

# **AUBREY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS**

Revised January 2010

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# **AUBREY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION**

Revised January 2010

## **1. Name**

- 1.1. The name of the Association shall be the **Aubrey School Parent Advisory Council** (School District 41).
- 1.2. The Parent Advisory Council (**PAC**) will operate as a non-profit organization with no personal financial benefit.
- 1.3. The business of the PAC shall be conducted in accordance with the principles of the BC Human Rights Code.

## **2. Purposes**

- 2.1. To advise the school principal and staff on parental views about school programs, services, policies and procedures.
- 2.2. To communicate with parents, and to promote cooperation between the home and the school in providing for the education of children.
- 2.3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
- 2.4. To organize PAC activities and events.
- 2.5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## **3. Dissolution**

- 3.1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final general meeting.
- 3.2. All records of the organization shall be placed upon the jurisdiction of a designated member of the PAC Executive. The PAC Executive will decide in their first Board meeting in September who will hold the records for that year.

# **AUBREY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL BYLAWS**

## **4. Membership**

- 4.1. All parents and guardians of students registered at Aubrey School are voting members of the PAC.
- 4.2. Administration and staff (teaching and non-teaching) of Aubrey School may be non-voting members of the PAC.

- 4.3. Members of the school community who are not parents of students currently in the system may be non-voting members of the PAC.

## **5. Meetings**

- 5.1. Notice of meetings shall be made in the school or parent newsletters not less than 7 days prior to the meetings.
- 5.2. If an extraordinary meeting is called by the Executive, phone calls or emails will be placed to all members of the PAC who have attended previous meetings that school year.
- 5.3. Meetings shall be conducted efficiently and with fairness to members present.
- 5.4. If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation.
- 5.5. There shall be an Annual General Meeting for the purpose of election of officers held in May or June (the final meeting of the school year) and additional general meetings shall be held approximately every 4 to 6 weeks during the school year to conduct current business.
- 5.6. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon receipt of a petition representing fifty percent of voting members.
- 5.7. At the first general meeting in September, an additional election for Members at Large and vacant positions will be held.

## **6. Voting**

- 6.1. A minimum of 5 voting members present at any duly-called general or executive meeting shall constitute a quorum.
- 6.2. Unless otherwise provided, questions arising at any meetings shall be decided upon by a simple majority vote.
- 6.3. In case of a tie vote, the motion will be lost.
- 6.4. Voting of all members on all matters must be given personally; voting by proxy shall not be permitted.
- 6.5. Voting shall be done by a show of assent. If appropriate, officers may be elected by secret ballot.

## **7. Election of Executive Officers**

- 7.1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
- 7.2. In the event of a vacancy on the executive during the year, the Executive shall elect the new officer who shall hold office until the next election.
- 7.3. Representatives to the District Parent Advisory Council and District Canadian Parents for French will be elected or chosen.

- 7.4. Nominations may be received up to and during the Annual General Meeting until declared closed by the Chairperson.
- 7.5. A notification for nominations should be distributed to all families in the school at least 14 days prior to the Annual General Meeting.

## **8. Terms of Office**

- 8.1. The length of the election term for executive positions shall be one year. The term shall take effect from July 1 and end on June 30.
- 8.2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position. It is not recommended that any person hold any one position for more than two consecutive years.
- 8.3. It is recommended that the position of Chair is for a two year term.
- 8.4. The Past-Chair shall hold that office for one year.
- 8.5. An executive committee member or committee appointee can be removed from their responsibilities for unexplained and continual lack of attendance or failure to abide by the Code of Conduct, by majority vote or the Executive Committee.
- 8.6. Written notice specifying the intention to make a motion to remove the Executive committee member or committee appointee shall be given to the individual, not less than 14 days before the Executive Committee meeting.

## **9. Executive Officers**

- 9.1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
- 9.2. The Executive Officers will be as follows:
  - 9.2.1. Chair
  - 9.2.2. Vice Chair
  - 9.2.3. Financial Committee
  - 9.2.4. Secretary
  - 9.2.5. District Parent Advisory Council Representative(s)
  - 9.2.6. Two or more Members-At-Large
  - 9.2.7. Past Chair

## **10. Duties of the Officers**

### **10.1 Chair**

- 10.1.2 calls and chairs all meetings, or may be assisted by Vice Chairperson
- 10.1.3 prepares agendas for PAC and Executive meetings
- 10.1.4 knows the constitution and bylaws
- 10.1.5 reads all material sent to the PAC and distributes relevant information to its members
- 10.1.6 understands committees and communicates with committee chairs
- 10.1.7 consults PAC members regularly

- 10.1.8 acts as spokesperson for the PAC
- 10.1.9 ensures PAC is represented in school/school district activities
- 10.1.10 keeps a binder of what has transpired during the year (information may be simply in the form of a newsletter or annual report)
- 10.1.11 submits an annual report

## **10.2 Vice Chair**

- 10.2.1 assists the Chair
- 10.2.2 assumes specific tasks or responsibilities assigned by the Chair
- 10.2.3 understands the role of the Chair
- 10.2.4 fills The Chair's role when the Chair is unavailable

## **10.3 Secretary**

- 10.3.1 records minutes of all executive meetings of the PAC
- 10.3.2 keeps a copy of the constitution and bylaws, with any amendments noted and dated
- 10.3.3 circulates minutes at least 2 weeks prior to the next meeting
- 10.3.4 takes attendance at all general meetings
- 10.3.5 keeps records of minutes on file
- 10.3.6 may be responsible for correspondence (usually shared with Chair)

## **10.4 Financial Committee**

- 10.4.1 is responsible for all funds and expenditures
- 10.4.2 keeps financial records
- 10.4.3 reports regularly to PAC members and Executive
- 10.4.4 prepares and presents annual financial report
- 10.4.5 may be comprised of 1 or more members

## **10.5 DPAC Representative**

- 10.5.1 attends all regular and special meetings of the DPAC
- 10.5.2 reports to Chair and PAC
- 10.5.3 seeks input from PAC
- 10.5.4 forwards school-based issues to DPAC on request of the PAC

## **10.6 Past Chair**

- 10.6.1 helps smooth transition between Chairs
- 10.6.2 serves as advisor to the Chair
- 10.6.3 provides continuity of leadership
- 10.6.4 assumes specific tasks and responsibilities as requested by the Chair

## **10.7 Members At Large**

- 10.7.1 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 needs of the Council might require

## **11. Finances**

- 11.1 Any money raised by the PAC shall be administered by the PAC.
- 11.2 A fundraising plan for the school year shall be decided upon at the beginning of each school year
- 11.3 All funds of the organization will be on deposit in a bank or financial institution registered under the Bank Act or the Credit Union Incorporation Act.
- 11.4 The executive shall name at least three signing officers, two of whom will be the Chair and a member of the Financial Committee, for banking and legal documents.

## **12 Constitution and Bylaw Amendments**

- 12.1 Amendments to the Constitution and Bylaws of the Aubrey School PAC may be made at any General Meeting at which business is conducted providing:
  - 12.1.1 Written notice of the meeting has been given to all members (14 days minimum notice)
  - 12.1.2 The notice of the meeting included notice of the specific amendments proposed.
  - 12.1.3 A two-thirds majority vote of those voting members present at the meeting will be required to amend the Bylaws.
  - 12.1.4 Amendments to the Bylaws should be submitted to the Board of Trustees of the School District #41 for such amendments to be considered.

## **13 Code of Conduct**

- 13.1 The Aubrey Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community
- 13.2 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 concerned
- 13.3 A parent who accepts a position as a PAC Executive Member:
  - 13.3.1 upholds the constitution and bylaws, policies and procedures of the PAC
  - 13.3.2 performs her/his duties with honesty and integrity
  - 13.3.3 works to ensure that the well-being of students is the primary focus of all decisions
  - 13.3.4 respects the rights of all individuals
  - 13.3.5 takes direction from the members, ensuring the representation processes are in place
  - 13.3.6 encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process of taking forward concerns



- 13.3.7 works to ensure that issues are resolved through due process
- 13.3.8 Strives to be informed and only passes on information that is reliable and correct

#### **14 Committees**

- 15 Committees will be formed from time to time for a specific purpose and will maintain files and report on their activities at the Executive and/or general meetings
- 16 Suggested committees are:
  - 16.1.1 Education Committee
  - 16.1.2 responsible for organizing parent education sessions at the school
  - 16.1.3 responsible for providing extracurricular activities e.g. Odyssey of the Mind, pottery, etc
  - 16.1.4 Special Events Committee
  - 16.1.5 responsible for the organization of special events in the school
  - 16.1.6 Fundraising Committee
  - 16.1.7 responsible for planning and organizing fundraising activities at the beginning of each year for specific goals identified by the Parent Advisory Council in conjunction with the staff.
  - 16.1.8 Technology Committee
  - 16.1.9 assists school staff with decisions regarding the purchase and setting up of new computer equipment.

**The following amendments to the Aubrey School Parent Advisory Council (PAC) Constitution and Bylaws were passed by more than 2/3 majority at the PAC General Meeting on September 25, 2002.**

#### **17 The Election of School Planning Council (SPC) Representatives**

- 17.1 Three School Planning Council representatives shall be elected annually by secret ballot from the voting members at a PAC General Meeting for which proper notification of the elections has been given.
- 17.2 Each candidate for SPC representative must be a parent of a student(s) enrolled in the school. A "parent" is defined in the School Act as a parent, legal guardian, person who is legally entitled to custody of the child or a person who usually has the care and control of the child.
- 17.3 Notification that PAC/SPC representatives will be elected at a scheduled PAC General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to that General Meeting.
- 17.4 Nominations may be received up to and during the PAC General Meeting until declared closed by the Chairperson.
- 17.5 The election of three SPC representatives must be conducted by secret ballot and the three positions will be awarded to the three candidates with the most votes. Further:
  - 17.5.1 The School Act requires that one of the representatives must be an

- elected officer of the PAC Executive. In the event that none of the three successful candidates is on the PAC Executive, then a new executive position will be created for the SPC representative with the most votes.
- 17.5.2 The fourth top candidate will be declared the PAC/SPC alternate. The alternate will have no role on the SPC unless called upon to fill a vacancy on the SPC.
- 17.6 Every effort will be made to ensure that parents of both English and French students are represented on the SPC.
- 17.7 As provided in the School Act, if three PAC/SPC representatives are not elected, the Board may appoint a person to fill a PAC vacancy on the SPC.

### **18 Term of Office of SPC Representatives**

- 18.1 The term of office of the representatives will be for one school year period, with the exact dates of the term of office each year to be specified by the PAC Executive at the time of the election to office. (October to October)
- 18.2 In the event that a PAC/SPC representative is unable or unwilling to complete the term of his /her office, the elected PAC/SPC alternate will take that representative's place, and provide notice to the PAC Executive of this change. If no PAC/SPC alternate was elected, the PAC Executive will give proper notification for the election of a new PAC/SPC representative at the first possible PAC General Meeting.

### **19 Role and Responsibilities of SPC Representatives**

- 19.1 The PAC Executive member of the SPC is also expected to regularly attend PAC Executive meetings, and act as a liaison between the SPC and the PAC, and to foster close working relations between the two bodies. The PAC Executive may also invite all the SPC representatives to attend a PAC Executive meeting from time to time. The SPC representatives should also provide a yearly report on implementation of the School Plan.
- 19.2 In the event that an elected PAC/SPC member is not able or willing to fulfill his/her responsibilities as set out above, the PAC Executive may provide 30 days notice to the PAC membership and propose that the PAC/SCP representative be replaced by the elected PAC/SPC alternate, if there is one, or by a newly elected PAC/SPC representative.