

**SOOKE ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

CONSTITUTION

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CONSTITUTION

SECTION I NAME

The name of the Association shall be:

SOOKE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (School District No. 62), herein referred to as the PAC, as per the school act, Bill 67 - Division 2, Section 8(1)

1. The PAC will operate as a non-profit organization with no personal financial benefit.
2. The business of the PAC shall be unbiased in accordance with the BC Human Rights Code.

SECTION II OBJECTIVES

1. To further enhance the educational excellence of the school and to promote the well-being of students through the combined efforts of the parents, students, teachers and administrative staff.
2. To strengthen the roles of families in education and schooling through the promotion of parent and guardian participation through input from the voting members. To provide information and resources for parents and guardians.
3. To advise the school principal and staff on parental views about school programs, policies and activities, using broad consultation wherever possible.
4. To provide parent education opportunities.
5. To raise funds for school activities and school equipment, and to provide financial support for the goals of the PAC, as determined by the PAC.
6. To organize PAC activities and events and to foster a sense of community within the school.

SECTION III MEMBERSHIP

1. All parents and legal guardians of students registered at Sooke Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Sooke Elementary School may be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

SECTION IV DISSOLUTION

1. Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia, as defined in the Income Tax Act (Canada) as may be determined by the members of the PAC to have a similar charitable purpose. This provision shall be unalterable.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District No. 62 in the person of the principal of the school.
3. Written Notice of dissolution must be given to all members at least fourteen days prior to a general meeting.
4. The PAC may be dissolved by a 2/3 majority vote of all members present at a general meeting.

BYLAWS

SECTION I MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year, and general meetings shall be held at least once a month during the school year to conduct business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive.
3. Meetings will be conducted effectively, with fairness and respect given to all members.
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 this Constitution.
5. Perception of Bias - PACs must strive to be seen to be representing the voice of all parents and protecting the integrity of the membership, both individually and at large.
All PAC Executive and members at large must declare any potential conflict of interest when acting on behalf of the PAC in any matter.

SECTION II VOTING

1. A quorum for Executive Meetings will be 50% + 1 of the Voting Members.
2. The voting members present, and never less than 50% +1 executive members at any duly called General meeting will constitute a quorum.
3. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
4. Each member of the PAC, with the exception of the Meeting Chairperson (normally the President), will be entitled to cast one vote at all meetings, in the case of a tie, the Chairperson will have the deciding vote.
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 III

ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at the two meetings preceding the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the PAC may elect the new officer at a general meeting who shall hold office until the next election.
4. The Nominations Committee Chairperson will be selected by the PAC and may be either a voting or non-voting member of the PAC and will conduct elections.
5. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
6. A vote shall be taken to destroy the ballots.

SECTION IV

TERM OF OFFICE

1. The term of office shall commence on August 1st¹ of each year and shall be for one year.
2. Any elected member of the PAC may serve on the executive for as many years as he/she is elected to a position, but no person may hold any one elected position for more than two consecutive years. The office of past president is not elected and one member can hold that position for no more than one year. The immediate Past President does not have voting rights as an executive member.
3. No person may hold more than one executive position at any one time.
4. Any Executive member not fulfilling the duties of the position may be removed from their position by a 50%+ 1 majority vote of the Executive.
5. Should any member of the Executive be absent from three (3) consecutive meetings without reasonable excuse, the member shall be considered to have resigned from the Executive and the PAC may elect a replacement from the general membership to serve his/her remaining term.
6. Any member of the Executive may resign his/her office or appointment, but in doing so does not give up their membership in the PAC.

SECTION V

EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past President. At a minimum the executive must consist of three members: President, Treasurer, and

¹ November 2002: July

one other.

2. Each Executive position may be shared between two people (e.g. co-presidents); however, during an Executive meeting, each position carries only one vote.

3. The Executive Officers will be as follows:

- | | |
|-----------------------|---|
| a) President (s) | e) SPEAC Representative |
| b) Vice-President (s) | f) Ways and Means (Fundraising and Food services) |
| c) Treasurer | g) Past President |
| d) Secretary | |

SECTION VI DUTIES OF THE OFFICERS

1. The PRESIDENT will:

- a) Convene and preside at all general, special, and executive meetings, or designate an executive member to convene and preside at general, special, and executive meetings.
- b) Ensure that an agenda is prepared and presented.
- c) Appoint committees where authorized to do so by the executive or membership.
- d) Be an ex-officio member to all committees except the Nominating Committee.
- e) Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- f) Act as liaison between the PAC and the school administration and between the PAC and the community.
- g) Consult with PAC members.
- h) Be a signing officer (as per Section XI).
- i) Submit an annual report.

2. The VICE PRESIDENT will:

- a) Assume the responsibilities of the President in the President's absence.
- b) Accept extra duties as required and otherwise act as assistant to the President.
- c) Be a signing officer (as per Section XI).
- d) Act as alternate SPEAC Representative.
- e) Submit an annual report.

3. The SECRETARY will:

- a) Record the minutes and attendance of membership, special and executive meetings.
- b) Distribute minutes to PAC members.
- c) Make available copies of the Constitution to members upon request.
- d) Record, issue, and receive correspondence on behalf of the organization.
- e) Maintain files and maintain safekeeping of the PACs permanent records, including but not limited to the following: minutes, newsletters, constitution.
- f) Post minutes of all general meetings to PACs bulletin board and/or PAC website following meetings.
- g) May be a signing officer.
- h) Submit an annual report.

4. The TREASURER will:

- a) Be responsible for and report on the accounts of the organization.
- b) Be a signing officer (as per Section XI).
- c) Prepare and present monthly reports and year-end reports at PAC general meetings. Monthly reports shall include disclosure of any expenditure(s) approved by the executive since the previous general meeting.
- d) With the assistance of the executive, draft a budget and a tentative plan of expenditures as per Section XI.
- e) Provide a copy of the bank statements and an income statement to the President at each general meeting.
- f) Disburse funds as authorized by the membership or executive.
- g) Ensure that proper financial records and books of account are maintained.
- h) Make financial records and books of account available to members upon request.
- i) Ensure that another financial signing officer has access to the books in the event of his/her absence
- j) Submit an annual report.

5. The SPEAC REPRESENTATIVE will:

- a) Attend SPEAC meetings and represent, speak, and vote on behalf of the PAC through broad consultation where possible.
- b) Report back regularly to the membership and executive on all matters relating to SPEAC.
- c) Shall seek input from SPEAC where required or requested by the PAC.
- d) Shall submit an annual report.

6. The WAYS AND MEANS Representative(s) will:

Fundraising

- a) Bring to the PAC ideas for fund-raising campaigns.
- b) Co-ordinate campaigns decided upon by the PAC, from collection of moneys to delivery of the product.
- c) Coordinate the need for assistance for individual events.

Food Services

- d) Organize and set dates for school lunch days, in cooperation with the school administration, and the PAC.
- e) Prepare the menu for each lunch day and coordinate the order forms, collection and serving of food.
- f) Provide for food preparation and event coordination for other events that the PAC decides to sponsor.
- g) Submit an annual report.

7. The PAST PRESIDENT will:

- a) Be available in an advisory role if requested.
- b) Accept other duties, as required.

SECTION VII

COMMITTEES

1. Standing and Ad-hoc committees shall be formed when necessary to further the PAC's purposes and carry on its affairs.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees report to the President and are responsible to the Executive and PAC.
4. Members may be appointed annually to committees by the President (after consultation with the PAC).
5. Committee chairpersons shall present a report on their activity to the executive and membership upon request.
6. The PAC or executive may elect or appoint a PAC member to represent the PAC on an external committee or to an external organization. The representative will report to the membership or executive and shall seek consultation from the PAC membership as required.

SECTION VIII

FINANCES

1. The fiscal year shall be from August 1 through July 31st.
2. 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 September² of each year.
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The President and Treasurer and Vice President OR Secretary will have signing authority for banking and legal documents. Two signatures will be required on any of these documents.
5. All money spent above \$100.00 must be approved by a majority at a general meeting.
6. Any non-budgeted expenditure greater than 100.00 will be posted on the bulletin board and notification will be given to the general membership through school or PAC newsletter for distribution to parents fourteen days prior to the next general meeting. The expenditure will be voted on at the next general meeting.
7. Expenditures below \$100.00 must be approved by at least three (3) Executive Officers.
8. A Treasurer's Report to all members should be published in the PAC/school newsletter and/or on the PAC bulletin board prior to the end of each school term.
9. Gaming funds will be kept in a separate bank account set up especially for gaming. All

² November 2002: May

procedures relevant to the gaming account have to follow the government gaming rules.

10. A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

SECTION IX CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution of the Sooke Elementary School Parent Advisory Council 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 50 % +1 majority vote of those voting members present at the meeting will be required to amend the Constitution.

SECTION X CODE OF CONDUCT

1. The Sooke Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.
3. On election, every executive member must sign and agree to abide by a code of ethics acceptable to the membership.

Adopted by the Sooke Elementary Parents' Advisory Council,
Sooke, British Columbia
On the _____ day of _____, 2012

President

Secretary

Code of Ethics

A parent who accepts a position as a PAC executive member:

- upholds the constitution and bylaws, policies and procedures of the electing body
- performs his or her duties with honesty and integrity and in the interests of the PAC and school
- works to ensure that the well-being of students is the primary focus of all decisions
- behaves in a respectful manner during meetings and towards all members of the school community
- takes direction from the membership and executive
- encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- works to ensure that issues are resolved through due process
- strives to be informed and only passes on information that is reliable
- respects all confidential information
- supports public education

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the following position of the SOOKE ELEMENTARY PARENTS ADVISORY COUNCIL have read, understood and agreed to abide by this Code of Ethics. Any concerns regarding my adherence to this Code, or in my ability to fulfill my position will be brought to my attention for remediation.