

**ALBERT McMAHON ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

Constitution and Bylaws

TABLE OF CONTENTS

CONSTITUTION

SECTION I	NAME
SECTION II	PURPOSE OF THE PAC
SECTION III	DISSOLUTION
SECTION IV	INTERPERTATION OF TERMS

BYLAWS

SECTION V	MEMBERSHIP IN PAC
SECTION VI	MEETINGS
SECTION VII	QUORUM AND VOTING
SECTION VIII	ELECTION OF EXECUTIVE OFFICERS & NON-EXECUTIVES
SECTION IX	TERM OF OFFICE
SECTION X	EXECUTIVE OFFICERS
SECTION XI	DUTIES OF OFFICERS
SECTION XII	CODE OF ETHICS
SECTION XIII	CONSTITUTION & BYLAW AMENDMENTS
SECTION XIV	REMOVAL OF AN EXECUTIVE OFFICER
SECTION XV	PROPERITY IN DOCUMENTS

ALBERT McMAHON ELEMENTARY SCHOOL PAC

CONSTITUTION

SECTION I NAME

- a. The name of the association shall be "*Albert McMahon Elementary School Parent Advisory Council*", herein referred to as PAC.
- b. The PAC will operate as a non-profit organization with NO personal financial benefit.
- c. The business of the PAC shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSE OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of the students of Albert McMahon Elementary School.

- a. To advise the principal and staff on the parent's views on any matter relating to school programs, policies, plans &/or activities.
- b. To communicate with parents and to promote co-operation between home and school in providing for the education of children.
- c. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
- d. To organize PAC activities and events.
- e. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III DISSOLUTION

In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 75 Mission having purposes and objectives similar to those of the PAC, and which meet all requirements of the British Columbia Gaming commission, as the members of the PAC may determine at the time of dissolution or winding up. The clause shall be unalterable.

In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 75 in the person of the principal of the school

ALBERT McMAHON ELEMENTARY SCHOOL PAC

SECTION IV INTERPERTATION OF TERMS

Parents: The parent(s) or guardian of a child(ren) at Albert McMahan Elementary School.

PAC (Parent Advisory Council): Any organized group of parents recognized under the British Columbia School Act

School: Any public elementary or secondary educational institution within School District No. 75 (Mission).

District: School District No. 75 (Mission)

SD 75: School District No. 75 (Mission)

DPAC: The Mission District Parent Advisory Council which is recognized by the Board of Trustees of School District No. 75 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations: Groups which demonstrate an interest in education and are not already included in the scope of this constitution.

ALBERT McMAHON ELEMENTARY SCHOOL PAC

BYLAWS

SECTION V MEMBERSHIP IN PAC

- a. All parents and guardians of students registered at Albert McMahon Elementary School are voting members of the PAC.
- b. Administration and staff (teaching and non-teaching) of Albert McMahon Elementary School may be non-voting members of the PAC.
- c. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the PAC.
- d. At no time shall the PAC have more non-voting members than voting members.

SECTION VI MEETINGS

- a. Meetings will be conducted efficiently and with fairness to the members present
- b. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each year. In extenuating circumstances, by open vote of the members in attendance, the PAC may approve the standing over of the election of some of these officers until a General Meeting in September
- c. General meetings shall be held no less than eight times per year, one being the AGM
- d. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings
- e. Special meetings shall be convened by the chairperson within 15 days of a written request to do so by a minimum of 10 percent of the PAC membership. The written request must be dated, signed by all 10 percent of members and state the purpose for which the meeting is requested. The meeting shall be restricted to this purpose only. Executive officers are required to attend special meeting.
- f. If procedural problems arise on any issue not covered in these bylaws, *Robert's Rules of Order Newly Revised, 1990 or later edition*, shall be used to resolve the issue
- g. 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.

SECTION VII

A. QUORUM

- a. Five (5) voting members present at any duly called general meeting shall constitute a quorum.
- b. A quorum of an Executive meeting shall be two Executive members

B. VOTING

- a. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1)
- b. In the case of a time vote the motion is defeated
- c. Members must vote personally on all matters. Voting by proxy shall not be permitted.
- d. Voting shall be done by a show of hands with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election

ALBERT McMAHON ELEMENTARY SCHOOL PAC

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

- a. The executive officers shall be elected from the voting members at the AGM. No official of the school district or Ministry of Education shall hold an executive position.
- b. Call for nomination shall be made at the two meetings before the AGM. *Nominations shall come from membership.*
- c. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (*an individual who has been nominated by a member*) who shall hold office until the next elections.
- d. The Nominations Committee Chairperson (President) shall conduct elections.

SECTION IX TERMS OF OFFICE

- a. The term of office shall commence immediately following election at the AGM and shall be for two years
- b. No person may hold any one position for more than two consecutive years
- c. The Past Chairperson, if still eligible as a PAC member, shall hold that office for one year.

SECTION X EXECUTIVE OFFICERS

- a. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past President
- b. The Executive Officers may be as follows
 1. President
 2. Vice-President(s)
 3. Treasurer
 4. Secretary
 5. District Parent Advisory council Representative (2)
 6. Two or more Members-At-Large
 7. Past President

ALBERT McMAHON ELEMENTARY SCHOOL PAC

SECTION XI

DUTIES OF OFFICERS

The President shall:

- a. Convene and preside at membership, special and executive meetings
- b. Ensure that an agenda is prepared and presented
- c. Know the constitution and bylaws and meeting rules
- d. Know where to find resources to assist members
- e. Appoint committees where authorized to do so by the executive or membership
- f. Consult PAC members regularly
- g. Ensure that the PAC is represented in school and school district activities
- h. Ensure that PAC activities are aimed at achieving the objectives and purpose of the organization
- i. Be the official spokesperson for the organization
- j. Be a signing officer
- k. Submit an annual report

The Vice-President shall:

- a. Assume the responsibilities of the president in the president's absence or upon request
- b. Assist the president in the performance of his/her duties
- c. Accept extra duties as required
- d. Be a signing officer
- e. Submit an annual report

The Secretary shall:

- a. Ensure that members are notified of meeting
- b. Record the minutes of the general, special and executive meetings
- c. Keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request
- d. Issue and receive correspondence on behalf of the organization
- e. May be a signing officer
- f. Safely keep all records of the PAC
- g. Submit an annual report

The Treasurer shall:

- a. Be one of the signing officers of the executive
- b. Receive all funds for the PAC
- c. Disburse funds authorized by the executive or members
- d. Maintain an accurate record of all expenditures of the PAC
- e. Deposit all funds collected on behalf of the PAC in the account at a recognized financial institution approved by the PAC
- f. Make books available for viewing by the members upon request
- g. Have the books ready for inspection or audit annually
- h. With the assistance of the executive draft a budget and tentative plan of expenditures as per Section XIV
- i. Ensure that another signing officer has access to the books in the event of his/her absence
- j. Submit an annual financial statement at the AGE of the PAC

ALBERT McMAHON ELEMENTARY SCHOOL PAC

The DPAC Representative shall:

- a. Attend PAC and DPAC meetings
- b. Seek and give input on behalf of the PAC to the DPAC
- c. Report back to the PAC
- d. Submit an annual report to the PAC

Members at Large shall:

- a. 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 need of the PAC requires

Past President shall:

- a. Help smooth the transition between presidents
- b. Assist, advise and support the PAC
- c. Provide information about resources, contacts and other essential information to the PAC
- d. Act as a consultant for the president
- e. Chair the nomination committee

Removal of an Executive Member:

The members may, by a majority of not less than 75% of the votes cast, remove an executive members before the expiration of his/her term of office and may elect a successor to complete the team.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the member not less than fourteen (14) days before the meeting.

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization and shall be turned over to the President when the member or committee member ceases to perform the task to which the papers relate.

ALBERT McMAHON ELEMENTARY SCHOOL PAC

SECTION XII

CODE OF ETHICS

A parent who accepts a position as a PAC executive Member:

- a. Upholds the constitution, bylaws, policies & procedures of the electing body (PAC).
- b. Performs his/her 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 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.
- i. Respects all confidential information.
- j. Supports public education.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ on the Albert McMahon Elementary PAC Executive, have read, understood and agree to abide by the code of ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____

Phone Number: _____

ALBERT McMAHON ELEMENTARY SCHOOL PAC

SECTION XII COMMITTEES

- a. Standing committees shall be appointed annually at the AGM
- b. Committees are responsible to the executive and members
- c. The PAC executives may appoint members to committees annually
- d. Shall keep the President informed and up to date of all committee activities

SECTION XIV FINANCES

- a. A budget and tentative plan of expenditures will be drawn up by the executive before the start of the school year.
- b. The executive will present for approval at a general meeting all proposed expenditures above and beyond the budget
- c. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
- d. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents

SECTION XV CONSTITUTION & BYLAW AMENDMENTS

- a. Except as provided in the constitution, the members may, by a majority or not less than 75% of the votes, cast, amend the constitution and bylaws of the organization
- b. 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 (14) days before the meeting.
- c. The notice of the meeting shall include the proposed amendments.
- d. A constitution or bylaw amendment shall be dated, signed and forwarded to the school board office for safekeeping only.

Adopted by ALBERT McMAHON ELEMENTARY SCHOOL PAC at Mission, British Columbia on

_____ , _____

President

Secretary

Amended by ALBERT McMAHON ELEMENTARY SCHOOL PAC at Mission, British Columbia on

_____ , _____

President

Secretary

