

# **CONSTITUTION AND BYLAWS:**

## **ASPENWOOD ELEMENTARY SCHOOL**

### **PARENT ADVISORY COUNCIL**

#### **(School District #43)**

June 7, 2001 (revised April 9, 2005)

#### **Section 1      Name**

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1. The name of the association shall be the Aspenwood Elementary School Parent Advisory Council (School District #43.)
2. The council will operate as a non-profit organization with no personal financial benefit.
3. The business of the council shall be unbiased towards race, religion, gender or politics.

#### **Section II      Purposes**

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1. To promote and support the best possible environment for education and learning.
2. To contribute to the effectiveness of the school by promoting the involvement of parents.
3. To act as a liaison between parents and the school in the following ways:
  - Advising the school principal and staff of parental views of school programs and policies.
  - Communicating with parents about school programs and policies.
  - Assisting parents in accessing the system.
4. To raise funds for the benefit of the school.
5. To safeguard the welfare and safety of our children.
6. To organize Parent Advisory Council (PAC) activities and events.
7. To foster citizenship and promote a sense of social responsibility in School community.

#### **Section III      Membership**

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1. Any parents and/or legal guardian of students at Aspenwood Elementary School are considered to be voting members of the PAC.
2. Administration and Staff (teaching and non-teaching) of Aspenwood Elementary School are considered to be non-voting members of the PAC.

## **Section IV Meetings**

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1. There shall be at least one general meeting each month during the school year to conduct current and ongoing business.
2. All meetings shall be held at the discretion of the executive.
3. At executive meetings, the elected officers shall present their committee reports. At general meetings the committees may present their own reports and open the floor for discussion. Executive meetings are open to the general parent population, but voting is restricted to the executive.
4. The May meeting shall be an executive meeting to review current financial situation and establish a budget for the upcoming year.
5. The executive may call extraordinary meetings with a minimum of seven (7) days notice.
6. Meetings will be conducted efficiently and with fairness to all members present
7. A minimum of five (5) voting members must be present at any duly called meeting in order for there to be a quorum.
8. 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 the Constitution.

## **Section V Voting**

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1. Unless otherwise provided, a simple majority vote shall decide upon questions arising at any meeting.
2. In the case of a tie, the motion will be lost.
3. Voting shall be done by show of hands, with the exception of the election of executive officers, and/or issues dealing with confidentiality. These shall be done by secret ballot or by acclimation.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.

## **Section VI Election of Executive Officers**

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1. The executive officers shall be elected from the voting members at the Annual General Meeting (AGM) which shall be held in June. Any positions left vacant shall be voted on at the October meeting.
2. Any voting member attending the AGM may nominate and vote for candidates for the offices of the executive.
3. The Vice-Chairperson shall conduct elections.
4. All secret ballots shall be destroyed after an election is confirmed.

5. In the event of a vacancy of the executive during the year, the executive may elect a new officer who shall hold the office until the next election. If the vacancy cannot be filled, the collective executive may assume responsibility until the next election.

## **Section VII Terms of Office**

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1. The term of office shall commence immediately after the AGM in June.
2. Any elected member of the council may serve on the executive for as many years as he/she is elected to.

## **Section VIII Executive Officers**

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1. A board of elected officers shall manage the affairs of the council.
2. The executive officers will be as follows:
  - a) Chairperson
  - b) Vice-Chairperson
  - c) Secretary
  - d) Treasurer
  - e) District Parent Advisory Council (DPAC) representative
  - f) Fundraising coordinator
  - g) Social coordinator
  - h) Health and Safety coordinator
  - i) School Planning Council (SPC) representative
  - j) Parent Education coordinator

## **Section IX Duties of Officers**

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As attached.

## **Section X Committees**

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1. Standing and ad-hoc committees shall be formed as necessary.
2. Committees are responsible to the appropriate member or Vice-Chairperson.

## **Section XI Finances**

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1. The PAC fiscal year shall be from July 1 to June 30.
2. All funds of the organization will be deposited in a bank or financial institution registered under the Bank Act (2000-2001: Bank of Montreal – Ungless branch.)

3. The executive shall name at least three (3) signing officers, one of whom shall be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All expenditures shall be pre-approved by either the Chairperson or Vice-Chairperson.
5. All money spent above \$500.00 (five hundred dollars) will be first presented to and voted on by the executive.
6. All money approved by the executive to be spent ab
7. ove \$2000.00 (two thousand dollars) will be presented and voted on by the general membership at a monthly meeting.
8. A budget and tentative plan of expenditures shall be drawn up by the treasurer for presentation to the executive one month prior to the AGM.
9. The records of the PAC will be reviewed annually at the date determined by the executive. Two or three parents ("team") who do not have signing authority on the bank account will perform this review. The team will be appointed and approved by a motion of the PAC. The team will examine the books and records and report to the PAC.

## **Section XII Constitution and Bylaw Amendments**

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Amendments to the Constitution and Bylaws of the Aspenwood Elementary School Parent Advisory Council may be made at any meeting at which business is conducted providing:

1. Written notice of the meeting including specific proposed amendments has been given to all members (7 days minimum).
2. A two-thirds (2/3) majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.
3. General review of the Constitution and Bylaws every three years by Chairperson, Vice-Chairperson and Secretary.

## **Section XIII Code of Conduct**

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1. The Aspenwood 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. When an executive officer is approached by a parent/guardian with a concern related to a student, he/she is in a privileged position and therefore confidentiality must be respected.
3. A parent who accepts a position as a PAC executive officer shall:
  - a) Uphold the Constitution and Bylaws, policies and procedures of the PAC;

- b) Work to ensure the well-being of students is the primary focus of all decisions;
- c) Respect the rights of all individuals.

## **Section XIV Dissolution**

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1. If the PAC desires to dissolve, all members of the PAC shall be given thirty (30) days written notice of the time, date and place of the final meeting and vote upon the dissolution of the Aspenwood Elementary School PAC.
2. A two-thirds (2/3) majority vote of those members present at the meeting will be required to dissolve the PAC.
3. In the event of dissolution or winding up of the council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the council shall be distributed to another parent advisory council or councils in the School District #43 having purposes and objectives similar to those of the council, as the members of the council may determine at the time of dissolution or winding up. This clause shall be unalterable.