

PARENT ADVISORY COUNCIL Of MAILLARD MIDDLE SCHOOL CONSTITUTION

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CONSTITUTION of the Maillard Middle School Parent Advisory Council

I. Name

The name of the Association shall be the Maillard Middle School Parent Advisory Council (School district #43), from now on referred to as 'the Council' or 'the PAC'.

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

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

II. Mission Statement

The Maillard Middle School PAC mission is to advocate for excellence in education, the safety and wellbeing of our students, and the well informed and effective involvement of parents as partners in the school, it's policy decisions and all matters of education.

III. Goals

The goals of the PAC are to:

- a) Promote and sustain effective communication between parents, students, school staff, school administration and the community
- b) Promote cooperation between the home and the school in providing for a quality education, good physical and emotional health, and the social development of our children in safe environments
- c) 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 organisations 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 with the community
 - Budgeting recommendations
- d) 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

- e) Take on fundraising activities 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.
- f) Promote participation in parent education opportunities, assist parents in understanding the education system and provide parents with information on how to effectively communicate with in the education system on behalf of their children
- g) Affiliate with the District #43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC)

IV. Membership

- a) All parents and guardians of students registered at Maillard 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.
- b) Administration and staff (teaching and non-teaching) of Maillard 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.
- c) Members of the community-at-large residing in the catchment area of Maillard Middle School may also be non-voting members of the Council; but must apply to the Council through the school office for inclusion.
- d) At no time shall the Council have more non-voting than voting members.
- e) The school will make available a list of parents / guardians of students and staff as necessary to decide membership.

V. Dissolution

- a) In the event of a dissolution of the Council, and following payment of all outstanding debts, the Council shall transfer any remaining funds and assets to another charitable organisation, or organisations in BC, having similar purposes, to be decided upon by the membership at the final general meeting. This provision shall be unalterable.
- b) In the event of dissolution of the Council, all records of the organisation shall be placed under the jurisdiction of the District Parent Advisory Council or School District #43.

BY-LAWS of the Maillard Middle School Parent Advisory Council

VI. Name

- a) There shall be a minimum of 5 (five) general meetings held during the academic year. Dates for these general meetings shall be determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible. One meeting will be named the Annual General Meeting and held as the last official general meeting of the school year, for the election of Council officers.
- b) All policy decisions and spending other than operational needs shall be made at general meetings where all parents can participate.
- c) General meetings are for the purpose of conducting PAC business and discussion of issues. Speakers or visitors may be invited to address PAC issues, but this time should be short and not dominate the meeting. Parent education speakers may be invited to separate evenings so their talks will not be hurried and parent questions cut short.
- d) 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 item(s) of urgent business. The reason for the meeting shall be clearly defined and maxim possible notice will be given to parents in written form.
- e) Executive meetings shall be called as necessary during the school year, by the President, or at the request of the Executive. Minutes of Executive meetings will be made available to members on request and posted on the Parent Information Board.
- f) 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 upon request at least 7 (seven) days prior to each general meeting.
- g) 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.
- h) Guests may be invited to any meeting at the discretion or invitation of the Executive to provide information or address agenda items.
- i) 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.
- j) Meetings will be conducted efficiently, with fairness to members present. Open discussion and orderly conduct is encouraged.

- k) 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.
- l) 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 By-laws.

VII. Voting and Quorum

- a) 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 special meeting, a quorum shall be a minimum of 50% of elected Executive members plus the voting members present.
- b) For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be a majority of voting positions filled on the Executive.
- c) 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 for closed discussion and voting on any issue. This is essential to free expression for the voting membership.
- d) Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of voting members.
- e) In case of a tie vote, the motion shall be lost.
- f) Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
- g) Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by anyone at a general meeting. The election of contested Executive positions shall be done by secret ballot.

VIII. Election of Executive Officers

- a) The Executive Officers shall be elected from the voting members at the Annual General Meeting.
- b) Any member standing for Executive office that is an employee of a school district or the Ministry of Education shall declare so before election. They must refrain from discussing, influencing and voting upon any matter before the Council in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the Council for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and Bias Committee for a ruling should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.

- c) Any Executive Officers who are employees of a school district or the Ministry of Education must serve as ex-officio (non-voting) members, and must be in the minority on the Executive. (Note: these positions must be ex-officio for the PAC to remain eligible for gaming funds.)
- d) Nominations for the offices of the Executive shall be in writing prior to, or shall be taken from the floor, at the Annual General Meeting. Any member may nominate a voting member.
- e) 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.
- f) 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.
- g) Scrutineers, as required, shall be appointed by the Elections Chairperson at the time of the elections.
- h) A vote shall be taken to destroy any written ballots

IX. Term of Office

- a) The term of office for an Executive Officer shall be one year (commencing at the Annual General Meeting in **May or June** and ending at the AGM of the following year) or until their successor is elected.
- b) 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(i), Finances, regarding the Treasurer.
- c) No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
- d) Any Executive position may be co-chaired or shared with the agreement of the two parties and with the understanding that the two people share one (1) consensus vote at Executive meetings or on pertinent committees.
- e) Should the circumstances arise that a position is vacated during the term, the person who has held that position previously for two years may resume 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 individuals or firms for audit to ensure proper accounting procedures.

X. Executive Officers

a) A slate of Executive Officers shall be elected from voting members for each school year. As the positions of President, Secretary and Treasurer are essential to the running of the PAC, these positions shall be filled before further elections take place.

b) The Composition of the Executive must include:

PAC President

Secretary

Treasurer

c) Additional members of the Executive should be determined by local organisational needs, and are **described in Appendix A**.

XI. Duties of Executive Officers

a) The elected Executive shall consult with, take direction from and represent all parents of the school. The Executive shall work as a team to ensure Council purposes are achieved.

b) 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 XII).

c) If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.

d) The President, Secretary and Treasurer shall have a designated binder, and files shall be kept as necessary for the other positions, 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.

President

- Shall convene and preside at all general, special and executive meetings
- Shall be familiar with and follow the Constitution and Bylaws
- Shall ensure that an agenda is prepared and distributed following the Bylaws
- Shall ensure a quorum is present before calling a meeting to order
- Shall liaise with the Principal on parent / school issues
- Shall form committees as necessary in consultation with the Executive and membership
- Shall be an ex-officio member to all committees except the Nominating committee
- Shall take such actions or ensure such actions be taken by others to achieve the goals of the organisation

- Shall be the official spokesperson and representative of the Council, acting on behalf of the three signing officers
- Shall ensure representation to District #43 Parent Advisory Council (DPAC)

Secretary

- Shall record the minutes of general, special and executive meetings
- Shall prepare, within two weeks of any meeting, complete minutes and distribute them to the Executive and general membership as requested
- Shall ensure that a copy of the most recent agenda and minutes are posted on the parent information board and filed in the official Secretary's binder
- Shall issue and receive correspondence on behalf of the Council
- Shall keep a current copy of the Constitution and By-laws and submit updated copies to the Secretary-Treasurer of District #43 School Board office and to DPAC for safe keeping
- Shall keep a complete and current inventory, including location, of all PAC contributions to the school
- May be one of three signing officers
- Shall ensure safe keeping of all records of the Council
- Shall ensure the binders are collected at the end of the term and appropriately redistributed in September

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 current 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 deposit of all monies paid to the Council
- Shall be familiar with Bylaw Section XIV, Finances
- Shall be one of the three signing officers
- Shall ensure all bills are paid promptly
- Shall maintain all financial records in an orderly fashion as stipulated by the School District #43 Financial Services department
- Shall ensure that another financial signing officers has access to the books in the event of his / her absence
- Shall submit an annual report a the last PAC meeting of the school year

XII. Code of Conduct

- a) The Maillard Middle School PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b) PAC members must treat each other with respect. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members. No PAC member will harass any other PAC member or member of staff.

Harassment of any kind will not be tolerated, including but not limited to assault, inappropriate touching, name calling, slandering and spreading rumours. Harassment can be in the form of emails, social media, in-person, or by phone. Any PAC member who harasses another member will not be permitted to be a member of a committee and will not be permitted to attend PAC meetings for the remainder of the school year.

- c) ALL members must refrain from discussing, influencing and voting upon any matter before the Council in which they or their families have a pecuniary interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or 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.
- d) An executive member who is approached with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
- e) A parent who accepts a position as a Council Executive Member will:
- Uphold the Constitution and By-laws, policies and procedures of the Council
 - Perform her/his duties with honesty and integrity and to meet agreed upon deadlines on projects
 - Work to ensure that the well-being of all students is the primary focus of all decisions
 - Respect the rights of all individuals
 - Take direction from members, ensuring that representation processes are in place
 - Encourage parents and students with individual concerns to act on their own behalf and provide support and information on the process to do so.
 - Work to ensure that issues are resolved through due process
 - Strive to be informed and only pass on information that is reliable and correct
 - Respect all confidential information
 - Support public education
 - Be expected to regularly attend all general, executive and special meetings
- f) Breaching the Code of Conduct may be cause for removal from an Executive position by a two-thirds vote of the Council Executive or a majority vote at a duly called general meeting. This would be done as a motion to **rescind** their election.

XIII. Committees

- a) Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive
- b) Recommended standing committees are:

Emergency Preparations Committee

- Shall send representatives to all meetings of the School Emergency Preparedness Committee
- Shall assist the school by ensuring all student identification and release forms are up to date and properly stored
- Shall check all classroom orange bags once or twice per term to ensure all supplies are present and fresh and that all classroom lists are current
- Shall assist with other tasks to help the school meet Level 1 of the District #43 Emergency Preparedness recommendations

Conflict and Bias Committee

- Shall meet as needed to review circumstances where a member or Executive Officer is questioned regarding their involvement on an issue being in a conflict of interest or a possible position of bias
 - Shall rule if the member of Executive Officer must refrain from participation on an issue as per the By-laws in Section VIII, part b) and c) and Section XII part b). The ruling must NOT be made on a personal basis but solely on whether the member is compromised by association or employment
- c) An ad hoc Nominating Committee shall be appointed annually before the Annual General Meeting to prepare for the election of a new Executive.
 - d) Committees are fully responsible to the Executive and members.

XIV. Finances

- a) A tentative budget may be drawn up by the President / Executive and presented to the general membership for discussion by the end of October.
- b) All funds of the organisation will be on deposit in a bank or financial establishment registered under the Bank Act in an appropriate account(s) for the Maillard Middle School Parent Advisory Council
- c) The Treasurer is authorised to collect and disburse 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 Maillard Middle School PAC or **electronic fund transfer (EFT)**. 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.

- d) 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.
- e) All expenditures by Executive or committee members over their budget must be approved by the Executive, or the membership at a general meeting. The Council is not obligated to reimburse individuals who exceed these guidelines without this approval.
- f) Expenditures of the Council to a maximum of \$50 (fifty) may be approved at either Executive meetings or general meetings. All proposed expenditures over \$50 will be first presented to the Executive, and then must be approved by a majority at a general meeting.
- g) All money paid out from the Council will be as a cheque or electronic fund transfer (EFT) on receipt of a detailed invoice or receipt.
- h) The Treasurer shall submit a written financial report as detailed in Section XI (Treasurer), 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 30th).
- i) 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 (Term of Office).
- j) All financial records are the legal property of the PAC and must be kept for a minimum period of seven (7) 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.
- k) A contingency fund shall be set up and maintained for the administration of Council activities. The amount shall be \$100 (one hundred dollars). This amount must be carried forward to each new term.

XV. Fundraising

- a) Fundraising by the Council will be undertaken in consultation with school Administration and the approval of the membership.
- b) It shall be stated to the membership how the proceeds of any fundraiser was or will be directed.

XVI. Constitution and By-law Amendments

Amendments to the Constitution and By-laws of Maillard 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 the meeting

- Written notice to all members of the Council is given ten (10) days prior to the meeting
- A two-thirds ($\frac{2}{3}$) majority vote is passed by voting members present to amend the By-laws
- A three-quarters ($\frac{3}{4}$) majority vote is passed by voting members present to amend any part of the Constitution

Appendix A **Other Possible Executive Positions**

a) Vice-president

- Shall assume the responsibilities of the president in the president's absence
- Shall accept extra duties as required/assist with president's duties as required
- May be one of three signing officers
- Shall maintain the parent information board
- Shall assume this position with a view to becoming President in the next two years

b) DPAC Representative

- Shall attend all 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, following feedback from the PAC (at general meetings)
- Shall maintain the Councils' information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education and make them readily available to the general membership

Shall post DPAC information (on workshops etc) on the parent information board, and have it included in school newsletters

c) Members-at-large

- Shall attend executive and general meetings and provide assistance to the various projects and activities undertaken by the PAC

d) Fundraising Coordinator

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

As necessary arrange for speakers and programs as requested by the membership (this need not be limited to members-at-large)