



Begbie View Elementary School

Parent Advisory Council

Constitution and Bylaws

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CONSTITUTION

SECTION I - NAME

1. The name of the Association shall be the **BEGBIE VIEW ELEMENTARY SCHOOL PARENT ADVISORY COMMITTEE.**

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 of 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.

SECTION III - OPERATION

1. The Committee will operate as a non-profit organization with no personal financial benefit. This provision is unalterable in accordance with the Society Act.

SECTION IV - POLICY

1. The business of the committee shall be unbiased towards race, religion, gender or politics. This provision is unalterable in accordance with the Society Act.

SECTION V - DISSOLUTION

1. In the event of wind-up or dissolution of the Society and following payment of all outstanding debts, the Society shall transfer all of its remaining property and assets to a registered charitable institution or institutions as defined by the *Income Tax Act (Canada)* having similar objects and purposes which will be decided by the members at the final general meeting.
2. In the event of dissolution of the Society all records of the organization shall be placed under the jurisdiction of School District 19 in the person of the principal of the school.
3. Paragraph 1, 2 and 3 of this section are unalterable in accordance with the Society Act.

BYLAWS

SECTION I - MEMBERSHIP

1. All parents and guardians of students registered at Begbie View Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Begbie View Elementary School may be non-voting members of the group.
3. At no time shall the Parent Advisory Committee have more non-voting than voting members.

SECTION II - MEETINGS

1. There shall be an annual general meeting for the purpose of election of officers held in October 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 receipt of a petition representing 10 per cent (10%) of the voting members.
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 these bylaws and Constitution.

SECTION III - VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum, provided that this number shall never be less than 3 voting members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote the motion will be lost.
4. Members cease to be in good standing and forfeit voting power when they are no longer parents or guardians of students registered at Begbie View Elementary School.
5. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.

SECTION IV - ELECTION OF EXECUTIVE OFFICERS

1. The group shall elect:
 - A. President
 - B. Vice-President(s)
 - C. Treasurer(s)
 - D. Secretary
 - E. District Parent Advisory Committee Representative
 - F. Two or more Members-At-Large/Directors
 - G. Past-President

SECTION IV - VOTING continued

2. The executive officers shall be elected from the members at the annual general meeting except that no employee/elected official of BVE shall hold an executive position.
3. Call for nominations shall be made at the first meeting in September.
4. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
5. Elections shall be conducted by the Nominating Committee chairperson at the time of the elections.
6. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
7. A vote shall be taken to destroy the ballots.

SECTION V - TERM OF OFFICE

1. The term of office shall commence in October of each year and shall be for one year.
2. Any elected member of the Parent Advisory Committee may serve on the executive for as many years as he/she is elected to a position.
3. No person may hold more than one elected executive position at any one time.
4. The Past-President shall hold that office for one year.

SECTION VI - EXECUTIVE OFFICERS

1. The affairs of the Parent Advisory Committee shall be managed by a board of elected officers and the immediate Past-President.
2. The Executive Officers will be as follows:
 - A. President
 - B. Vice-President(s)
 - C. Treasurer(s)
 - D. Secretary
 - E. District Parent Advisory Committee Representative
 - F. Two or more Members-At-Large/Directors
 - G. Past-President

SECTION VII - 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 appoint committees where authorized to do so by the executive or membership
 - d) shall be an ex-officio member to all committees except the Nominating Committee
 - e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
 - f) shall be the official spokesperson for the organization
 - g) shall be a singing officer
 - h) shall submit an annual report

SECTION VII - DUTIES OF THE OFFICERS

- 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) shall submit an annual report

- C. Secretary
 - a) record all the minutes of membership, special and executive meetings
 - b) shall distribute minutes to Committee members
 - 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 copy amended shall be dated and initialed and a copy submitted to the School Board office for safe-keeping,.
 - 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 Committee
 - g) shall submit an annual report

- D. Treasurer(s)
 - 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 IX
 - c) shall prepare a financial report for publication in the school newsletter as per Section IX
 - d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section IX
 - e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
 - f) shall submit an annual report

- E. DPAC Representative
 - a) shall attend DPAC meetings
 - b) shall report back to the PAC
 - c) shall seek input from the PAC
 - d) shall submit an annual report

- F. Members-at-Large/Directors
 - a) shall serve in a capacity to be determined by the Parent Advisory Committee at the time of their election and at other times throughout their tenure as the needs of the Committee might require
 - b) shall submit an annual report

SECTION VII - DUTIES OF THE OFFICERS continued

- G. Past-President
 - a) shall help smooth transition between presidents
 - b) shall assist and advise the Parent Advisory Committee
 - c) shall act as a consultant for the President
 - d) shall chair the Nominating Committee
 - e) shall submit an annual report

SECTION VIII 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 by the President (after consultation with the executive).

SECTION IX 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 November 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 four signing officers, two of whom will be the President and 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 (\$50.00) 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 presented prior to the end of each school term.
6. The Society has no borrowing powers.
7. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.

SECTION X CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and By-Laws of the Begbie View Elementary School Parent Advisory Committee may be made at any general meeting at which business is conducted, provided:

1. written notice of the meeting has been given to all members (14 days minimum)
2. the notice of the meeting included notice of the specific amendments proposed
3. a two thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws

SECTION XI CODE OF CONDUCT

1. The Begbie View Elementary School Parent Advisory Committee 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 discussion 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 only passes on information that is reliable and correct
 - i) respects all confidential information
 - j) supports public education

This Constitution and Bylaws was amended and approved on _____.

The resolution was passed by a majority vote as referred to in Section X of these bylaws.