

**COGHLAN FUNDAMENTAL ELEMENTARY  
SCHOOL**

**PARENT ADVISORY COUNCIL**

**CONSTITUTION AND BYLAWS**

**Amended: NOVEMBER, 2004**

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A copy of these By-laws shall be submitted to the school Board Office for safekeeping purposes only.

## **CONSTITUTION**

### **SECTION I            NAME**

The name of the Association shall be the COGHLAN FUNDAMENTAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL. (School District No. 35)

The council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender, or politics.

### **SECTION II            PURPOSES**

1. To advise the school principal and staff on parental views about school programs, policies, and activities.
2. To communicate with parents and to promote cooperation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf on parents and students.
4. To organize PAC activities and events
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To support the Fundamental Alternate Program.

### **SECTION III           DISSOLUTION**

1. In the event of dissolution of the council, and following payment of all outstanding debt, disbursement of remaining funds will be distributed to such

charitable organization(s) in British Columbia having a similar charitable purpose. This provision shall be unalterable.

In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 35 in the person of the principal of the school.

## **BY-LAWS**

### **SECTION IV MEMBERSHIP**

1. All parents and guardians of students registered at Coghlan Fundamental Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Coghlan Fundamental Elementary School may be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

### **SECTION V MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year, and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

## **SECTION VI            VOTING**

1.     The voting members present at any duly called general meeting shall constitute a quorum.
2.     Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3.     In case of a tie vote, the motion will be lost.
4.     Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5.     Voting shall be done by the show of hands except when more than one candidate is running for office.

## **SECTION VII           ELECTION OF EXECUTIVE OFFICERS**

1.     The executive officers shall be elected from the voting members at the Annual General Meeting, except that any employee/elected official of the school district or Ministry of Education holding or wanting to hold an executive position shall disclose that relationship should any possible conflict of interest arise.
2.     Call for nominations shall be made at the meeting in April.
3.     In the event of a vacancy on the executive during the year the PAC shall elect the new officer who shall hold office until the next election.
4.     Elections shall be conducted by the Nominating Committee chairperson (see Section IX.J).
5.     Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the election.
6.     A vote shall be taken to destroy the ballots if required.

## **SECTION VIII      TERM OF OFFICE**

1.      The term of office shall commence in July of each year and shall be for one year.
2.      Any elected member of the Council may serve on the executive for as many years as she/he is elected to a position but no person may hold any one position for more than two consecutive years, with the exception of the position of treasurer. The treasurer may hold their position for more than two years, if a third-party audit is performed.
3.      The Past President may hold that office for two years.
4.      It is recommended that the President and DPAC representative be elected for two consecutive one-year terms.

## **SECTION VIX      EXECUTIVE OFFICERS**

1.      The affairs of the Council shall be managed by a board of elected officers and the immediate Past President.
2.      Where possible the Executive officers will be as follows:
  - A. President
  - B. Vice-President
  - C. Treasurer
  - D. Secretary
  - E. District Parent Advisory council (DPAC) Representative
  - F. School Board Liaison
  - G. Volunteer Coordinator
  - H. Fundraising Coordinator
  - I. Two or more Members-At-Large
  - J. Past President
3.      At least one member of the School Planning Council shall also be an Executive Officer.

## **SECTION X                    DUTIES OF THE OFFICERS**

### **A. PRESIDENT**

- a) Shall convene and preside at all membership, special, and executive meetings.
- b) Shall ensure that an agenda is prepared and presented.
- c) Shall meet with the School Principal on a monthly basis.
- d) Shall appoint committees where authorized to do so by the executive or membership.
- e) Shall be an ex-officio member to all committees except the Nominating Committee.
- f) Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- g) Shall be the official spokesperson for the organization.
- h) Shall be a signing officer.
- i) Shall ensure that the school has a Block Watch representative and program each year.
- j) Shall ensure that an Emergency Preparedness program is carried out each year
- k) Shall submit an annual report.

### **B. VICE-PRESIDENT**

- a) Shall assume the responsibilities of the president in the president's absence.
- b) Shall accept extra duties as required.
- c) Shall be a signing officer.
- d) Is in a training position for the office of President.

### **C. TREASURER**

- a) Shall be responsible for and report on the accounts of the organization.
- b) Shall be one of the three signing officers of the executive as per Section XI.3.
- c) Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI.I.
- d) Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- e) Shall submit an annual report.

#### D. SECRETARY

- a) Shall record the minutes of membership, special, and executive meetings if necessary.
- b) Shall make minutes available to Council members and Principal and post a copy of the minutes in the staff room.
- c) Shall keep an accurate copy of the Constitution and Bylaws, and, if and when changes are made, they shall be done so in red and the amended copy shall be dated and initialed and a copy submitted to the school board office for safekeeping.
- d) Shall issue and receive correspondence on behalf of the organization.
- e) May be a signing officer.
- f) Shall safely keep all records of the Council, including PAC newsletters.
- g) May submit an annual report.

#### E. DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE

- a) Shall attend DPAC meetings.
- b) Shall report back to the PAC.
- c) Shall seek input from the PAC.
- d) Shall keep the DPAC handbook up to date.
- e) Shall submit an annual report.

#### F. SCHOOL BOARD LIAISON

- a) Shall attend School Board meetings.
- b) Shall report back to the PAC.

#### G. VOLUNTEER COORDINATOR

- a) Shall assemble and keep an up to date list of parents/guardians able to volunteer at the school.
- b) Shall be able to contact volunteers when the need arises to arrange for the appropriate help.

#### H. FUNDRAISING COORDINATOR

- a) Shall ensure that appropriate fundraisers are in place to meet the needs of the PAC budget.
- b) Shall make a summary of each fundraiser, and report to the PAC.
- c) Shall make a tentative plan each May for the following year's fundraisers.

#### I. MEMBERS-AT-LARGE

- a) Shall serve in a capacity to be determined by the Council at the time of their election and at other times throughout their tenure as the needs of the Council might require.

#### J. PAST PRESIDENT

- a) Shall help smooth transition between presidents.
- b) Shall assist and advise the Council
- c) Shall act as consultant for the President.
- d) Shall chair the nomination committee.

#### K. MEMBER OF THE SCHOOL PLANNING COUNCIL

- a) Shall be one of three elected SPC representatives, and hold one of the above positions as well.
- b) Shall represent and speak on behalf of the PAC at SPC meetings.
- c) Shall take direction from the general PAC members.
- d) Shall report back to the PAC at general meetings.

### **SECTION XI        COMMITTEES**

1.        Standing and ad-hoc committees shall be formed when necessary.
2.        A Nominating Committee shall be appointed annually before the Annual General Meeting.
3.        Committees are responsible to the executive and members.

4. Members may be appointed annually to committees (for example, Fun Food, Newsletter Editor, Advocacy, Block Watch, Emergency Preparedness, Grade Seven Grad, etc.) by the President, after consultation with the executive).

## **SECTION XII FINANCES**

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of May of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of which will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount (\$25.00) will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
5. A Treasurer's report to all members should be available prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditory will be appointed as needed.

## **SECTION XIII CONSTITUTION AND BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the Coghlan Fundamental Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 day minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **SECTION XIV      CODE OF CONDUCT**

1. The Coghlan Fundamental Elementary School Parent Advisory Council meeting is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.
3. 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 that issues are resolved through due process.
  - h) Strives to be informed and passes on only information that is reliable and correct.
  - i) Respects all confidential information
  - j) Supports the Fundamental Philosophy as outlined in the Parent Handbook.

## **SECTION XV      TERMINATION OF MEMBERSHIP**

1. A member shall cease to be a member of the Executive:
  - a) by delivering a resignation in writing to the Executive, or
  - b) on being expelled
2. A member may be expelled by a resolution passed by a majority of not less than two-thirds of the votes cast by members at a PAC meeting, attended by not less than 80% of the Executive, for any cause deemed reasonable, including engaging in activities which are deemed to be detrimental to the interests or contrary to the objects of the PAC or failing to uphold the constitution or failing to comply with the Bylaws of the PAC.
3. The Executive shall give fourteen days written notice of such action to expel a member accompanied by a brief statement of the reason(s) for the proposed

expulsion to the member in question, and the Executive shall give the member an opportunity to be heard at the PAC meeting before resolution is put to a vote.

4. An expelled member may appeal the expulsion, within sixty days of the action, to the members for consideration at the next general meeting.