

Rutland Middle School Parent Advisory Committee Constitution & Bylaws

CONSTITUTION

Name

The name of the organization shall be the "Rutland Middle School Parent Advisory Council" (RMS PAC).

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 (C-OPAC), the British Columbia Confederation of Parent Advisory Councils (BCOPAC), 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 cooperation within the school community. To organize, assist with, and/or support (including financially) activities for parents/guardians and students.

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 property 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 at least 30 days' in advance of a Special Meeting held to discuss the dissolution or winding up of the RMS PAC.

BY-LAWS

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. Only individuals who meet membership requirements shall be eligible to stand for election to any office of the RMS PAC.

3. Administrative Officers and staff (teaching and non-teaching) shall be non-voting ex-officio members of all meetings of the Council. If a staff member has a child at RMS then the RMS PAC restriction on voting shall not apply.

Fiscal Year and Meetings

1. The fiscal year of the Council shall be from September 1st to August 31st 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 Annual General Meeting (AGM) in May.
3. Executive meetings shall be held at the discretion of the Executive.
4. The AGM shall be held in the MAY of each year.
5. 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.
6. Effort shall be made to avoid conflict with the PAC meetings of the feeding elementary schools and Rutland Senior Secondary School PAC.

Quorum and 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. 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

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. The Executive shall have the authority to pay accounts up to the amount of \$700 for business of the PAC without the consent of the Council. These transactions must be included in PAC financial statements and reported at the next regular PAC meeting. Receipts/Invoices for these items must be submitted and saved for permanent records.
3. Expenditure of PAC funds over \$500 for major items or expenses may be approved unanimously by all of the members of the PAC executive without putting it forward at a regular PAC meeting. These transactions must be included in PAC financial statements and presented at the next regular PAC meeting. Receipts/Invoices for these items must be submitted and saved for permanent records.
4. All cheques are to be co-signed by two signing officers of the Executive.
5. Any Cash that is received by the PAC such as off-sales of Hot Lunch, fundraisers e.g., popcorn, freezies etc., must be counted by 2 individuals separately and recorded on RMS Cash Record. The Treasurer then will recount the cash prior to depositing. The RMS Cash Record must be kept as a permanent record.

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 November and April PAC Meetings.
8. Requests for additional funding may be submitted only where the PAC has determined extra funding is available.

Duties of Executive Officers and other Officers

It is the duty of all Executive Officers to ensure that the By-laws are upheld and that all PAC activities fall within the objective and purpose of the RMS PAC. The Executive Officers are accountable to the PAC Membership.

Executive Officers

1. The President, Vice-President, Secretary, and Treasurer
2. Other Officers shall include the COPAC Representative and the Hot Lunch Coordinators. These position(s) are non-elected positions.
3. No member shall hold more than one elected 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. All executive positions therefore at which time elections will occur at the Annual General Meeting (AGM) in May, as outlined below.

Election of Executive Officers

1. Election of officers shall take place in May 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 will remain in office as "acting" until such time a candidate can be secured.

Installation of new Executive Officers

1. The elected Executive Officer(s) will receive a copy of the RMS PAC Constitution and By-laws to read and refer to in times of need. It is the responsibility of the executive officer to understand the Constitution and Bylaws and in good faith, will uphold the spirit in which the constitution is written.
2. The outgoing Executive Officer(s) will use the month of June to assist the incoming Executive in learning the duties and responsibilities of each position. This month will also be used for calendar planning for the upcoming school year. Current signing officers not returning shall terminate signing authority at the financial institution prior to the start of the new school year (September).
3. The new PAC Executive must prepare a proposed budget and plan for the year at the first PAC meeting. Any fundraising decisions/commitments that need to be made prior to September must be made in consultation with the new Executive and the School Administration.

Duties of Executive Officers (elected positions)

1. President
 - a. Shall preside at all meetings of the Council and the Executive Board.
 - b. Shall be an ex-officio member of all committees.
 - c. Shall appoint Chairpersons to all committees when the occasion arises.
 - d. May only exercise his/her vote in the event of a tie.
 - e. 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.
 - f. Shall be one of the signing officers of every bank account of the council and/or special committee of the Council.
2. Vice-President
 - a. Shall act in the President's position in his/her absence.
 - b. Shall be one of the signing officers of every bank account of the council and/or special committee of the Council
3. Secretary
 - a. Shall record and file the minutes of all meetings of the Council.
 - b. At each regular meeting, shall distribute the minutes of the previous meeting.
 - c. 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.
 - d. Shall make available copies of any documents requested by PAC Members.
 - e. Shall be one of the signing officers of every bank account of the council and/or special committee of the Council.
4. Treasurer
 - a. Shall keep an accurate account of all receipts and expenditures of the Council.
 - b. Shall submit a statement of finances at each meeting of Council.
 - c. Shall present an annual financial statement at the Annual General Meeting of the Council.
 - d. Shall have the books ready for inspection/audit annually.
 - e. Shall be one of the signing officers of every bank account of the Council and/or special committee of the Council.
 - f. Shall coordinate Funding Requests relating to Direct Access/Gaming funds
 - g. Shall attend and report at PAC meetings as often as possible
5. Past-President
 - a. Shall assist and advise Executive Officers in all matters of the Council.
 - b. Shall act in the President's position in the absence of the President and Vice-President.
 - c. No signing Authority goes with this position.

Other Officers (non-elected positions)

1. COPAC Representative
 - a. RMS PAC will strive to have this position filled for the purposes of communication between the Central Okanagan PAC and RMS PAC.
 - b. Shall attend COPAC meetings as often as possible.
 - c. Shall report to the Executive and Council on a regular basis.
 - d. Shall provide input to COPAC and vote on behalf of the Council when needed.

- e. Shall coordinate the provision of information to parents/guardians with the Executive Officers.
2. Hot Lunch Coordinator(s)
 - a. Bring to the Executive the proposed lunch program for final approval.
 - b. With the assistance of the executive, draft a budget and tentative plan if required.
 - c. Organize and overlook the lunch program - including volunteer recruitment and vendors.
 - d. Keep records of any funds collected through the sales of additional items and deliver these to the Treasurer for depositing.
 - e. Work with the Executive to plan, organize, and overlook the sales through the Hot Lunch website.

Special Committees and Representatives

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

Resignation or Removal of an Executive Officer

1. If any officer resigns or forfeits their position during a term of office or if any office is not filled at the time of elections, the Executive may appoint a member of the PAC to fill the vacancy until the next election. If a resigning officer has signing authority, the signing authority is to be terminated immediately.
2. To remove an elected officer before the expiration of his/her term in office, the following steps must be taken:
 - a. Notice of intent of meeting must be given to the PAC membership 2 weeks prior to the meeting.
 - b. A majority of 2/3 of the votes cast is required.
 - c. Voting must be carried out by secret ballot.
3. Members may then elect any person in his/her stead for the remainder of the term.

Conflict of Interest

The RMS PAC must be mindful at all times of the Following:

As stated on page 4 of the BC Confederation of Parent Advisory Councils 2010:

"A conflict of interest arises when an executive member could benefit financially from a decision of the council that they can influence or vote on. The executive member has a duty to report the conflict promptly to the executive and membership, and refrain from using their position for personal advantage. Failure to report is a breach of duty to the council, and may lead to personal liability for any loss to the council."

Code of Conduct

As stated in the BC Confederation of Parent Advisory Councils 2010 (p.2):

"Executives are expected to act with the highest standards.

Once elected, executives:

1. Assume responsibility for the council's affairs
2. Owe a duty of trust to:
 - a. Students in the school and district.

- b. The council's membership.
- c. Each other as executive members.
- d. The council's staff if any.
- e. Anyone who may be affected by the executive's actions or decisions."

The PAC is NOT a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. An executive member who is approached by a parent with a concern is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the person/people involved.

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 shall be subject to disciplinary action as described by the most recent edition of "Robert's Rules of Order".

Use of Social Media for Communication Purposes

1. In the case where RMS PAC choose to use a social media site (e.g., Facebook, Twitter, Instagram etc.,) for the purposes of communication with its members. RMS PAC and its members will ONLY use it for school related events, PAC Events, announcements and communication purposes. The site is not for the purpose of advertising personal sales, complaints about the school, members of staff or students etc.
2. It will be the Executive Officers responsibility to monitor this site and approve or disapprove any posts. This process allows the site to be used for its intended purposes. No member of the PAC shall be removed from the site without written notice or unless the member themselves request to be removed.

Complaints

All complaints about the RMS PAC operations shall be submitted in writing to the school's main office, addressed to the PAC Executive Officers. All complaints will be confidential and will be addressed accordingly.

Constitution and Bylaw Amendments

1. Any part of the PAC Constitution and Bylaws may be amended at any regular meeting.
2. 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.

1. **A copy of this Constitution and Bylaws and any amendments shall be given to the School Administration, COPAC and School District 23.**
2. **All Previous RMS PAC Constitution and Bylaws are superseded by these constitution and Bylaw's on September 21, 2022.**
3. **Motion to accept and voting to accept this document was completed by the members of RMS PAC at the RMS PAC meeting held on September 21, 2022.**