purposes and carry on its affairs.
101. 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.
102. Committees will report to the membership and executive as required.
103. **Financial Matters**
104. The financial calendar year of the **Royal Heights Elementary** Parent Advisory Council will be **October 1st to September 30th**.
105. The Council may raise and spend money to further its purposes.
106. All funds of the council must be kept on deposit in a bank or financial institution registered under the Bank Act.
107. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
108. The executive will prepare an itemized budget accounting for all proposed expenditures for the school year, and present it to the membership for approval before the current budget expires.
109. The executive must present all proposed expenditures beyond the current budget for approval at the next general meeting.
110. All proposed expenditures must be presented to the membership for approval **before an event or activity occurs**.
111. **ALL expenditures require a receipt before each disbursement of funds can occur.**
112. All unused funds in the budget and/or for proposed expenditures beyond the current budget must be returned back to the PAC to be deposited in a bank or financial institution registered under the Bank Act.

1. The executive may authorize expenses up to **$50.00** without approval from the membership.
2. A treasurer`s report will be presented at each general meeting.
3. Members at a general meeting may appoint an auditor.
4. **Constitution and Bylaw Amendments**
5. The members may, by a majority of not less than 75% of the votes cast, amend the Council`s constitution and bylaws.
6. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
7. 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.
8. **Property in Documents**
9. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or council members in connection with the  **Royal Heights Elementary** Parent Advisory Council shall be deemed to be the property of the **Royal Heights Elementary** Parent Advisory Council and shall be turned over to the president when the member, executive member, representative, or council member ceases to perform the task to which the papers relate.
10. **Dissolution**
11. 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 committee/council or councils in School District No. 36 having purpose similar to those of this council, as the members of the Council may determine at the time of winding up or dissolution.
12. In the event of winding up or dissolution, all records of the Council shall be given to the principal of **Royal Heights Elementary**.

Adopted by **Royal Heights Elementary** Parent Advisory Council at Surrey, B.C. on **November 23, 2015.**

Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_