

**CONSTITUTION and BYLAWS of the
SUMMIT MIDDLE SCHOOL PARENT ADVISORY COUNCIL**

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**CONSTITUTION
Of the
SUMMIT MIDDLE SCHOOL PARENT ADVISORY COUNCIL**

Section I: NAME

The name of the Association shall be the SUMMIT MIDDLE SCHOOL PARENT ADVISORY COUNCIL (Coquitlam 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 and shall conduct business without bias toward race, religion, gender, or politics.

The Council has been established with the authority granted in the Bill 67 – 1989 School Act, Part 2, Section 7 and 8.

Section II: PURPOSES OF THE COUNCIL

Parent Advisory Council Mission Statement

Summit 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 III: OBJECTIVES

1. To promote effective communication and cooperation between the parents, students, school staff, school administration and the community and to strive for a unity of purpose in providing for a quality education, good physical and emotional health, and the social development of children in safe environments.
2. To provide a forum and the opportunity for the membership to review and discuss, 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:
 - a. School and District policies and procedures
 - b. Programs and services
 - c. Facilities and equipment
 - d. Parent/community involvement
 - e. Learning resources
 - f. School goals and objectives
 - g. Cultural and extra-curricular activities
 - h. School profile within the community
3. To contribute to the effectiveness of the school by promoting the meaningful involvement of parents and by recognizing the positive work of students and staff.
4. To 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 as decided by the parents. Fundraising activities should not

become, nor be viewed as, the most significant contribution the PAC makes to the school. (Basic school supplies are not suitable expenditures of PAC funds.)

5. To promote and fund participation in parent education opportunities and provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their students.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

SECTION IV: MEMBERSHIP

1. All parents and guardians of students registered at Summit 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 Summit Middle School shall be non-voting members of the Council.
3. Members of the school community residing in the catchment area of Summit 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 if/when it is necessary to decide if a member is eligible to vote.

SECTION V: DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, the Council shall transfer any remaining funds and assets to the school, another PAC, DPAC, or charitable organization as decided by the membership at the final general meeting.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council or School District No. 43.

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SECTION VI: MEETINGS

1. There shall be monthly general meetings held during the academic year (December may be an exception). 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 in May for the election of Council officers.
2. All policy and spending decisions, 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. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items, but their time should be short and not dominate the meeting. Parent education speakers will be invited to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items are cut short.
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 written notice will be given to parents.
5. Executive meetings shall be held as often as needed during the school year 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 board and in binders on PAC bookshelves.
6. The Chairperson will prepare agendas after accepting input from other members and the Administration. The 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 shall contact the Chairperson. The member or their designate is then required to attend the general meeting to present that issue to the membership. Every agenda will allow "Other or New Business" from the general membership and will be discussed if time permits or be tabled to the next meeting.
8. Each member entering a meeting shall sign the attendance record so that quorum and eligibility to vote may be determined and recorded for any audits of Council records. (Especially important for any school expecting to receive Gaming Commission funds).
9. Meetings will be conducted efficiently with fairness to members present. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
10. The administration and staff members of the school are encouraged to attend and report at PAC general meetings. The principal's role is as consultant on school policies and liaison between staff and parents.
11. 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 VII: VOTING and QUORUM

1. At any duly called general or special meeting the number voting members present shall be a quorum. If less than one week 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 for 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, i.e. 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.

SECTION VIII: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the Council.
2. The composition of the Executive shall be as follows:
 - a. Chairperson
 - b. Treasurer
 - c. SecretaryAnd at least three or more of the following:
 - I. Fundraising Coordinator
 - II. Health and Safety Coordinator
 - III. Parent Communications Coordinator
 - IV. District Parent Advisory Council Representative
 - V. Parent Education Coordinator
 - VI. Parent Volunteer Coordinator
 - VII. School Planning Council

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. **The Executive officers shall be elected from the members at the Annual General Meeting. If an elected executive officer is also a school district or Ministry of Education employee, they shall be an officer without voting privileges.**

2. **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 steps aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.**
3. Note:
 - a. BCCPAC fully supports this clause. 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 students and parents.
 - b. BC Gaming Commission states that the Executive of the Parent's Auxiliary "can include teachers and staff of a public school, providing they serve as ex-officio members (non-voting) and are in a minority on the Board". This means that applications for Gaming Funds may be rejected if teachers or any staff of a public school are voting members of the Executive. Reference: "A Guide to Gaming for Public Schools".
4. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any member may nominate a member.
5. 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.
6. 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.
7. Any position may be co-chair or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) consensus vote.
8. 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.
9. The election of contested Executive positions shall be done by secret ballot. Scrutineers as required shall be appointed by the Elections Chairperson at the time of the elections.
10. A vote shall be taken to destroy any written ballots.

SECTION X: DUTIES OF THE EXECUTIVE OFFICERS

1. 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.
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.

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 14 days following the date at which their successors assume their duties.

A. PAC CHAIRPERSON

- Shall convene and preside at all executive, general and special meetings or appoint a replacement if unable to attend
- 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 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 deposit of all monies paid to the Council. Also refer to Section XIV, Finances
- Shall be one of the three Council signing officers
- Shall ensure all bills are paid promptly
- Shall draft an annual budget with the assistance of the PAC Chairperson
- Shall maintain all financial records in an orderly fashion as stipulated by the School District 43 Financial Services Department

C. 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 Council Executive
- Shall maintain a record of fundraising projects, suggestions for improvement and future events
- Preferably shall be available during school hours

D. HEALTH and SAFETY COORDINATOR

- 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 monitor medical room supplies and procedures
- Shall investigate and act on parent concerns regarding health issues and first aid procedures
- Establish and coordinate activities of parent committees for student 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

E. PARENT COMMUNICATIONS COORDINATOR

- 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

F. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE (DPAC REP)

- 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 Councils' information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, Ministry of Education and make them readily available to the general membership

G. PARENT EDUCATION COORDINATOR

- Shall inform members at general meetings of any speakers, workshops or conferences which may be of interest to parents
- Shall arrange topics and guest speakers for assemblies where a parent education component is desired
- Shall maintain a complete record of speakers, their topics, handouts and associated costs
- Shall collect potential speaker information and maintain a record of this information in the parent library
- Shall purchase parent education materials for the parent library with the approval of the membership
- Shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- Shall maintain and post a master list of all available parent resource materials

H. PARENT VOLUNTEER COORDINATOR

- Shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC Chairperson
- 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 whole through these volunteers
- Shall coordinate any long term volunteer positions within the school, e.g. absentee phoning committees

I. COMMUNITY AND MULTICULTURAL LIAISON

- Shall facilitate the welcoming of families new to Summit Middle School that have backgrounds in other cultures
- Shall encourage the involvement of these new families in the Council and the school community and help them understand their role in the educational system
- Shall maintain a record of events or initiatives and provide suggestions for future efforts

J. MEMBERS at LARGE

- Shall be voting members of the executive who will support other members of the executive in completion of their responsibilities

SECTION XI: EXECUTIVE TERMS OF OFFICE

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, Finances, regarding the Treasurer.
3. 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 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 XII: CODE OF CONDUCT

1. The Summit 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 or 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 procedure 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
 - Respects the rights of all individuals
 - Takes direction from the members, ensuring that representation processes are in place
 - Encourages, supports, and provides information to parents and students with individual concerns how to advocate on their own behalf
 - Works to ensure that issues are resolved through the appropriate process
 - Strives to be informed and only passes on information that is reliable and correct
 - Respects all confidential information
 - Supports public education
5. Breaching the Code of Conduct or Section IX, Part 4 may be cause for removal from an Executive position. This would be done as a motion to **rescind** their election and it may be carried out by:
 - A two-thirds vote of the Council Executive attended by $\frac{3}{4}$ of the Executive (excluding the executive member in question). OR
 - A majority vote of members at a duly called general meeting

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary by the Chairperson in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Recommended standing committees are:
 - I. **Emergency Preparations Committee**
 - Shall send representatives to all meetings of the School Emergency Preparedness Committee
 - Shall assist the school to ensure all student identification and release forms are up to date and properly stored
 - Shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classrooms lists are current
 - Shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations
 - II. **Constitution, Policy and Procedures Committee**
 - Shall meet as needed to establish and review these Council documents in consultation with Administration where applicable
 - Shall present their recommendations to the Executive who must then bring them forward to a general meeting for adoption by the membership.

III. **Historical Committee**

- Shall collect and act as custodian of all material such as photos, memorabilia, and records of events and people of Summit Middle School and the PAC, to document the history, activity and accomplishments of the students, school and the Council
- Shall keep these materials safe and orderly and ready for use for accreditation reviews or school event use.

IV. **Conflict and Bias Committee**

- Shall 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 or Executive officer must refrain from participation on the issue as per the Bylaws. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association or employment
- Shall be comprised of three members, who by association or employment, are clearly free of conflict of interest or perceived bias in relation to a Parent Advisory Council and the education system

3. An ad hoc Nominating Committee shall be appointed annually before the Annual General Meeting to preparation for the election of a new Executive.
4. Committees are fully responsible to the Executive and membership.

SECTION XIV: FINANCES

1. A tentative budget should be drawn up by the Chairperson/Executive and presented to the transition Executive meeting in June for discussion. This will help the new Fundraising Coordinator 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 an appropriate account(s) for Summit 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 Summit 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 Chairperson, the Treasurer and one other Executive officer as decided by the Executive.
5. Signing officers must never sign a cheque where the "payee" is left blank.
6. The Executive or the membership must approve all expenditures by Executive or committee members over their budget 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.
7. 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.

8. All money paid out from the Council will be as a **cheque** on receipt of a detailed invoice or receipt.
9. The Treasurer shall submit a written financial report as detailed in Section X, Part B, (Treasurer) at each general meeting. The Treasurer shall submit a complete annual statement at the first general meeting after the end of Councils fiscal year (June 30).
10. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer, or if a Treasurer keeps office longer than the usual term of office as described in SECTION XI, part 2, (Executive Terms of Office).
11. 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. Any member who makes such arrangements with the Treasurer can view financial records at the school.
12. A contingency fund shall be set up and maintained for the administration of Council activities. The amount shall be \$500.00 (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

1. Amendments to the Constitution and Bylaws of Summit 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

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