

Cedar Grove Elementary School

**Parent Advisory Council (PAC)
and its sub-committees**

Constitution and Bylaws

Adopted as outlined herein by voting members at the Parent Advisory
Council Meeting held on March 2, 2016

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CONSTITUTION

Section I – NAME

1. The name of this Council is Cedar Grove Elementary School Parent Advisory Council (School District No. 46)
2. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
4. Executive members must be volunteers who do not receive remuneration or other financial benefits for their services regardless of the type of service performed.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote 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
4. To promote the interests of public education and, in particular, the interests of Cedar Grove Elementary School
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 assist parents in obtaining information and communicating with the principal and staff about their child's progress or other 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 Cedar Grove Elementary School Parent Advisory Council

Section III – INTERPRETATION OF TERMS

“Community organizations” is defined as groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

“District” is defined as School District No. 46

“DPAC” or “district parent advisory council” is defined as the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 46

“PAC” or “parent advisory council” is defined as the parents organized according to the School Act and operating as a parent advisory council in Cedar Grove 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 these bylaws, means the parent or guardian of a child or children enrolled in School District No. 46

“School” is defined as any public elementary or secondary educational institution as defined in the School Act operating within School District No. 46

“Members at large” (MAL) is defined as a person who represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

The **MAL** can conduct projects to further the goals of the organization or to develop services for the membership. The MAL could serve as chair of any ad hoc committee formed to develop these projects.

The **MAL** can communicate their issues, needs and interests to the Council

- Identify potential problems and opportunities.
- Work effectively toward common goals as a team member.
- Set objectives and develop action plans for selected and/or assigned projects.

BYLAWS

Section A – MEMBERSHIP

Voting members

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

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Cedar Grove 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 B – 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 six 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.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Section C – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be 5 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. Events or fundraisers requiring 2 or more volunteers, and/or more than \$100, will be presented to the PAC at a general meeting and require a majority vote in order to proceed. This presentation must have the following details: event type, date, volunteers needed and budget. This proposal must be submitted to the Executive before the end of each month in order for it to appear on the next meeting's agenda.
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. Members must vote in person on all matters. Voting by proxy will not be permitted.
7. 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.
8. A vote will be taken to destroy the ballots after every election.

Conduct at Meetings

9. Members must raise their hands for the chance to speak. The Vice-chairperson, or Co-chair in lieu of a Vice-chair, will take note of the order of speakers.
10. Members should be respectful of opinions, positions and views.
11. Members will have an added chance to speak at the end of all general meetings during the Additional Business section of the agenda.

Section D – EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the chairperson, vice-chairperson, secretary, treasurer, immediate past chairperson (if available) and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 46 or the Ministry of Education.

Election of executive

4. The executive for the following year will be elected at each annual general meeting to be held in June of the current year. If a quorum is not present at the June general meeting, the election will be deferred to September.

Term of office

5. The executive will hold office for a term of one year beginning September 1st to August 31st
6. No person may hold the same executive position for more than four years.

Vacancy

7. 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

8. 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.
9. 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.

Remuneration of executive

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 Council's affairs.

Section E – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the chairperson, with a minimum of one meeting per school year.
2. An executive meeting will be held at the start of the school year to draft the annual budget with the treasurer (presented at or before the 2nd general meeting).

Quorum

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

Notice

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

Voting

5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
6. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section F – DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the District Parent Advisory Council (DPAC) for School District No. 46 (Sunshine Coast) may be elected annually from among the voting members who are

not employees or elected officials of School District No. 46 or the Ministry of Education. The election must be by secret ballot. [School Act, s. 8(6)]

Election of DPAC representatives

2. The DPAC representative will be elected during the AGM in June for the following year.

Term of office

3. The DPAC representative will hold office for a term of one year.

Vacancy

4. If an DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 46 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section G – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative hereby agrees to abide by a code of ethics acceptable to the membership.

Representing the Council

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

Privilege

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 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 H – DUTIES OF EXECUTIVE

1. 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

2. The Vice-Chairperson will

- 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) may be a signing officer

3. The Secretary will

- a) record, display, file and distribute to members the minutes of all meetings
- b) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- c) may prepare and maintain other documentation as requested by the membership or executive
- d) may issue and receive correspondence on behalf of the Council
- e) ensure safekeeping of all records of the Council
- f) record all meeting attendees, late arrivals and regrets from Executives
- g) may be a signing officer

4. 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 upon request
- h) with the assistance of the executive, draft an annual budget to be presented at or before the 2nd general meeting

- 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

Section I – DUTIES OF REPRESENTATIVES AND COORDINATORS

1. The DPAC Representative will

- a) attend all meetings of the District Advisory Committee for School District No. 46 (Sunshine Coast) 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 newsletters, brochures, and announcements
- f) receive and act on all other communications from the DPAC
- g) liaise with other parents and DPAC representatives

2. Members-at-Large will

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

3. The Immediate Past Chairperson will

- a) advise and support the membership and executive for a minimum period of one month, and a maximum period of one school year
- b) provide information about resources, contacts, and other matters
- c) help smooth the transition between chairpersons/executive
- d) be available by telephone or email if not able to provide in person support

4. The Hot Lunch Coordinator will

- a) coordinate the hot lunch program provided for students by the PAC
- b) identify and work with lunch suppliers to determine menu and negotiate rates
- c) determine lunch options, selling prices and timelines with the help of the PAC Executive as appropriate
- d) recruit volunteers with the assistance of the Volunteer Coordinator, and organize volunteers to help on hot lunch days with distribution and kitchen clean up
- e) work to ensure that the program runs smoothly and efficiently for both the students and parents
- f) coordinate the online ordering system with technical support from the application provider
- g) process and verify payments (cash, cheque or online) and balance payments to orders

5. The Breakfast Program Coordinator will

- a) coordinate the breakfast program provided for students by the PAC Monday through Friday when school is in session
- b) recruit volunteers with the assistance of the Volunteer Coordinator, and organize volunteers to help with breakfast preparation and kitchen clean up
- c) organize food drives to facilitate donations to the breakfast program
- d) purchase breakfast items as appropriate and within budget
- e) submit expenses to the Treasurer in a timely manner

6. The Volunteer Coordinator will

- a) coordinate volunteers drawing from staff, students, parents and community to assist at functions
- b) compile and maintain a list of all volunteers including contact information

7. The Fundraising Coordinator will

- a) propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- b) coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive.
- c) maintain a record of fundraising projects, suggestions for improvement and future events.
- d) make sure all accounting and proper reporting to Treasurer is complete post event.

Section J – 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. Committee will adhere to the Constitution and Bylaws set in place by the Cedar Grove Elementary School Parent Advisory Council.

Section K – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be September 1st to August 31st.

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. A budget and tentative plan for the year will be drawn up by the executive and presented to the membership for approval at or before the 2nd general meeting.
6. Expenditures greater than \$100, with the exception of regular budgeted expenses (i.e. hot lunch invoices), must appear on an agenda and be voted on by the members before funds over \$100 can be released.

Non-budgeted expenditures

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

Treasurer's report

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

Depositing Funds

9. Deposits must be made by an appointed member if the Treasurer is unable to do so.
10. All deposits must be recorded with deposit date, signature and a breakdown of the funds' source.

Reimbursement

11. Members seeking reimbursement for expenses must submit original receipts with an Expense Reimbursement Form. Receipts must be itemized and explained on this form.

Auditor

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

Section L – 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 M – PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers or electronic files 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 N – DISSOLUTION

Circumstances of Dissolution

1. The number of persons making up the executive committee shall be not less than three (3) in number and must include the positions of Chair, Treasurer and Secretary. If, for a period of six (6) months these three positions are not filled the Council shall be dissolved.
2. The members may, by a majority of not less than 75% of the votes cast, dissolve the organization (PAC). Written notice specifying the intention to propose the resolution to dissolve the PAC should be given to the members not less than fourteen (14) days before a general meeting.
3. The PAC shall dissolve on permanent closure of the school by the School District No. 46 or by the Province.

Distribution of Assets

1. In the event of winding up or dissolution of the Council, whether mandatory or voluntary, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be determined and distributed to another parent advisory council or councils in School District No. 46 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 Cedar Grove Elementary School.

Section O – CODE OF CONDUCT AND ETHICS

1. The Cedar Grove Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. Cedar Grove Elementary School Parent Advisory Council members should conduct oneself in a way that promotes achievement and encourages learning.

3. Members are expected to behave in a way that shows courtesy, respect and consideration for other people and their property and in no way offends others.
4. These standards also apply during extracurricular activities, field trips and whenever we represent Cedar Grove Elementary off school grounds.
5. Cedar Grove Elementary School Parent Advisory Council represents the school and its standards. We must maintain a high level of decorum.
6. An executive member who is approached by a parent with a concern relating to an individual, is in a privileged position and will treat such discussion with discretion, protecting the confidentiality of the people involved.
7. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and bylaws, policies and procedures of the PAC.
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the members, ensuring that representation processes are in place.
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - g) Works to ensure those issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.

Section P – CODE OF CONFLICT OF INTEREST

Conflict of Interest

1. That individuals refrain from discussing, influencing, and voting upon any matter before Cedar Grove Elementary School Parent Advisory Council in which they or their family have a pecuniary interest.

Perceived Bias

2. That the voice of Cedar Grove Elementary School Parent Advisory Council must clearly be, and must be perceived to be, that of the parents of Cedar Grove Elementary School.

Section Q – ACCOUNTIBILITY

1. If any executive member is found to be in violation of this constitution, the code of ethics, conflict of interest or perceived bias, that member will be relieved of duties pending a review by the Executive Council.

Section R – ADOPTION

Adopted by Cedar Grove Elementary School Parent Advisory Council at Gibsons, British Columbia, on the 2nd day of March, 2016.

Christine Hardt
Co-Chairperson

Tracey McIntosh
Co-Chairperson

Linda Shute
Treasurer

Lisa McKay
Secretary