

The name of the Association shall be the **GLEN ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**.

The Council will operate as a non-profit organization. Officers and Directors must not be paid or receive other remuneration but may be reimbursed for reasonable and necessary expenses. The business of the Council shall be unbiased towards race, religion, gender or politics.

## **Purposes of the PAC**

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in Glen Elementary School.

1. To advise administration and staff on parents' views on any matter relating to the school programs, policies, plans and activities;
2. To communicate with parents and to promote cooperation between home and school in providing for the education of children;
3. To assist parents in accessing the system and to facilitate advocacy support for individual children and their parents;
4. To organize PAC volunteer activities and events which support the school;
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
6. To work with the administration, staff, parents and community organizations to provide a healthy, safe and supportive environment;
7. To provide a forum for the discussion of educational programs and services; and
8. To promote a spirit of tolerance and cooperation within the school community.

9. To organize fundraising activities to assist the school in purchasing items to enrich our students experience.

## **Dissolution**

1. 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 School District No. 43 (Coquitlam School District) having purposes and objectives similar to those of the Council and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause 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. 43 (Coquitlam School District) in the person of the Secretary-Treasurer of the school district.

## **Bylaws**

### Membership in PAC

1. All parents and guardians of students registered at Glen Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Glen Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.
5. A voting membership ceases when the member ceases to be a parent or a guardian of a student attending the school.

6. A member should:
  - Attend as many meetings as possible;
  - Become knowledgeable about the educational programs and resources of the school;
  - Promote positive attitudes about the school and its educational programs and services; and
  - Support the PAC's purposes and objectives.

## **Meetings**

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of the election of officers held in May or June of each year.
3. General Meetings shall be held not less than four times per year, one of those being the AGM.
4. The Calendar of regular meetings for the school year shall be approved at the first regular meeting of the PAC in the school year and shall be sent to all parents and the Principal.
5. The notice of regular meetings contained in the school newsletter shall serve as notice to all members of all regular meetings of the PAC.
6. Special meetings may be called by the Chairperson(s) at the discretion of the executive officers.
7. Special meetings shall be called by the Chairperson at the written request of 7 (seven) members or such number as the PAC may set at a regular meeting. The written request shall contain the reasons for the meeting and consist of the item(s) that could not be dealt with at the next regular meeting. Only that business may be dealt with at the special meeting.
8. Notice of a special meeting shall be sent to all parents and the Principal at least 7 days prior to a special meeting, except in the case of urgency as determined by the Chairperson(s), and shall

contain a statement of the general nature of the business to be dealt with at the special meeting.

9. The inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting.
10. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
11. If procedural problems arise on an issue not covered by these bylaws, Roberts Rules of Order shall be used to resolve the issue.
12. A PAC meeting shall not be a forum for the discussion of personal problems with individual school personnel, students, parents, or other individual members of the school community.

## **Quorum**

A quorum shall be 5 (five) voting members in addition to a minimum of 2 (two) executive.

## **Voting**

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
2. In the event of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election

## **Election of Executive Officers**

1. The executive officers shall be elected by majority vote from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at least one meeting before the Annual General Meeting.
3. Should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the members. The executive may appoint an interim replacement officer, if required, until an election is held at the next regular meeting of members.

## **Term of Office**

1. The term of office shall commence immediately following election at the AGM and shall continue until the next Annual General Meeting.
2. No person may hold any one position for more than three consecutive years.
3. No person may hold more than one elected executive position at any one time.

## **Executive**

1. The affairs of the PAC shall be managed by the elected Executive Officers.
2. The Executive Officers will be as follows:
  - Chairperson or Co-Chairpersons
  - Vice-Chairperson(s) — optional if two co-chairs
  - Treasurer
  - Secretary

## The Executive Committee

The Executive Committee consists of the Executive Officers. The Executive Committee may establish committees and appoint members to serve on committees and delegate tasks to those committees. Committee chairpersons will be invited to participate as non-voting members of the Executive Committee to further the projects and activities of PAC between regular meetings. The executive shall include a DPAC representative.

## Duties of Officers

1. The Chairperson(s) shall:
  - convene and preside at membership, special, and executive meetings
  - ensure that an agenda is prepared and presented
  - know the constitution and bylaws and meeting rules
  - know where to find resources to assist members
  - appoint committees as required in consultation with the Executive
  - consult PAC members regularly
  - ensure that the PAC is represented in school and school district activities
  - ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
  - be the official spokesperson for the organization
  - be a signing officer
  - submit an annual report
2. The Vice-Chairperson shall:
  - assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
  - assist the Chairperson in the performance of his/her duties
  - accept extra duties as required

- be a signing officer
3. The Secretary shall:
- ensure that members are notified of meetings
  - record the minutes of general, special, and executive meetings
  - keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
  - issue and receive correspondence on behalf of the organization
  - may be a signing officer
  - safely keep all records of the Council
4. The Treasurer shall:
- be one of the signing officers of the executive
  - receive all funds for the Council
  - disburse funds authorized by the executive or members
  - maintain an accurate record of all expenditures of the Council
  - give a report of all receipts and expenditures at all general meetings
  - deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC once a week. Follow up with any insufficient funds cheques.
  - make books available for viewing by members upon request
  - have the books ready for inspection or audit annually
  - with the assistance of the executive, draft a budget and tentative plan of expenditures
  - ensure that another signing officer has access to the books in the event of his/her absence
  - submit an annual financial statement at the Annual General Meeting of the Council
  - provide information about resources, contacts, and other essential information to the PAC
  - act as a consultant for the Chairperson

# Code of Ethics

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs her/his duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. 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.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education

**Statement of Understanding** I, the undersigned, in accepting the position of \_\_\_\_\_ on the \_\_\_\_\_ Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member:

\_\_\_\_\_

Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

Note: This page could be photocopied and used yearly for the new executive to sign.

## **Committees**

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.
3. The PAC executive may strike committees as deemed necessary.

## **Finances**

1. A budget and tentative plan of expenditures will be drawn up by the Executive Officers and presented for approval to the members on an annual basis.
2. The executive will present, for approval at a general meeting, all proposed expenditures, which are above \$200 (two hundred dollars), or which deviate in any significant way from the approved budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting. A record of all expenses and profits of each event must be drawn up within 72 hours.
6. Members at a general meeting may appoint an auditor.

7. The PAC must not borrow money without authorization of a special resolution.
8. Bank deposits must be done once per week.
9. All cheques must be deposited in the bank within one week.

## **Constitution & Bylaw Amendments**

1. Except as provided in the constitution, PAC members may, by a majority of not less than 75% (seventy-five per cent) of the votes cast, amend the constitution and bylaws of the PAC.
2. Any proposed amendment to the constitution and bylaws must be submitted in writing at the previous regular meeting of the PAC.
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

## **Removal of an Executive Officer**

1. Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a meeting and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.
3. The executive may appoint an interim officer and a replacement shall be elected by the members at the next regular meeting.

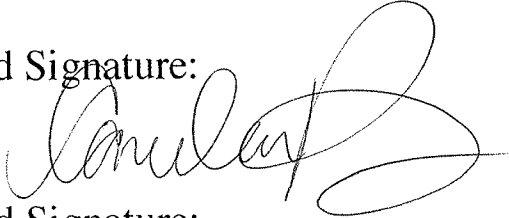
## **Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the Chairperson when the members, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Glen Elementary School Parent Advisory Council at Coquitlam, British Columbia, on June 21st, 2011.

Co-Chairperson's name and Signature:

**Candice Birmingham**



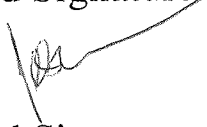
Co-Chairperson's name and Signature:

**Heather Fowlie**



Treasurer's name and Signature:

**Jessica Ng**



Secretary's name and Signature:

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