

CONSTITUTION AND BYLAWS

OF THE

MONTGOMERY MIDDLE SCHOOL

PARENT ADVISORY COUNCIL

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**CONSTITUTION AND BYLAWS OF THE
MONTGOMERY MIDDLE SCHOOL
PARENT ADVISORY COUNCIL**

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**CONSTITUTION OF THE
MONTGOMERY MIDDLE SCHOOL
PARENT ADVISORY COUNCIL
(April 15, 2003)**

Section 1	Name
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The name of the Association shall be the Montgomery Middle School Parent Advisory Council (Coquiltam School District 43), from now on referred to as the Council or the PAC.

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

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


Section 11	Philosophy
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Parent Advisory Council Mission Statement

The Montgomery Middle School PAC mission is to advocate for excellence in education, the safety and wellbeing of our students, and for the effective and meaningful involvement of parents as partners in the school and its' policy decisions.

Section 111	Objectives
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1. To promote and sustain effective communication between the parents, students, school staff, school administration and the community.
2. To assist parents in accessing the system, and to advocate on behalf of parents and students.
3. To provide a forum and the opportunity for the membership to review and discuss at general meetings, any matter relating to the school and education, and formulate recommendations to be forwarded to Administration or other organizations for consideration. Such matters may include:
 - School and District policies and procedures
 - Programs and services
 - Facilities and equipment
 - Parent//community involvement
 - Learning resources
 - School goals and objectives
 - Cultural and extra curricular activities
 - School profile within the community

4. To promote co-operation between the home and the school in providing for a quality education, good physical and emotional health, and the social development of children in safe environments.
5. To contribute to the effectiveness of the school by promoting the meaningful involvement of parents and other community members, and the recognition of the positive work of students and staff.
6. To take on fundraising activities only when there is a clearly identified need agreed upon by Council. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school. 
7. To promote participation in parent education opportunities and provide parents with information on how to effectively communicate within the education system on behalf of their students.
8. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Section 1V	Membership
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1. All parents and guardians of students registered at Montgomery Middle School have the right to become voting members of the Council. Attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration and staff (teaching and non-teaching) of Montgomery Middle School may be non-voting members of the Council. However, a staff member with a child as a student at this school shall be allowed to be a voting member of Council.
3. Members of the school community residing in the catchment area of Montgomery Middle School may also be non-voting members of the Council; but must apply to the Council through the school office for inclusion.
4. At no time shall the Council have more non-voting than voting members.
5. The school will make available a list of parents/guardians of students and staff as necessary to decide membership.
6. A student representative from Council/Leadership will be invited to attend parent meetings.

Section V	Dissolution
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1. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations or organizations having a similar charitable purpose. This provision shall be unalterable.
2. In the event of a dissolution of the Council all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council of School District No. 43.

**BYLAWS OF THE MONTGOMERY MIDDLE SCHOOL
PARENT ADVISORY COUNCIL**

Section V1	Meetings
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1. There shall be monthly general meetings held during the academic year. Dates for these general meetings shall be determined throughout the year and will attempt to accommodate as many parent schedules as possible. One meeting will be named the Annual General Meeting and held in May for the election of Council officers.
2. All policy decisions and spending other than operational needs shall be made at general meetings where all parents can participate.
3. General meetings are for the purpose of conducting PAC business and discussion of issues. Speakers or visitors may be invited to address PAC issues.
4. A special meeting is a separate session held at a time different from that of any regular general meeting, and may only be convened to consider one or more items of urgent business. Maximum possible notice will be given to parents in written form and/or through phone messages.
5. Executive meetings shall be held as needed during the school year (December may be excepted) to conduct current business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members on the Parent Information bulletin and in binders on PAC bookshelves.
6. Agendas will be prepared by the President after accepting input from other members and the Administration. An agenda shall be posted and distributed to the parents at least seven days prior to each general meeting.

7. Any member wishing to place an item on the agenda of a general meeting must contact the President 24 hours prior to the meeting. The member or their designate is then required to attend the general meeting to present that issue to the membership.
8. Guests may be invited to any meeting at the discretion or invitation of the Executive to provide information or address agenda items.
9. Each member entering a meeting shall sign the attendance record so that quorum and eligibility to vote can be determined and recorded for any audits of Council records.
10. Meetings will be conducted efficiently with fairness to members present. Open discussion and orderly conduct is encouraged.
11. The administration and staff members of the school are encouraged to attend and report at Council general meetings. The principal's role is as consultant and liaison between staff and parents.
12. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall be used by the Council to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws.

Section V11	Voting and Quorum
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1. At any duly called general or special meeting the number of voting members present shall be a quorum. If less than one week's notice (agenda presented) has been given when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive members plus the voting members present.
2. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be the majority of voting positions filled on the Executive.
3. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to remove themselves from the meeting room floor closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
4. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members.
5. In case of a tie vote, the motion shall be lost.
6. Voting of members on all matters must be given personally, voting by proxy shall not be permitted.

7. Voting shall be done by the show of hands except when a secret ballot is ruled by the executive or requested by the majority at a general meeting. The election of contested Executive positions shall be done by secret ballot.
8. The election of representatives to the School Planning Council must be by secret ballot.

Section V111	Election of Executive Officers
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The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of School District No. 43 or Ministry of Education shall hold the PAC chair. There must be no perception of bias by Executive members toward other groups by virtue of their employment or other association. Executive members must speak and also be seen to be speaking solely in the interest of parents and students.

Nominations for the offices of the Executive shall be in writing to, or shall be taken from the floor at the Annual General Meeting. Any member may nominate a voting member.

Three parent representatives to the School Planning Council shall be elected annually from parents or 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.

In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.

Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is presented.

Section IX	Term of Office
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1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the Council may serve on the Executive for as many years as he or she is elected to a position. No person may hold a position for more than two consecutive years without the consent of the majority, at a general meeting. Also refer to SECTION XIV, Part 9, Finances, page 12, regarding the Treasurer.

3. No person shall hold more than one position on the Executive. If volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
4. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) consensus vote.
5. Should the circumstance arise that a position is vacated during the term, the person who has held that position previously for two years may reassume that position with a two-third majority vote of the Council Executive. Should this position be that of Treasurer, the accounts shall be submitted to School District 43 Financial Services or other independent individual or firm for review to ensure proper accounting procedures.
6. The term of office for School Planning Council representatives shall be for one year.

Section X	Executive Officers
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1. The affairs of the Council shall be managed by a board of elected officers whose titles and duties may be determined by the Council.
2. The composition of the Executive shall be as follows:
 - A. President
 - B. Treasurer
 - C. Secretary

And at least three or more of the following:

- D. Fundraising Co-ordinator
- E. Health and Safety Co-ordinator
- F. Parent Communications Co-ordinator
- G. District Parent Advisory Council Representative
- H. Parent Education Co-ordinator
- I. Parent Volunteer Co-ordinator
- J. Members-at-large
- K. Parent Advisory Council (PAC) Representative(s) to a School Planning Council (SPC)

Section XI	Duties of the Executive Officers
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1. The elected Executive shall consult with, take direction from and represent all parents of the Montgomery Middle School. The Executive shall work as a team to ensure Council purposes are achieved.
2. All officers are expected to attend all Executive, general and special meetings to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section X111, Page 12)

3. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
4. Each Executive position shall have a designated binder and perhaps files where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 15 days following the date at which their successors assume their duties.

A. PAC PRESIDENT

- shall convene and preside at all executive, general and special meetings
- shall be familiar with and follow the Constitution and Bylaws
- shall ensure that an agenda is prepared and distributed following the Bylaws
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally
- shall be one of the three signing officers
- shall submit a written annual report to the membership

B. TREASURER

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall keep an accurate and current record of all receipts and expenditures of the Council. Bank statements must be reconciled monthly.
- shall assess all financial undertakings to ensure they are within the annual budget
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- shall prepare a written financial report for presentation at each Council meeting. This shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- shall be responsible for issuing receipts and the prompt despotise of all monies paid to the Council. Also refer to Section XIV, Finances, page 12.
- shall be one of the three Council signing officers
- shall ensure all bills are paid promptly and
- shall draft an annual budget with the assistance of the PAC President
- shall maintain all financial records in an orderly fashion as stipulated by the School District 43 Financial Services department

C. SECRETARY

- shall record the minutes of all executive, general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and pass them to the Parent Communications Co-ordinator for distribution.
- shall file the original copy of the minutes in the official Council record binder
- shall issue and receive correspondence on behalf of the Council
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the Secretary-Treasurer of District 43 School Board office and to DPAC for safe keeping
- shall ensure safe keeping of all records of the Council

- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the binders are collected at the end of the term and appropriately redistributed in September

D. FUNDRAISING CO-ORDINATOR

- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- shall co-ordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive
- shall maintain a record of fundraising projects, suggestions for improvement and future events
- preferably shall be available during school hours

E. HEALTH AND SAFETY CO-ORDINATOR

- shall monitor student safety issues such as traffic, emergency preparedness, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
- shall investigate and act on parent concerns regarding health issues
- establish and co-ordinate activities of parent safety committees for safety or health enhancement projects
- liaise with school administration, City of Coquitlam, RCMP, ICBC, DPAC, etc., as necessary
- preferably shall be available during school hours

F. PARENT COMMUNICATIONS CO-ORDINATOR

- shall prepare and distribute newsletters, bulletins to parents as directed by the Executive
- shall post and distribute meeting agendas and minutes as directed by the Executive
- shall oversee the Parent Information Centre and bulletin boards and post materials as directed

G. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- shall attend DPAC meetings or designate an alternate to attend
- shall report to the Council regarding issues discussed
- shall seek input from the Council for presentation at DPAC meetings
- shall vote the Council wishes at DPAC meetings
- shall maintain the Council's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, Ministry of Education and make them readily available to the general membership

H. PARENT EDUCATION CO-ORDINATOR

- shall arrange topics and guest speakers for assemblies where a parent education component is wanted by the Executive or the membership
- shall maintain a record of speakers and associated costs
- shall collect available speaker information and maintain a record of this information in the parent library

I. PARENT VOLUNTEER CO-ORDINATOR

- shall co-ordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC President
- shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay Council information
- shall facilitate communication between the Council Executive and the parent body as a whole through these volunteers

J. MEMBERS AT LARGE

- No specific job, but taking on responsibilities as they are able.

K. SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVE

- Shall be one of three elected SPC representatives
- Shall represent and speak on behalf of the PAC at SPC meetings
- Shall take direction from the general PAC membership
- Shall report back to the PAC at general meetings

Section XII	Executive Terms of Office
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1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the Council may serve on the Executive for as many years as he or she is elected to a position. No person may hold any one position for more than two consecutive years without the consent of the majority, at a general meeting. Also refer to SECTION XIV, Part 10, Finances, Page 21, regarding the Treasurer.
3. Should the circumstances arise that a position is vacated during the term, the person who has held that position previously for two years may reassume that position with a two-thirds majority vote of the Council Executive. Should this position be that of Treasurer, the accounts shall be submitted to School District 43 Financial Services or other independent individual or firm for review to ensure proper accounting procedures.
4. The following are grounds for termination of the office of any Executive member:
 - is absent from three consecutive meetings of the Executive without valid reason
 - is convicted of a criminal or other serious offence
 - failure to observe the Constitution and Bylaws, purposes, and policies of the Council
 - failure to abide by the Council Code of Conduct

Section XIII**Code of Conduct**

1. The Montgomery Middle 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. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the Council in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias by association of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached 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.
4. A parent who accepts a position as a Council Executive Member:
 - upholds the Constitution and Bylaws, policies and procedures of the Council
 - performs her or his duties with honesty and integrity and meets agreed upon deadlines on projects
 - works to ensure that the well-being of students is the primary focus of all decisions

Section XIV**Finances**

1. A tentative budget should be drawn up by the President/Executive and presented to the transition Executive meeting in June for discussion. This will help the new Fundraising Co-ordinator to plan and, if necessary, book fundraising companies for the fall term. The final budget must be presented for membership approval at the first general meeting in the fall.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Montgomery Middle School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cheques made out to Montgomery Middle PAC. Two members (one shall be Executive) must verify and account for monies collected from

events or fundraising. ALL monies raised by the Council must be deposited promptly in a Council account before being dispersed so that proper records are maintained.

4. There shall be three signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and one other Executive officer as decided by the Executive. No one shall sign a cheque where the "payee" is left blank.
5. All expenditures by Executive or committee members over their budget must be approved by the Executive or the membership if a general meeting is held before an Executive meeting. The Council is not obligated to reimburse individuals who exceed these guidelines without this approval.
6. Expenditures for operations of the Council may be approved at Executive meetings. All proposed expenditures on capital, school events, or items/services for the school will be first presented to the Executive, and then must be approved by a majority at a general meeting.
7. All money paid out from the Council will be as a cheque on receipt of a detailed invoice or receipt.
8. The Treasurer shall submit a written financial report as detailed in Section X1, Part B, (Treasurer), page 9, at each general meeting. The Treasurer shall submit a complete annual statement at the first general meeting after the end of the Council's fiscal year (June 30).
9. A review or audit of the accounts is ideally done at the end of each fiscal year. A review or audit is mandatory at the change of Treasurer, or if a Treasurer keeps office longer than the usual term of office as described in SECTION IX, Part 2, (Term of Office), Page 7.
10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. Financial records can be viewed at the school by any member who makes such arrangements with the Treasurer.
11. A contingency fund shall be set up and maintained for the administration of Council activities. The amount shall be \$500 (five hundred dollars). This amount must be carried forward to each new term.

Section XV**Fundraising**

1. Fundraising by the Council will be undertaken in consultation with school Administration and the approval of the membership.
2. Fundraising must be sensitive to the fundraising of other groups within the community.
3. It shall be stated to the membership how the proceeds of any fundraiser will be directed.

Section XVI**Constitution and Bylaw Amendments**

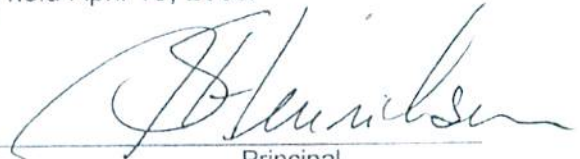
Amendments to the Constitution and Bylaws of Montgomery Middle School Parent Advisory Council may be made at any general or special meeting with a proper quorum, providing:

- written notice of proposed amendments is given to members of the Executive fourteen (14) days prior to presentation at a general meeting
- written notice to all members of the Council is given ten (10) days prior to the general meeting
- a two-thirds (2/3) majority vote is passed by voting members present to amend the Bylaws
- a three quarters (3/4) majority is passed by voting members present to amend any part of the Constitution.

Adopted by the Membership at the General Meeting held April 15, 2003.



PAC President



Principal

Date:

May 20, 2003