

# **Rutland Middle School Parent Advisory Council Constitution and Bylaws**

REVISED MAY 2009

## **CONSTITUTION**

### **Name**

The name of the organization shall be the "Rutland Middle School Parent Advisory Council".

### **Objectives/Purposes:**

1. To promote, encourage, and facilitate communication between parents/guardians (the PAC) and school administration/staff, the Board of Education (SD #23 – Central Okanagan), the Central Okanagan Parent Advisory Council (COPAC), the British Columbia Confederation of Parent Advisory Councils (BCCPAC), and the Ministry of Education (MOE).
2. To provide information and/or seek input from parents/guardians relating to those items affecting the education of students within the school and the processes involved for bringing ideas and/or concerns forward at the school, district and provincial levels.
3. To promote, encourage, and support parental/guardian involvement at the school level.
4. To promote the health, safety, and education of students within the school community.
5. To foster high ideals of citizenship and to promote goodwill and peace through co-operation within the school community.
6. To organize, assist with, and/or support (including financially) activities for parents/guardians and students.
7. To participate in the work of the School Planning Council through the Council's elected representatives.

### **Winding Up Or Dissolution**

1. Upon winding up or dissolution of the Rutland Middle School Parent Advisory Council, the assets which remain after all costs, charges, and expenses, which are properly incurred in the winding up, shall be distributed to such charitable organization or organizations registered under the provision of the Income Tax Act (Canada) as may be determined by the members of the Rutland Middle Parent Advisory Council at the time of winding up or dissolution. This provision shall be unalterable.
2. A written Notice of Motion, advising of the intent to dissolve the PAC, shall be sent out to all PAC members one month in advance of a Special Meeting held to discuss the dissolution or winding up of the RMS PAC.

## **BYLAWS**

### **Policies**

1. This Parent Advisory Council shall be unbiased towards race, religion, gender, politics, sexual orientation, income situations, or exceptional needs.
2. The Parent Advisory Council may determine policies relating to PAC operations and financial accounts as deemed necessary or appropriate by PAC members at any PAC meeting and the results of such discussion must be included within PAC Meeting Minutes.

### **Membership**

1. Membership is open to all parents/guardians of students enrolled at Rutland Middle School.
2. Administrative Officers shall be non-voting ex-officio members of all meetings of the Council.

### **Meetings and Fiscal Year (\*Section Change)**

1. The fiscal year of the Council shall be from September 1<sup>st</sup> to August 31<sup>st</sup> of each year.
2. Regular meetings to conduct current business shall be held at least every second month during the school year and a yearly schedule shall be decided by the majority of those in attendance at the June regular meeting of the Council.
3. Executive meetings shall be held at the discretion of the Executive.
4. Special meetings may be held as deemed necessary by the PAC Executive or upon receipt of a request by at least 2 PAC Members. Notice of any Special meetings shall be provided to the school community at least one week in advance of the meeting wherever possible.

### **Voting**

1. A quorum shall be 5 members of the Council with at least 2 of these being current Executive Officers.
2. Each member shall be entitled to cast one vote.
3. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
4. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
5. In case of a tie vote, the motion will be lost.
6. For the purpose of recording the opinion of the Council, a majority of seventy five-percent (75%) must be reached. Failing this, the minority opinion must also be recorded.
7. Voting shall be done verbally or by a show of hands, with the exception of the election of officers, which shall be done by secret ballot when needed.

### **Finances (\*Section Change)**

1. The PAC Treasurer shall strive to ensure that all PAC financial accounts are kept current and up-to-date and that the PAC financial books are available for audit at the end of each fiscal year.
2. All funds generated by the cafeteria (Snack Shack) shall be deposited to the School Secretary by the individual responsible for cashing out at the end of each shift. These funds shall then be deposited into a bank account located at a financial institution by either the PAC President or PAC Treasurer or appointed individual.
3. The Executive shall have the authority to pay accounts up to the amount of \$200.00 or those relating to the Snack Shack without the consent of the Council. However, these transactions must be reported to PAC members and included in PAC financial statements.
4. Expenditure of PAC funds for major items or expenses must be approved by the majority of the members present at a regular meeting of the Council.
5. All cheques are to be co-signed by at least one of the signing officers of the Executive.
6. Should any special committee require a separate bank account, the Chairperson of that special committee (or his/her designate) shall co-sign cheques along with one of the signing officers of the Executive.
7. Funding requests from any school staff must be submitted to the PAC President on the form provided prior to the October and March PAC Meetings. Requests for additional funding may be submitted only where the PAC has determined extra funding is available.

### **Executive Officers**

1. The President, Vice-President, Secretary, Treasurer, Past President, and the COPAC Representative shall facilitate the business of the PAC.
2. Other Executive Officers shall include the Snack Shack Coordinator and any other individual the Council agrees to include.
3. No member shall hold more than one office at any one time, and no member may hold the same office more than two consecutive years unless Council members have agreed otherwise.
4. The term of office for all positions is one year at which time elections shall be held as outlined below.

### **Election of Executive Officers**

1. Election of officers shall take place in September of each school year.
2. A written Notice of PAC Executive Elections shall be distributed to PAC Members in advance of the meeting where elections are to take place.
3. Nominations shall be called for from the floor and a nominee must provide consent, in person, to have their name stand for a position.
4. A plurality of votes shall elect.
5. In the event that only one candidate is standing for election to an office, the candidate shall be declared elected by acclamation.
6. Each member shall be installed immediately following the elections, and they shall hold office until their successors are installed.
7. In the event of a vacancy in the Executive during the year the Council shall elect the new officer.
8. In the event that no candidates come forward for the election to office the incumbent may remain in office as "acting" until such time a candidate can be secured.

### **Duties of Executive Officers**

1. **President**
  - Shall preside at all meetings of the Council and the Executive Board.
  - Shall be an ex-officio member of all committees.
  - Shall appoint Chairpersons to all committees when the occasion arises.
  - May only exercise his/her vote in the event of a tie.
  - Shall have charge of all correspondence, with the exception of those items relating to the Treasurer's position, and shall report monthly to PAC members on all correspondence received and sent on behalf of the Council.
  - Shall be one of the signing officers of every bank account of the council and/or special committee of the Council.
2. **Vice-President**
  - Shall act in the President's position in his/her absence.
  - Shall be one of the signing officers of every bank account of the council and/or special committee of the Council
3. **Secretary**
  - Shall record and file the minutes of all meetings of the Council.
  - At each regular meeting, shall distribute the minutes of the previous meeting.
  - Shall keep an accurate copy of the Constitution and Bylaws and maintain a record (consisting of the Notice of Motions and Proposed Amendments) relating to any changes made to the PAC Constitution and Bylaws along with a previous copy of the Constitution and Bylaws.
  - Shall make available copies of any documents requested by PAC Members.
  - Shall be one of the signing officers of every bank account of the council and/or special committee of the Council.

4. Treasurer

- Shall keep an accurate account of all receipts and expenditures of the Council
- Shall submit a statement of finances at each meeting of Council.
- Shall present an annual financial statement at the Annual General Meeting of the Council.
- Shall have the books ready for inspection/audit annually.
- Shall be one of the signing officers of every bank account of the Council and/or special committee of the Council.
- Shall coordinate Funding Requests relating to Direct Access/Gaming funds
- Shall attend and report at PAC meetings as often as possible

5. Past-President

- Shall assist and advise Executive Officers in all matters of the Council.
- Shall act in the President's position in the absence of the President and Vice-President.
- No signing Authority goes with this position.

6. COPAC Representative

- Shall attend COPAC meetings as often as possible
- Shall report to the Executive and Council on a regular basis
- Shall provide input to COPAC and vote on behalf of the Council when needed
- Shall coordinate the provision of information to parents/guardians with the Executive Officers

School Planning Council Members

1. Three School Planning Council Members are to be elected annually by PAC Members. (\*One of these must be a current PAC Executive officer.)
2. The duties of these individuals shall be:
  - a) To provide input into the development of a school plan relating to the allocation of staff and resources in the school; matters contained in the board's achievement contract relating to the school; and educational services and educational programs in the school.
  - b) To attend School Planning Council meetings as often as possible.
  - c) To report back to and seek input from the PAC when necessary.

Special Committees and Representatives

1. Special Committees shall be created by motion of Council members present at a PAC meeting as needed. A Chairperson shall be selected/appointed for each committee established and each committee chairperson shall be answerable to the Council.
2. Representatives to any outside organization and/or meeting shall strive to express the opinion of the Council and its members as often as possible.

Code of Conduct

1. All PAC Members are expected to act in accordance with the School Code of Conduct and School District #23 Policies and Regulations relating to volunteers.
2. All PAC Members, Executive Officers, and guests and shall be subject to disciplinary action as described by the most recent edition of "Robert's Rules of Order".

Constitution and Bylaw Amendments

1. Any part of the PAC Constitution and Bylaws may be amended at any regular meeting by a two-thirds majority vote, provided that a written Notice of Motion as well as the proposed amendments have been submitted and presented to members at the previous regular meeting of the Council.

Rules of Order

The Rules contained in Robert's Rules of Order shall govern all matters of procedure not covered by these Bylaws.

