

Peter Greer Elementary Parents Advisory Council

Constitution and Bylaws

Section I - Name of Organization

The NAME of the Association shall be “Peter Greer Elementary Parents ADVISORY COUNCIL” which is a member of the District Council known as the “CENTRAL OKANAGAN PARENTS ADVISORY COUNCIL” of School District #23 (COPAC).

The Association shall operate as a non-profit volunteer organization with no personal financial benefit.

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

Membership shall be open to any parent or guardian of a student attending Peter Greer Elementary School. There will be no membership fees to belong to Peter Greer PAC.

Section II - Mission Statement

In our capacity as parents and caregivers we will support, encourage, and improve the quality of education and the well being of children at Peter Greer Elementary School.

Section III - Aims and Objectives

1. To provide a link between parents, educators, Ministry of Education, School Trustees, administrators, and staff in exchanging ideas and concerns about education matters pertaining to children in our school and district.
2. To provide fellowship and support for each other as parents/guardians.
3. To have a voice in the development and revision of school and district based education activities, including consulting on yearly goal setting, building additions or renovations and school accreditation.
4. To participate in school events and activities, which support the school programs. This may include planning and participating in fundraising, volunteer programs, or special events.
5. The PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

Section IV - Dissolution

1. Notice of intent to dissolve shall be presented to all members in writing with at least 30 days notice.
2. 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. The Executive of the Parent's Advisory Council will ensure all capital assets either become public property or are vested in another charitable organization within British Columbia.
4. All records of the organization shall be placed under the jurisdiction of School District #23 in the person of the Principal of the school.
5. This clause cannot be amended or removed from the Constitution and Bylaws.

Section V - Bylaws and Membership

1. All parents and guardians of students registered at Peter Greer Elementary shall be voting members of the council.
2. Administration and staff (teaching and non-teaching) of Peter Greer shall be non-voting members. If a staff member has a child/children enrolled in the school the voting restriction shall not apply.

Section VI - The Executive

i. Executive Positions

The executive committee will manage the Council's affairs between monthly general meetings. The executive will include the president, vice-president, secretary, treasurer, COPAC and member at large (up to 2).

~~The group shall let a slate of officers from the voting members for each school year. The number and position of executive should be determined by local organizational needs, but should include the following:~~

1. President

- Shall convene and preside over all membership, special and executive meetings.
- Shall ensure that the agenda is prepared, with input from parents and school staff, for each meeting.
- Shall delegate committees where authorized to do so by the executive or membership.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall be the official spokespersons for the organization.
- Shall be one of the financial signing officers.
- Shall not vote on any matter except in the case of a tie, and then vote in the negative.
- Issue and receive correspondence on behalf of the Council through the PAC email.

2. Past - President

- Shall help make smooth transition between Presidents.
- Shall act as a consultant for the President.
- Shall chair the nominating committee, or delegate that task.
- Shall vote on any matter providing membership requirements are met.
- May be a signing officer.

3. Vice-President

- Shall assume the responsibilities of the President in the Presidents absence.
- Shall accept extra duties as required.
- May be a signing officer.

4. Secretary

- Shall keep full and accurate minutes of all meetings, and make them available to the membership.
- Ensure that members are notified of meetings
- Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request.
- Prepare and maintain other documentation as requested by the membership or executive.
- Ensure safekeeping of all records of the Council by posting minutes online.
- May be a signing officer.

5. Treasurer

- Shall receive, collect and deposit in a bank account all funds.
- Shall keep an accurate account of all receipts and expenditures.
- Shall pay by cheque, all bills and accounts, which are approved by council.
- Shall ensure that all cheques are co-signed by two signing officers.
- Shall be a signing officer.
- Shall report a statement of finances at all meetings, and make them accessible to the executive on demand.
- Shall present and circulate copies of an annual financial statement at the Annual General Meeting (AGM) in ~~September~~ **June**.
- Shall ensure that another financial signing officer has access to the books in the event of his/her/absence.
- Shall make a smooth transition between treasurers.

6. COPAC Representative

- Shall attend monthly meetings of the Central Okanagan Parents Advisory Council (COPAC)
- Shall make a report of these meetings at the monthly General Meeting of the council.
- Shall act as liaison between the council and the district council on matters pertaining to education, and shall from time to time gather and record the council's vote on certain district issues.
- Shall help make a smooth transition between COPAC Reps.

7. The Member(s)-at-Large (up to two)

- Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.

The Executive Committee may choose to fill the following positions to support the goals of the PAC and/or may choose to create additional positions:

1. French Immersion Representative(s)

2. Fundraising Volunteer(s)
3. Hot Lunch Coordinator (s)
4. Volunteer Coordinator (s)
5. Fruit and Veggies Coordinator (s)
6. Events Coordinators (s)

The roles and the responsibilities of these positions should be discussed and confirmed with the Executive Committee.

- ~~• Shall serve as a communication liaison between council, parents, school administration, teachers and Board of School Trustees.~~
- ~~• Shall prepare and/or distribute approved materials relevant to French language education~~
- ~~• Shall review and report to council on matters relevant to French Immersion.~~
- ~~• Shall maintain a visible presence at the school.~~

8. Fundraising

- Shall review, research and recommend possible opportunities for funding to council.
- Shall oversee Directors assigned to implement fundraising activities.
- Shall act as liaison between Directors, council, parents and school.

~~9. School Planning Council Parent Representative (SPC Rep)~~

- ~~• Be one of the three elected SPC Representatives~~
- ~~• Represent and speak on behalf of the PAC at SPC meetings~~
- ~~• Take direction from the general PAC membership~~
- ~~• Report back to the PAC at general meetings~~

~~10. Directors~~

- ~~• Shall attend executive and General Meetings in advisory roles.~~

~~2. Executive Meetings~~

- ~~1. The executive meeting times are set by the executive~~
- ~~2. The President may call extraordinary meetings.~~

3. Vacancy on the Executive

If any officer resigns during a term of office or if any office is not filled at the time of election, the PAC may appoint a voting member of the PAC to fill the vacancy until election.

Section VII - Committees

1. Standing and Ad-Hoc Committees shall be established for specific purposes by the Executive or upon recommendation of the membership. This may include planning committees for events like but not limited to the Harvest Social, Winter Gathering, Family Fun Night, ect.

2. Committees are responsible to the Executive and the Executive shall ensure that a clear mandate and adequate terms of reference are provided.
3. The Executive shall appoint a chairperson and/or members who may select other committee members as required.
4. The committee chairperson is responsible to the Executive and members and will abide by the terms of reference give to him/her.

Section VIII - Elections

1. A Nominating Committee will be formed at the ~~May~~ June meeting.
2. This committee will attempt to gather at least two names for each elected Executive position before the next elections at the Annual General Meeting in ~~June~~ September.
3. All parents attending the AGM will elect the Executive.
4. The term of office will be for a period of 1 year effective ~~September 1 to August 31~~ July 1 to June 30.
5. An executive position shall not be filled by the same person for more than four terms.

Section IV - Election Procedures

Election of the Executive will take place during the AGM, which will be in ~~June~~ September or October of each year.

Section X - ~~General Meetings~~

General Meetings

1. General meetings will be conducted efficiently and with fairness to all members.
2. The current edition of 'Robert's Rules of Order Newly Revised shall govern all meetings, unless otherwise provided for in these Bylaws.
3. Unless otherwise determined by PAC Executive, general meetings shall be held on the second Tuesday of each month during the school year (September to June inclusive) to conduct current business.

Executive Meetings

1. The executive meeting times are set by the executive.
2. The President may call extraordinary meetings.

AGM

The AGM will take place in at the June General Meeting.

Section XI - Constitutional Amendments.

Amendments to the Constitution and Bylaws of the Peter Greer Elementary PAC 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 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 members present at the meeting will be required to amend the Constitution and Bylaws.

Section XII - Quorum

1. At PAC General Meetings the voting members present shall constitute a quorum. Unless otherwise agreed, questions arising at a General Meeting shall be decided by a simple majority vote.
2. At PAC Executive Meetings a quorum consists of fifty percent (50%) plus one member, and motions cannot be passed without this quorum. Motions are passed by a simple majority vote.

Section XIII - Procedures of Meetings

~~If procedural problems arise, "Robert's Rule of Order" will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution.~~

Section XIV - 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 June of each year.
2. All funds of the organization will be on deposit at a bank or financial institution registered under the Bank Act.
3. The Executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond one hundred dollars (\$100.00) will first be presented to and voted on by the Executive, and then approved by a majority vote at a General Meeting. All other expenditures shall be made at the discretion of the Executive.

Section XV - Code of Conduct

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 persons involved.

Section XVI - Correspondence

1. All correspondence shall be recorded and presented to the membership at each general meeting.
2. Correspondence will be kept on file for a minimum of two years.