

Ecole Casorso Parents Advisory Council (PAC) Constitution and By-Laws

CONSTITUTION

Article I – Name

The name of this society shall be the Casorso Parents' Advisory Council. Hereafter the Casorso Parents' Advisory Council will be referred to as PAC.

Article II - Purpose, Aims & Objectives

A. Purpose

The purpose of the PAC is to support, encourage and improve the quality of education and welfare of the students of the Ecole Casorso School. Hereafter the Ecole Casorso School will be referred to as the School.

B. Aims & Objectives

1. To provide advocacy support for the children and parents of the school.
2. To assist parents in obtaining information and communication with the principal or staff about their child's progress or other concerns.
3. To foster a good working relationship and liaise with and advise the principal and staff on parents' views on any matter relating to the School. This may include procedures, programs, policies, plans, activities, equipment and learning resources.
3. To encourage and promote parental involvement in the school and to create opportunities to provide parent education.
4. To serve as the parental voice to **the School Learning Plan**, the Central Okanagan Advisory Council (COPAC), the School District #23, Board of Trustees, and the B.C. Ministry of Education.
5. To organize, support, and coordinate extra-curricular activities for the students and parents as mutually agreed upon by the PAC and the staff.
6. 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.
7. To promote the interests of public education and in particular the interests of Ecole Casorso School.

Article III - Dissolution

Should the PAC, which received charitable gaming funds from, at any time dissolve or cease to exist, any and all gaming funds or assets purchased with gaming funds held at the date of dissolution or cessation of existence, these/they 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, then, all remaining funds shall be distributed to the School.

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.

BY-LAWS

Article I - Membership

A voting member is any parent or guardian of a student in attendance at the School.

One vote per attending household family is allowed.

Administration and staff (teaching and non-teaching) of the School may be non-voting members of the PAC as guests.

Every member must have access to and uphold the Constitution and the Bylaws.

Article II - Executive Officers

1. 15 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 ten Members at Large. 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 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 where there are no nominees and where 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. 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.

7. If an executive position is being shared by two people, they must share (1) vote between them

8. The Past President shall hold that position for a maximum of one year.

Article III - Duties of Executive Officers

President

I. Shall preside at all meetings of the PAC and ensure that meetings are conducted in an orderly manner.

2. Shall be an ex-officio member on all committees except for the Nomination Committee.
3. Shall appoint chairpersons to all committees when the occasion arises.
4. Abstains from voting unless a tie occurs. In that instance, the president shall cast the deciding vote.
5. Issue and receive correspondence on behalf of the organization.
6. Know the Constitution, Bylaws and meeting rules.
7. Know where to find resources to assist members.
8. Ensure that the PAC is represented in school & school district 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 signing officer.
12. Shall prepare a quarterly report for the school newsletter with the assistance of the Vice President.
13. Shall prepare the agendas for the executive and general meetings.
14. Submit an annual report 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 his/her 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. Shall collect all monies owing to the PAC.
2. Shall pay all bills authorized by the executive.
3. Maintain an accurate record of all revenues and expenditures of the PAC at monthly general meetings. as well as reconcile them with bank statements. Shall provide report via email during the summer months to Executive.
4. Must give a report of revenues and expenditures at all General meetings.

5. Shall deposit monies in an account in an approved financial institution.
6. Shall have the books ready for an annual audit or inspection.
7. Shall present an annual financial statement at the Annual General Meeting of the PAC.
8. Shall assist the executive with a draft budget and tentative plan of revenue and expenditures for the year.
9. Be a signing officer and ensure that another signing officer has access to the books in the event of his/her absence.
10. Complete license applications and annual reports of disbursement of funds.
11. Complete application for annual Gaming Grant by June 30th.

Secretary

1. Shall 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 to each meeting.
3. Shall 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. Shall provide regular website updates detailing PAC activities.

Parent Education Representative

1. Shall 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 arranges 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. Maintains current registration of the PAC with **British Columbia Confederation Of Parent Advisory Councils (BCCPAC)**.
5. Submit an annual report to the PAC.

School Learning Plan Representative

1. Meet with principal and other school representatives to formulate a plan of recommendation to be reviewed **at arranged intervals** by the School District **or appointed committee**.

2. Shall act as a liaison between Framework for Enhanced Student learning committee and the Executive.

3. Shall represent and speak on behalf of the PAC at School Learning Plan meetings.

4. Shall request and take direction from the membership and Executive.

5. Shall be a strong advocate for meaningful parent involvement in the school and school planning.

Fun Lunch Representative

1. Shall implement a lunch program in the school for the entire school year in accordance with the Health Promoting Schools Initiative.

2. Shall recruit assistants when necessary to plan, purchase and distribute.

3. Shall obtain or designate a Fun Lunch Volunteer to obtain Food Safe Level I.

Administrative Representative

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

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

I. 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.

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** shall be held in September of each year with a minimum of seven and a maximum of eleven new officers elected.

4. Business transacted at the Annual General Meeting shall include:

- a) The adoption of Rules of Order
- b) The consideration and approval of the financial statements
- c) The report of Directors
- 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:

The PAC Executive can authorize the Council 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.

Each participant, using his or her 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 in verbally or in writing, view the text of pending motions, and vote.

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 Council shall be subject to all rules of the Constitution and Bylaws to govern them, which may include any reasonable limitations on, and requirements for, Council members' participation. These electronic meetings may be subject to additional rules as adopted by the Council. Any such rules adopted by the Council 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.

Article V - Quorum

A quorum for a meeting shall be fifty percent of the executive members.

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, 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, with the exception of the election of officers, which may be done 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

The installation of the officers elected shall take place at the September General Meeting and they shall hold office until their successors are installed.

Article IX - Finances

1. The fiscal year of the PAC shall be from July 1 to June 30.
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 Membership at large 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 submitted, they will not be reimbursed.

12. Both the Treasurer and the President will have online access and bank and 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 PAC 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

Amendments to the Constitution/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 bylaws shall be given to all members in writing at least fourteen 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/Bylaws.

ARTICLE XII - Code of Ethics

On election or appointment, every executive member:

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 or politics and physical and or mental ability.
3. The PAC will not be a forum for the discussion of confidential information or concerns pertaining 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. performs his/her duties with honesty and integrity;
 - c. ensures that the wellbeing of students is the primary focus of all decisions;
 - d. respects the rights of all individuals;
 - e. takes direction from the members and ensures that representation processes are in place;
 - f. encourages 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. strives to be informed and only pass on information that is reliable and correct;
 - i. respects all confidential information;
 - J. support public education.
6. The PAC shall strive to follow the rules laid out with the BC Ministry of Management Services guide.

ARTICLE XJII - 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 his or her 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 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.
3. The PAC shall send to the Registrar in duplicate, within (30) days of their acceptance by the members a copy of all special resolutions.
4. A special resolution does not take effect until the Registrar accepts a copy.
5. 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.
6. The books and records of the Council shall be open to the inspection of any member upon reasonable notice.
7. That the PAC will 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 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 relate.
2. The Constitution and By-laws of the Council shall be filed with the Board of School Trustees in the person of the Secretary-Treasurer, for safekeeping.

This Constitution and Bylaws was adopted by the Casorso PAC at Kelowna, British Columbia, on

_____ (Month, Day, Year)

Name of President: _____

Signature: _____

Name of Secretary: _____

Signature:
