

École Casorso School Parent Advisory Council Constitution and Bylaws



CONSTITUTION

Article I – Name

1. The name of this society shall be the Parent Advisory Council of the École Casorso School.
 - a. Hereafter, the Parent Advisory Council will be referred to as “the PAC”.
 - b. Hereafter, the École Casorso School will be referred to as “the School”.

Article II – Purpose, Aims, & Objectives

1. Purpose
 - a. The purpose of the PAC is to support, encourage, and improve the quality of education and welfare of the students of the School.
2. Aims & Objectives
 - a. To provide advocacy support for the children and parents of the School
 - b. To assist parents in obtaining information and communication with the principal and staff about their child’s progress or other concerns
 - c. To foster a good working relationship, liaise with, and advise the principal and staff on parents’ views on any matter relating to the School which may include procedures, programs, policies, plans, activities, equipment, and learning resources
 - d. To encourage and promote parental involvement at the School and to create opportunities to provide parent education
 - e. To serve as the parental voice to the School Learning Plan, the Central Okanagan Parent Advisory Council (COPAC), School District No. 23, Board of Trustees, and the B.C. Ministry of Education
 - f. To organize, support, and coordinate extra-curricular activities for the students and parents as mutually agreed upon by the PAC and the staff
 - g. To raise monies for the purpose of items deemed to be a desirable asset to the School and not otherwise supplied by the School District
 - h. To promote the interests of public education and particularly the interests of the School

BYLAWS

Article I – Membership

1. A voting member is any parent or guardian of a student in attendance at the School. One vote per attending household family is allowed.
2. Administration and staff (teaching and non-teaching) of the School may be non-voting members of the PAC as guests.
3. Every member must have access to and uphold the Constitution and the Bylaws.

Article II – Executive Officers

1. ~~There are 13 executive positions total.~~ The executive officers shall include President, Vice President, Secretary, Treasurer, Past President, ~~Parent Education Representative,~~ COPAC Representative, ~~School Learning Plan,~~ Fun Lunch Representative, ~~and with the remaining six Members at Large, not exceeding a total of 10 Members at Large four of which may be shared positions.~~ As well, a non-voting Teacher Representative and non-voting Administrative Representative may be provided by ~~the staff of~~ the School.
2. All ~~parents or guardians of a student in attendance at the School members~~ shall be eligible to stand for election of any office.
3. An executive position shall be one year from the date of being voted in. No member shall hold the same office for more than three consecutive school years, except under extraordinary circumstances.
4. In the event of a vacant position, when there are no nominees and when the previous officer has fulfilled the three-term maximum, the members may offer the position to the outgoing holder for the next term.
5. No person may hold more than one executive office at any one time, except under extraordinary circumstances.
6. If an executive position becomes vacant for whatever reason, the PAC may appoint or elect any voting member to fill the said vacancy.
7. If an executive member fails to comply with the Constitution and Bylaws as set out or is deemed unworthy of holding the executive position, the membership has the right to terminate their executive standing and the PAC may then appoint or elect an alternative PAC member to fill the vacancy.
8. If an executive position is being shared by two people, they must share one vote between them.
9. The Past President shall hold that position for a maximum of one year.

Article III – Duties of Executive Officers

President

1. Preside at all meetings of the PAC, ensuring that meetings are conducted in an orderly manner.
2. Be an ex-officio member on all committees, except for the Nomination Committee.
3. Appoint chairpersons to all committees when the occasion arises.
4. Abstain from voting unless a tie occurs; in the case of a tie, cast the deciding vote.
5. Issue and receive correspondence on behalf of the organization.

6. Know the Constitution and Bylaws and meeting rules.
7. Know where to find resources to assist members.
8. Ensure that the PAC is represented in the School and School District No. 23 activities where appropriate or possible.
9. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
10. Be the official spokesperson for the organization.
11. Be a strong advocate for meaningful parental involvement in the School and school planning.
12. Be a signing officer.
13. Prepare the agendas for the executive and general meetings.
14. Prepare a quarterly report for the School newsletter with the assistance of the Vice President.
15. Submit an annual report at the Annual General Meeting (AGM) to the PAC with the assistance of the Vice President.

Vice President

1. Assume the responsibilities of the President in the President's absence or upon request.
2. Assist the President in the performance of their duties.
3. Accept extra duties as required.
4. Be a signing officer unless another executive member is designated as signing officer by the organization.
5. Assist the President in preparing an annual report to the PAC.

Treasurer

1. Collect all monies owing to the PAC.
2. Pay all bills authorized by the Executive.
3. Maintain an accurate record of all revenues and expenditures of the PAC to be presented at monthly general meetings as well as reconcile them with bank statements.
4. Provide a report via email during the summer months to the Executive.
5. Give a report of revenues and expenditures at all general meetings.
6. Deposit monies in an account at an approved financial institution.
7. Have the books ready for an annual audit or inspection.
8. Present an annual financial statement at the Annual General Meeting AGM of the PAC.
9. Assist the Executive with a draft budget and tentative plan of revenue and expenditures for the year.
10. Be a signing officer and ensure that another signing officers has access to the books in the event of their absence.
11. Complete license applications and annual reports of disbursement of funds.
12. Complete the application for the annual Gaming Grant by June 30th.

Secretary

1. Keep accurate and official records of all general and executive meetings.
2. Maintain a binder for the current school year of all meeting minutes, and bring them to each meeting.
3. Keep an accurate copy of the Constitution and Bylaws, and update in accordance with changes passed by the membership.

4. Safely keep all records of the PAC.
5. Provide regular website updates, detailing PAC activities.

Parent Education Representative

- ~~1. Be responsible for the organization of parent education events.~~
- ~~2. Submit an annual report to the PAC.~~

Central Okanagan Parent Advisory Council (COPAC) Representative

1. Attend PAC and COPAC meetings or arrange for an alternate representative to attend meetings and workshops if necessary.
2. Seek and give input or vote on behalf of the PAC to the COPAC.
3. Report back to the PAC, concerning item (2) above and on other relevant COPAC issues.
4. Maintain current registration of the PAC with the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
5. Submit an annual report to the PAC at the AGM.

School Learning Plan Representative

- ~~1. Meet with the principal and other school representatives to formulate a plan of recommendation to be reviewed at arranged intervals by School District No. 23 or appointed committee.~~
- ~~2. Act as a liaison between Framework for Enhanced Student Learning committee and the Executive.~~
- ~~3. Represent and speak on behalf of the PAC at School Learning Plan meetings.~~
- ~~4. Request and take direction from the membership and the Executive.~~

Fun Lunch Representative

1. Implement a lunch program in the School for the entire school year in accordance with the Health Promoting Schools Initiative.
2. Recruit assistants and manage volunteers when necessary to plan, purchase, and distribute food to classrooms.
3. Obtain or designate a Fun Lunch Volunteer to obtain Food Safe Level 1.

Past President

1. Help smooth the transition between Presidents.
2. Assist, advise, and support the PAC.
3. Provide information about resources, contacts, and other essential information to the PAC.
4. Act as a consultant for the President.

Member at Large

1. Serve in a capacity to be determined by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.

Administrative Representative

1. Advise on all matters pertaining to school regulations and School Board policy as necessary for the PAC.

Article IV – Meetings

1. General meetings are to be held not less than four times per year, on a predetermined day of each month of the school year. Members will be given reasonable notice of general meetings.
2. Executive meetings may be held at any time as deemed necessary. The purpose of executive meetings is to carry on business between regular PAC meetings.
3. The ~~Annual General Meeting-AGM~~ shall be held in September of each year ~~with a minimum of seven and a maximum of 11 new officers elected. It is recommended that a minimum of two previous members form the new membership.~~
4. Business transacted at the ~~Annual General Meeting-AGM~~ shall include:
 - a. The adoption of Rules of Order
 - b. The consideration and approval of the financial statements ~~for the previous fiscal year~~
 - c. The ~~annual~~ report of ~~Directors executive officers~~
 - d. The report of the auditor (if any)
 - e. The election of the executive officers
 - f. The appointment of the auditor (if required)
5. Meetings held electronically:
 - a. The Executive can authorize the PAC to meet by use of Internet meeting services with integrated audio (and optionally video), text, and voting capabilities as an alternative meeting method when in person meetings are not possible or are preferential for other reasons determined by the Executive.
 - b. Each participant, using their own computer or other device, can view the current list of all participants – with an indication of which member has the floor or which members are seeking recognition by the chair – and can seek recognition, submit motions verbally or in writing, view the text of pending motions, and vote.
 - c. Use of Internet meeting services designated by the President that support visible displays identifying those participating, identifying those seeking recognition to speak, and showing (or permitting the retrieval of) the text of pending motions. These electronic meetings of the PAC shall be subject to all rules of the Constitution and Bylaws to govern them which may include any reasonable limitations on, and requirements for, PAC members' participation. These electronic meetings may be subject to additional rules as adopted by the PAC. Any such rules adopted by the PAC shall not conflict with any rule as laid out in the Constitution and Bylaws. An anonymous vote, should one be required, conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the Bylaws or rules that a vote be conducted by ballot.
6. Special meetings may be called at the request of the President or at the request of any two members in good standing.
7. If procedural problems arise on an issue not covered in these Bylaws, Robert's Rules of Order shall be used to resolve the issue unless otherwise provided for in these Bylaws.
8. Any disciplinary action shall be guided by Robert's Rules of Order, if not otherwise specified in these Bylaws.

9. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
10. Attendees at AGMs and general meetings are limited to the administration and staff of the School, members, and any invited guests.

Article V – Quorum

1. A quorum for a meeting shall be fifty percent of the executive members officers.
2. If a quorum is not present by the appointed hour, the presiding officer may adjourn the meeting and reconvene it within 7 days.

Article VI – Nominations

1. Nominations shall be called for at the Annual General Meeting AGM held in September and may be made from the floor, provided the consent of the nominee is given.
2. Any new executive positions may be established by the Executive or upon recommendation of the general membership if needed.

Article VII – Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. Members must vote personally on all matters; voting by proxy shall not be permitted.
3. Voting shall be done by a show of hands, except for the election of officers which may be done by secret ballot. The COPAC Representative must be elected by secret ballot. An election may also be by acclamation.
4. Members shall declare any potential conflict of interest or bias and shall refrain from participating in discussion and voting on that issue.

Article VIII – Installation and Dissolution

1. The installation of the officers elected shall take place at the Annual General Meeting AGM held in September, and they shall hold office until their successors are installed or they cease to be a member.
2. Should the PAC, which received charitable gaming funds, at any time dissolve or cease to exist, all gaming funds or assets purchased with gaming funds held at the date of dissolution or cessation of existence shall be distributed by the PAC to the School as defined by the Gaming Commission Guidelines. After payment of all debts and costs of dissolution, all remaining funds shall be distributed to the School.
3. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 23 in the person of the Secretary-Treasurer.

Article IX – Finances

1. The fiscal year of the PAC shall be from July 1st to June 30th.
2. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a general meeting not later than October of each year.
3. The Executive will present all proposed expenditures greater than \$100 and above and beyond the budget for approval at a general meeting.

4. The majority of PAC funds budgeted/spent should directly benefit the students of the School.
5. Funds raised through fundraising and parent donations during the school year are to be set aside for use in the following school year's budget and should include supporting statements for auditing purposes.
6. Proposals from ~~the Members at Large members~~, regarding the expenditure of funds, may be made at each general meeting.
7. All funds of the organization will be kept on deposit at a recognized financial institution approved by the PAC which is CDIC-insured.
8. The executive officers shall not have any powers to borrow monies for or on behalf of the School from any banks or other financial institutions.
9. The President, Vice President, and Treasurer shall be signing officers for banking and legal documents. Two signatures will be required on all documents.
- ~~10. A Treasurer's report shall be presented at each general meeting.~~
11. All receipts are expected to be submitted within a timely manner and not later than the fiscal year. Should receipts not be submitted, they will not be reimbursed.
12. ~~Both the Treasurer and the President~~The President, the Vice President, and the Treasurer will have online access and bank access to the approved financial institution.

ARTICLE X – Committees

1. Committees shall be established by the Executive or upon the recommendation of the general membership and shall be established for defined purposes.
2. All members are eligible and encouraged to become committee representatives.
3. The committee should consist of at least one executive member of the PAC who will report regularly to the Executive.
4. Representatives to committees and outside organizations shall be appointed by the Executive.
5. Committees are responsible to the Executive and members.
6. The Executive shall establish specific guidelines for each committee.
7. The executive member of the committee shall obtain a written report from the committee at the conclusion of the committee's activity.

ARTICLE XI – Constitution Amendments

1. Amendments to the Constitution and Bylaws of the PAC may be made at any general meeting at which business is conducted, providing:
 - a. Written notice of a meeting at which a resolution will be considered to amend the Constitution and Bylaws shall be given to all members in writing at least 14-30 days before the meeting.
 - b. The notice of the meeting shall include the proposed amendments.
 - c. Two-thirds (2/3) majority vote of those voting members present at the meeting is required to amend the Constitution and Bylaws.

ARTICLE XII – Code of Ethics

1. The PAC shall operate as a non-profit organization with no personal financial benefit to any individual.
2. The business of the PAC shall be unbiased towards race, religion, gender, nation of origin, sexual orientation, physical/mental ability, or politics.
3. The PAC will not be a forum for the discussion of confidential information or concerns that pertains to individual school personnel, students, parents, or other members of the education community.
4. An executive officer who is approached by a parent, school personnel, a student, or other member of the school community with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
5. A parent who accepts a position as an executive officer will:
 - a. Uphold the Constitution and Bylaws.
 - b. Perform their duties with honesty and integrity.
 - c. Ensure that the well-being of students is the primary focus of all decisions.
 - d. Respect the rights of all individuals.
 - e. Take direction from the members, and ensure that representation processes are in place.
 - f. Encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking forward concerns.
 - g. Work to ensure that issues are resolved through due process.
 - h. Strive to be informed and only pass on information that is reliable and correct.
 - i. Respect all confidential information.
 - j. Support public education.
6. The PAC shall strive to follow the rules laid out with the B.C. Ministry of Management Services guide.

ARTICLE XIII – Removal of an Executive Officer

1. The members may, by a majority of not less than two-thirds ~~(2/3)~~ of the votes cast, remove an executive officer before the expiration of their term of office and may elect a successor to complete the term.
2. Written notice, specifying the intention to make a motion to remove the executive officer, shall be given to the members not less than 14 days before the meeting.

ARTICLE XIV – Miscellaneous

1. The PAC shall file with the Registrar within thirty ~~(30)~~ days after each ~~Annual General Meeting~~ **AGM** a copy of the Financial Statement placed before the meeting and an Annual Report as specified under Section (68) of the Society Act.
2. These Bylaws may not be altered or added to, except by special resolution.
 - a. The PAC shall send to the Registrar a copy of all special resolutions in duplicate within ~~(30)~~ **thirty** days of their acceptance by the members.
 - b. A special resolution does not take effect until the Registrar accepts a copy.

- c. A notice, return, or copy of a resolution required to be filed with the Registrar is invalid unless signed by an elected officer of the PAC.
- 3. The books and records of the PAC shall be open to the inspection of any member upon reasonable notice.
- 4. The PAC ~~will~~ **may** subsidize the Fun Lunch program for families in need of assistance. These arrangements are deemed to be confidential and will not be shared with the general membership. These arrangements may be made either by the **principal administration** or by the family contacting a PAC executive member directly.

ARTICLE XV – Property in Documents

- 1. All original documents, records, minutes, correspondence, or other papers kept by a member, executive officer, or committee member in connection with the PAC shall be deemed to be property of the organization and shall be turned over to the President when the member, executive officer, or committee member ceases to perform the task to which the **papers documents** relate.
- 2. The Constitution and Bylaws of the PAC shall be filed with the Board of School Trustees in the person of the Secretary-Treasurer for safekeeping **and COPAC**.

The stated Constitution and Bylaws were adopted by the PAC at École Casorso School in Kelowna, British Columbia, on:

MONTH DATE YEAR

NAME OF PRESIDENT

PRESIDENT’S SIGNATURE

NAME OF SECRETARY

SECRETARY’S SIGNATURE