

# HARWOOD PARENT ADVISORY COUNCIL

# CONSTITUTION AND BYLAWS

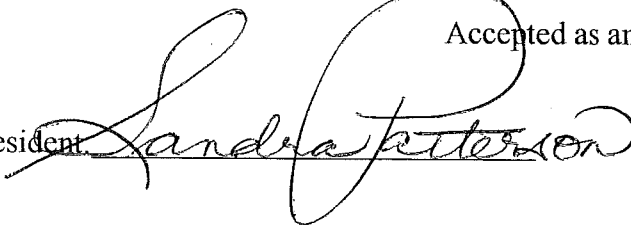
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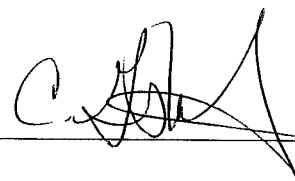
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President:



Secretary:



# TABLE OF CONTENTS

Page 1	Title page
Page 2	Table of Contents
Page 3	Constitution Section I Name Section II Purposes Section III Dissolution
Page 4	Bylaws Section IV Membership Section V Meetings Section VI Voting
Page 5	Bylaws continued Section VII Election of Officers Section VIII Term of Office
Page 6	Bylaws continued Section IX Executive Officers Section X Duties of the Officers
Page 7	Bylaws Continued Section X Duties of Officers continued Section XI Committees
Page 8	Bylaws continued Section XII Finances Section XIII Constitution and Bylaw amendments
Page 9	Bylaws continued Section XIV Code of Conduct

# CONSTITUTION

## SECTION I NAME

The name of the Association shall be the HARWOOD PARENT ADVISORY COUNCIL, School District #22.

The Council will operate as a non-profit organization with no personal financial benefit.

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

## SECTION II PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of the children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## SECTION III DISSOLUTION

1. Upon dissolution of the HARWOOD PARENT ADVISORY COUNCIL, School District #22, 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 having 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 #22 in the person of the principal of the school.

# **BYLAWS**

## **SECTION IV MEMBERSHIP**

1. All parents and guardians of students registered at HARWOOD School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of HARWOOD 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 V MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
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.

## **SECTION VI VOTING**

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally: voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers, which shall be done by secret ballot.
6. The election of representatives to the School Planning Council must be by secret ballot. (School Act, s. 8(6))

## **SECTION VII ELECTION OF EXECUTIVE OFFICERS**

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.
2. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. (School Act, s. 8.1(3)(c), 8.1(4) and 8.1(7)).
3. Call for nominations shall be made at the meeting in April.
4. In the event of a vacancy on the Executive during the year the Council shall elect the new Officer who shall hold office until the next election.
5. Elections shall be conducted by the Nominating Committee Chairperson.
6. Scrutineers shall be appointed as required by the Nominations Committee Chairperson at the time of the elections.
7. A vote shall be taken to destroy the ballots.

## **SECTION VIII TERM OF OFFICE**

1. The term of office shall commence in August of each year and shall be for one year.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position, but no person may hold any one position for more than two consecutive years.
3. No person may hold more than one elected Executive position at any one time.
4. The Past President shall hold that office for one year.
5. The term of office for School Planning Council Representatives shall be one year. (School Act, s. 8.1(6)).

## **SECTION IX EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a Board of Elected Officers and the immediate Past President.
2. The Executive Officers will be as follows:
  - A. President
  - B. Vice President(s)
  - C. Treasurer
  - D. Secretary
  - E. District Parent Advisory Council Representative
  - F. Member(s)-At-Large
  - G. Past President

## **SECTION X DUTIES OF THE OFFICERS**

### **A. PRESIDENT**

- a) shall convene and preside at all Membership, Special and Executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall appoint committees where authorized to do so by the Executive or Membership
- d) shall be an ex-officio member to all committees except the Nominating Committee
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- f) shall be the official spokesperson for the organization
- g) shall be a signing officer
- h) shall submit an annual report

### **B. VICE PRESIDENT**

- a) shall assume the responsibilities of the President in the President's absence
- b) shall accept extra duties as required
- c) shall be a signing officer
- d) shall submit an annual report

### **C. SECRETARY**

- a) shall record the minutes of Membership, Special and Executive meetings
- b) shall make minutes available to Council members
- c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping
- d) shall issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) shall safely keep all records of the Council
- g) shall submit an annual report

**D. TREASURER**

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the three signing officers of the Executive as per Section XII
- c) shall prepare a financial report for publication in the school newsletter as per Section XII
- d) shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XII
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

**E. DPAC REPRESENTATIVE**

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall submit an annual report

**F. MEMBERS AT LARGE**

- a) 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 the needs of the Council might require
- b) shall submit an annual report

**G. PAST PRESIDENT**

- a) shall assist and advise the Council
- b) shall act as a consultant for the President
- c) shall chair the Nominating Committee
- d) shall submit an annual report

**H. SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVES**

- a) shall be one of three elected SPC representatives
- b) shall represent and speak on behalf of the PAC at SPC meetings
- c) shall take direction from the general PAC membership
- d) shall report back to the PAC at general meetings

**SECTION XI COMMITTEES**

1. Standing and ad-hoc committees shall be formed when necessary
2. A Nominating Committee shall be appointed annually before the Annual General Meeting
3. Committees are responsible to the Executive and Members
4. Members may be appointed annually to committees by the President (after consultation with the Executive)

## **SECTION XII 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 in a bank or financial establishment 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 the pre-determined petty cash amount of \$50.00 will be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.
5. A Treasurer's Report to all members should be published in the PAC/school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any General Meeting, where upon an independent auditor will be appointed as needed.
7. The review/audit is to be conducted by an appointed person of whom the membership agrees upon. This can be a parent with accounting knowledge or designation.

## **SECTION XIII CONSTITUTION AND BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the HARWOOD 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 two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.



## SECTION XIV CODE OF CONDUCT

1. The HARWOOD 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. 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 involved.
3. A parent who accepts a position as a PAC Executive Member:
  - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC.
  - b) Performs her/his duties with honesty and integrity.
  - c) Works to ensure that the well-being of students is the primary focus of all decisions.
  - d) Respects the rights of all individuals.
  - e) Takes direction from the members, ensuring that representation processes are in place.
  - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - g) Works to ensure that issues are resolved through due process.
  - h) Strives to be informed and only passes on information that is reliable and correct.
  - i) Respects all confidential information.
  - j) Supports public education.
4. Any parent who becomes "out of pocket" when purchasing supplies needs to be aware that reimbursement must first be approved by the Executive and then by the members present at the next general PAC meeting.