

CONSTITUTION AND BYLAWS

PITT RIVER MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Constitution

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Amended September 14, 2005

CONSTITUTION

Article I NAME
The name of this council shall be Pitt River Middle School Parent Advisory Council, (Pitt River Middle School PAC)

Article II PURPOSE
The purpose of the Pitt River Middle School PAC is to advocate for a high standard of education and the general well-being of all students in the school. It is a non-partisan, volunteer organisation that meets regularly to foster parent involvement, to support and represent parents, and to enhance communication between the school and the parent community.

Mission

Pitt River Middle School PAC's mission is to act as an advocate for student education and well being, also to support and foster parent involvement and the communication between the school and the parent community.

Article III DISSOLUTION
In the event of the wind-up or dissolution of the PAC, following the payment of all outstanding debts, the PAC shall transfer all its property and assets to another organisation having similar objectives or purposes which will be decided by the members at the final general meeting with consideration given to other local schools and District 43 DPAC. This provision shall be unalterable.

Amended September 14, 2005

BY-LAWS

Article I MEMBERSHIP

Section 1.

VOTING MEMBERS:

All parents, guardians, or foster parents of students attending Pitt River Middle School.

Section 2.

NON-VOTING MEMBERS:

All teachers, administrators, all other school employees, and representatives of the board of trustees, of District 43.

Section 3.

EXPULSION:

A member may be expelled for failing to uphold the constitution or failing to comply with the bylaws of this council. A resolution to expel a member must be passed by a majority of at least 3/4 of voting members of the Executive at a meeting attended by not less than 3/4 of the Executive.

Section 4.

NOTICE OF PROPOSED EXPULSION:

The Executive shall give fourteen (14) days written notice of such action to expel a member accompanied by a brief statement of the reason or reasons for the proposed expulsion of the member in question and the Executive shall give the member an opportunity to be heard at the executive meeting before the resolution is put to a vote. Such notice is to be hand delivered or double registered mail so as to have proof of 14 days notice being given.

Section 5.

APPEAL:

An expelled member may appeal the expulsion, within thirty (30) days of the executive's action, to the general membership for their consideration at the next general meeting. In consideration of the appeal a majority vote of 2/3 of voting members present must be achieved.

Amended September 14, 2005

Article II GENERAL MEETINGS

The executive shall convene a general meeting on no fewer than five (5) occasions throughout the school year.

Special meetings may be called at the request of one or more voting members. The purpose of the meeting shall be set out in a notice of the meeting to the membership, at least one week in advance, except in cases of emergency.

All meetings shall be advertised to the membership.

Quorum shall be members present but in matters of importance a real effort shall be made to ensure members are advised well in advance so that a fair representation of the membership attends.

Motions may be brought forward by any member and passed with a simple majority. Motions felt to be of major import could be deferred until the next general meeting so that the motion could be advertised to the membership.

Nominations of executive officers shall be done by the September meeting. Nomination is open to all voting members of this PAC. Election is by simple majority. Candidates must signify to the executive that they will stand for office.

By the end of the September meeting the PAC must have elected or acclaimed, a Chair, a Vice-Chair, a Secretary and a Treasurer.

Amended September 14, 2005

Article III DUTIES OF EXECUTIVE OFFICERS

Chair : A one year term with a maximum of two consecutive terms, reviewed annually

The Chair shall:

Set the agenda for general and executive meetings.

Preside at all general and executive meetings.

Shall be a signing authority on the council's bank accounts.

Vice-Chair : reviewed annually

Preside in the Chair's stead when needed.

May be one (1) of three (3) signing authorities on the council's bank accounts.

Chair and Vice-Chair: may decide to be Co-Chairs and share the positions.

Secretary : reviewed annually

Take minutes for all general and executive meetings and present them at the next meeting.

May be one (1) of three (3) signing authorities on the council's bank accounts.

Treasurer: reviewed annually

Shall be a signing authority on the council's bank accounts.

Receive, collect, and deposit all funds approved by the executive.

All cheques shall have two (2) of the three (3) signing authorities signatures.

Present monthly and annual treasurers reports.

Prepare a proposed budget.

The treasurer should be prepared to open the books to the membership at any time with written notice.

DPAC Representative:

Attend DPAC meetings and report back to council.

On all DPAC voting issues the DPAC rep shall vote according to a vote by council or executive.

Fund Raising Coordinator:

Shall coordinate fund raising activities approved by council.

Amended September 14, 2005

Special Committee Chairs:
Shall be created by council to fill specific needs as they arise.
Chair shall report back to council on the progress of their committee.

All committees will limit themselves to the direction agreed by council.

All moneys collected by a committee, except for those used for expenses incurred in raising the money, must be turned in to the treasurer with an itemized list of money collected and expenses detailed.

Past Chair: shall be a non-voting member of the executive committee.

The School Principal (or representative in their stead) shall be a non-voting member of the executive committee.

Article IV PROCEEDINGS OF EXECUTIVE COMMITTEE

The Executive Committee shall make an effort to meet before every general meeting of the PAC. Any member of the executive can call a meeting as needed with as much notice as possible.

Quorum for executive meetings shall be members present, with the exception of expulsion proceedings.

The executive committee has the spending authority to vote on expenditures of up to \$250 without bringing it to a general meeting.

The office of any executive member may be terminated if they are absent for 3 consecutive meetings without a valid excuse or is neglectful of the duties of their position. This shall be dealt with at an executive meeting attended by not less than 3/4 of the executive. 14 days written notice shall be given to all members of the executive of this meeting.

In the event that all executive positions cannot be filled a position may be appended to another position after discussion and agreement of the majority of the executive. A continuing effort shall be made to fill all positions as laid out in Article II of these bylaws.

Amended September 14, 2005

Article V AMENDMENTS

These by-laws may be amended, meaning to improve or correct the articles at any regular meeting of the membership, by a 2/3 vote of the members present, providing the proposed amendment has been submitted to all members in writing at least two weeks prior to the regular meeting of the PAC at which it is to be voted.

Article VI RULES OF ORDER

In case of disagreement among members, the simplified edition of Robert's Rules of Order shall apply.

Amended September 14, 2005