

PARENT ADVISORY COUNCIL

**CONSTITUTION AND BYLAWS**

ECOLE DEVON GARDENS ELEMENTARY SCHOOL

REVISED & APPROVED BY THE P.A.C. EXECUTIVE ON DECEMBER 1, 2020

# CONSTITUTION

## SECTION I NAME

- The name of the Association shall be the Devon Gardens Parent Advisory Council (P.A.C. / Council) (School District #37).
- The Council shall operate as a Non- Profit Organization.
- The business of the Council shall be unbiased towards race, religion, gender or political views.

## SECTION II PURPOSES

- To advise the school Principal and Staff on parental views about school and District programs, policies and activities.
- To communicate with all parents and guardians of the students currently registered at Devon Gardens Elementary, and to promote cooperation between the home and the school in providing for the education of the students.
- To assist parents in properly assessing the educational system and to advocate on behalf of the parents and students.
- To organize P.A.C. sponsored events and activities.
- To contribute to the effectiveness of the school by promoting the involvement of Parents / Guardians, and other Community Members.

## SECTION III DISCLOSURE CLAUSE

- In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of the remaining funds will go to such charitable organizations in British Columbia having similar charitable purposes. This provision shall be unalterable.

## **SECTION IV VOTING**

- The Voting Members present at any duly called Meeting shall constitute a quorum.
- In case of a tie vote, the motion shall be lost.
- Votes by Members on all matters must be given personally. Voting by proxy shall not be permitted.
- Voting shall be done by a show of hands for Non-Elected and Non-Voting Members.
- A secret ballot, or unanimous acclamation is exclusive for Executive Officers.

## **SECTION V**

### **A. ELECTION OF P.A.C. EXECUTIVE OFFICERS**

- The Executive Officers shall be elected by the Voting Members at the Annual General Meeting (A.G.M.) held in June each year. No employee or elected official of the School Board District or Ministry Of Education shall hold an Executive position.
- Calls for nominations shall be made at the A.G.M.
- If a vacancy on the Executive arises during the course of the school year, the Council shall make every effort to elect a new Officer who shall hold the office until the next election.

## **SECTION VI TERM OF OFFICE**

- The term of office shall commence in September of each year and shall be held for one year.
- Any Elected Member of the Council may serve on the Executive for as many years as he/she is elected to a position.
- No person may hold more than one elected and voting Executive position at any one time.
- The Past-Chair position will have a term of one year

## **SECTION VII**

### **A. EXECUTIVE OFFICERS**

- The affairs of the Council shall be managed by a board of Elected Members, and the immediate Past-Chair

The Elected and Voting Executive Officers will be as follows:

- Chair
- Vice Chair
- Treasurer
- Secretary
- District Parent Advisory Council Representative
- Canadian Parents for French Representative
- Gaming Representative
- Two or More Members At Large
- Past-Chair

### **B. NON-ELECTED AND NON-VOTING MEMBERS**

The Non-Elected and Non-Voting Members of the Executive will be as follows:

- Emergency Preparedness Coordinator
- Special Lunch Coordinator(s)

## **SECTION VIII DUTIES OF THE ELECTED OFFICERS**

**Chair:** Chairs meetings and sets agendas. Is backup for D.P.A.C. Representative. Oversees the functions of all Executive Officers' Positions. Attends all Executive Meetings.

**Vice-Chair:** Assists Chair and stands in when required. Attends all Executive Meetings.

**Treasurer:**

Keeps bank records, makes deposits, issues cheques when necessary and balances the accounts. Provides monthly budget reports for Executive Meetings. Attends all Executive Meetings.

**Secretary:**

Takes minutes at Executive and General Meetings and provides copies to each of the Executive Officers and Non-Elected and Non-Voting Members. Attends all Executive Meetings.

**District Parent Advisory Council (D.P.A.C.) Representative:**

Attends monthly District Meeting at the Delta Resource Centre. Reports back to the Council any relevant information relating to district-wide initiatives, etc. Attends all Executive Meetings.

**Canadian Parents for French (C.P.F.) Representative:**

Parent contact for the French Immersion families. Attends monthly District Meeting and reports back to Council any relevant information. Attends all Executive meetings.

**Gaming Representative:**

It is the main conduit between PAC and BC Gaming. Applies for all licenses and annual grant. Prepares and submits reports required to the Ministry. Attends all Executive Meetings.

**Two or More Members At Large:**

Vote on all Executive decisions. May choose to accept non-voting positions (i.e. Special Lunch Coordinator). Attends all Executive Meetings.

**Past-Chair:**

Attends all Executive Meetings. Provides advice and counsel as appropriate.

## **SECTION IX COMMITTEES**

- Standing Ad-Hoc Committees shall be formed as necessary.
- If required, a Nominating Committee shall be appointed annually before the Annual General Meeting.

- Committees are responsible to the Executive Officers and Non-Elected and Non-Voting Members.
- Members may be appointed annually to committees by the Chair, after consultation with the Executive Officers.

## **SECTION X FINANCES**

- A budget and tentative plan of expenditures shall be drawn up by the Executive Officers and presented for approval at a General Meeting prior to the end of October of each school year.
- All funds of the Council will be on deposit in a bank or financial institute, registered under the Bank Act.
- The Executive Officers shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal requirements. Two signatures will be required for these documents.
- All monies spent above and beyond a predetermined petty cash amount (\$100.00 - ONE Hundred Dollars) will be first presented to and voted on by the Executive Officers.
- A Treasurer's report to all Voting Members shall be published in the P.A.C. or school newsletter prior to the end of each school term.
- A need for audits will be agreed upon by the Voting Members at any General Meeting where upon an independent auditor will be appointed.

## **SECTION XI CONSTITUTION & BYLAWS AMENDMENTS**

Amendments to the Constitution and Bylaws of the Devon Gardens Elementary School P.A.C. may be made at any General Meeting at which business is conducted providing:

1. Written notice of the meeting has been given to the Executive Officers and Non-Elected and Non-Voting Members (7 SEVEN Day minimum).
2. The notice of the meeting includes notice of the specific amendments proposed.

3. A 2/3 (Two-Thirds) majority vote by those voting Members present at the meeting will be required to amend the Constitution and Bylaws.

## **SECTION XII CODE OF CONDUCT**

- The Devon Gardens Elementary School P.A.C. is not a forum for the discussion of individual School Personnel, Students, Parents and Guardians of the students currently registered at Devon Gardens Elementary or other individual members of the school community.
- An Executive Officer or Non-Elected and Non-Voting Members, 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.

A parent who accepts a position as a P.A.C. Member:

- a) Upholds the Constitution and Bylaws, as well as the policies and procedures of the P.A.C.
- 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 Council, ensuring that representational process are in place
- f) Encourages and supports Parents / Guardians and students with individual concerns to act on their own behalf and provides information on the proper process tor taking forward concerns
- g) Works to ensure that 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

## **BYLAWS**

### **SECTION I MEMBERSHIP**

- All Parents and Guardians of the students currently registered at Devon Gardens Elementary may be Voting Members of the Parent Advisory Council (P.A.C. / Council).
- Current Administration and Staff (Teaching and Non-Teaching) or Devon Gardens -Elementary may be Non-Voting Members of the Council.
- Members of the community who are not Parents and Guardians of the students currently registered at Devon Gardens Elementary may be Non-Voting Members of the Council.
- At no time shall the Council have more Non-Voting than Voting Members.

### **SECTION II MEETINGS**

- There shall be one Annual General Meeting for the purpose of the election of the Executive Officers and Non-Elected and Non-Voting Members of the P.A.C. This meeting will be held either in June or September of each school year. Additional P.A.C. Meetings shall be held once a month during the school year to conduct current business.
- The Executive Meetings and additional General Meetings shall be held at the discretion of the Executive Officers, or upon the receipt of a petition representing 50% FIFTY Percent of the Voting Members.
- Meetings will be conducted efficiently and with fairness to the Members present.
- If procedural problems should arise, The Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution.