

Constitution

Article I- Name

The name of the organization shall be W. E. Kinvig Elementary School Parent Advisory Council.

Article II- Purposes

The Purposes of the council shall be:

1. To support and promote the involvement of the "parents and guardians" in the public education of their children in School District #36 and specifically at W. E. Kinvig Elementary School,
2. To support the programs and interests of W. E. Kinvig Elementary School and its community, and
3. To advise the principal and staff of W. E. Kinvig Elementary School respecting matters relating to the school.

Article III- Membership

Section 1. Entitlement to membership

Membership shall consist of all parents and guardians of students enrolled in the school. W. E. Kinvig Elementary.

Section 2. Privileges of membership

Parents and guardians of students enrolled in the school W. E. Kinvig Elementary shall have voting privileges and may hold office.

Article IV- Executive Officers and Elections

Section 1. Executive Officers defined

There shall be an executive consisting of a President, Vice President, Secretary, and a Treasurer.

Section 2. Functions of the Executive

1. To manage council affairs
2. To deal with all matters delegated to them by the constitution, the by-laws, and the council.
3. To provide regular communication to all the members regarding the affairs and activities of the council.
4. To ensure the preparation and adherence to the annual budget.

Section 3. Election of the Executive officers

1. The executive officers shall be elected at an annual general meeting
2. The executive officers shall be elected in the following order: President, Vice President, Secretary, and Treasurer.

Section 4. Terms of Office

The elected term for each executive officer shall be for one year. An executive officer may hold the same office for no more than two years.

Section 5. Vacancies

Vacancies occurring in any executive office between the annual general meeting may be temporarily filled by appointment of the executive. The members shall elect a replacement at the next general meeting.

Section 6. Removal of an Executive officer

1. The members may, by a majority of not less than 75% of votes cast, remove an executive officer before the expiration of the term of office, and may elect a successor to complete the term.
2. Written notice of a proposed resolution to remove an executive officer shall be given to the members not less than two weeks before the meeting.

Section 7. Limitation of powers

The executive officers shall not act independently of the general membership on issues concerning the school.

Section 8. Executive meetings

Executive meetings may be held, at the call of the President, or to prepare for general meetings, or to conduct the business of the council as directed by the membership.

Article V- Meetings of Members

Section 1. General meetings

1. General meetings shall be held regularly during the school year to conduct current business. One of those meetings shall be the annual general meeting.
2. General meetings shall be scheduled by the executive, and members shall be given at least 7 days notice of each meeting.
3. Special emergency meetings may be called with less than 7 days notice to members. In this case, the executive shall provide notice of special business of the meeting.

Section 2. Right to attend, speak, and vote.

1. Members, as defined in Article III, may attend, speak, and vote at any general meeting.
2. The school principal, vice principal, or their delegates may attend and speak at any general meeting.
3. A representative of the school staff may attend and speak at any general meeting.
4. Other persons, at the discretion of the council, may attend the general meeting.

Article VI- By-Laws

The council shall be empowered to enact by-laws governing its conduct and operation.

Article VII- Amendments to the Constitution and By-laws

Section 1. Power to amend

The members may, by majority of not less than 2/3rds of the votes cast, amend the constitution and by-laws.

Section 2. Notice

Written notice of proposed amendments to the constitution or by-laws shall be given to members not less than two weeks before the meeting.

Article VIII- Dissolution

Section 1. Circumstances of dissolution

1. The members may, by a majority of no less than 75% of the votes cast, dissolve the council.
2. Written notice of any resolution to dissolve the council shall be given to the members at least two weeks before the meeting.
3. The council shall dissolve upon the permanent closer of the school by School District #36 or the Ministry of Education

Section 2. Distribution of assets and records

1. Upon dissolution of the council, all outstanding debts shall be cleared and all remaining assets shall be transferred to W. E. Kinvig Elementary School to be used for the benefit of the students.
2. In the event of permanent closure of the school resulting in relocation of students to another school, council assets shall be transferred to the Parent Advisory Council of that school. If students are relocated to more than one school, assets will be divided on a per capita basis and transferred to the Parent Advisory Councils of the appropriate schools.

Adopted by the W. E. Kinvig Elementary School Parent Advisory Council at Surrey, British Columbia on the 28th day of February, 2001.

President- Trish Becker
Donna Paul- Secretary

By-Laws

Article I- Proceedings at Council Meetings

Section 1. Quorum

A Quorum of eight (8) members is required for a vote at any meeting of the council.

Section 2. Voting

1. Each member, as defined in Article III of the Constitution, present at a meeting of the council shall be entitled to vote, except for the chair.
2. All business or matters coming before the council shall be decided by a simple majority of the votes cast by the members present at the meeting, except as otherwise provided herein. The chair retains has the right to table any motion to the following general meeting.
3. Voting shall be by simple show of hands.
4. In the case of a tie vote, the proposed motion shall not pass.
5. Votes shall be cast in person. There shall be no voting by proxy or by mail.
6. Nominations for executive officers shall be accepted from the floor at the annual general meeting.

Section 3. Minutes of the meetings

1. Minutes of each meeting shall be taken by the secretary and submitted to the members for approval at the following general meeting.
2. Copies of all meeting minutes are to be kept on file by the secretary and mad available to members on request.

Section 4. Code of Conduct

1. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
2. Members may not unduly disrupt a meeting. The chair may expel members or other persons from a meeting after instructing them to desist their disruptive behaviour.

Article II- Duties of Executive Officers

Section 1. The President

1. Prepare the agenda for all general and executive meetings
2. Call and chair all general and executive meetings, and
3. Be an ex-officio member of all council committees.

Section 2. The Vice President

1. Assume the duties of the President in the President's absence
2. Assist the President as needed, and
3. Assume other duties as directed by the executive.

Section 3. The Secretary

1. Keep the official minutes of the council,
2. Maintain and ensure the safekeeping of all records of the council, except those required to be kept by the Treasurer, and
3. Conduct the correspondence of the Council.

Section 4. The Treasurer

1. Maintain proper records of all financial transactions of the council,
2. Receive all monies on behalf of the council and maintain them on deposit in a chartered bank or a registered credit union approved by the executive,
3. Disburse funds as authorized by the executive,
4. Assist in the preparation of the annual budget
5. Give a report and a written statement of financial transactions at the general meetings, and
6. Present an annual financial statement at the general meeting following the end of the fiscal year.

Article III- Committees

The Council may appoint committees to meet council's objectives or conduct the work of the council. Committee's shall limit their activities to those authorized by the executive, and shall report on their work at each general meeting. Council members and school staff may sit on Council committees.

Article I- Proceedings at Council Meetings

Section 1. Membership Fees.

No membership fees shall be assessed on the [Parent Advisory Committee members](#).

Section 2. Fiscal Year.

The fiscal year shall begin on July 1st and end of June 30th.

Section 3. Bank Accounts

The funds of the council shall be maintained on deposit in a chartered bank or a registered credit union approved by the executive.

Section 4. Signing Authority

The Treasurer and another executive officer shall be authorized signatories on the council's bank account. Both signatures shall be required to transact banking business. Executive officers who are employed by School District #36 shall not be authorized signatories.

Section 5. Annual Budget

At the general meeting following the annual general meeting , the executive shall submit to the members a budget for the school year for their consideration and approval.

Section 6. Power to raise funds

The council may raise funds as needed in order to accomplish its objectives.

Section 7. Spending.

1. The executive may spend money as approved by the members at a general meeting.
2. The executive may spend a maximum of \$100.00 without the prior approval of the members. Any such expenditures shall be reported at the next general meeting.

Adopted by the W. E. Kinvig Elementary School Parent Advisory Council at Surrey, British Columbia on the 28th day of February, 2001.

President- Trish Becker
Donna Paul- Secretary