THE DEEP COVE ELEMENTARY PARENTS' ADVISORY COUNCIL

CONSTITUTION
AND
BY- LAWS

March 18, 2016

THE DEEP COVE ELEMENTARY PARENTS' ADVISORY COUNCIL CONSTITUTION AND BY- LAWS

Table of Contents

CONSTITUTION:

I. Name……...2

II. Mission Statement…….. 2

III. Objectives……2

IV. Interpretation of Terms……4

BY-LAWS:

I. Membership……5

II. Meetings of the Members……5

III. Proceedings at General Meetings……6

IV. Executive……7

V. School Planning Council……..…9

VI. External Committees…….. 9

VII. Duties of Executive……10

VIII. Committees……13

IX. Finances……13

X. Constitution and By-Laws Amendments…….. 14

XI. Code of Conduct……14

XII. Property of Document……15

XIII. Dissolution……15

Code of Ethics Form……...…16

THE DEEP COVE ELEMENTARY PARENTS' ADVISORY COUNCIL CONSTITUTION AND BY- LAWS

CONSTITUTION

I. NAME

1. The name of the organization shall be The Deep Cove Elementary Parents' Advisory Council, herein referred to as the PAC, as per the School Act - Bill 67 - Division 2, Section 8(1).

2. The PAC will operate as a non-profit organization with no personal financial benefit to its members.

II. MISSION STATEMENT

The PAC is dedicated to supporting the well-being and education of our students by encouraging parent and guardian participation in school activities and decision making.

III. OBJECTIVES

The objectives of the PAC will be:

1. To further enhance the educational excellence of the school and to promote the well-being of students through the combined efforts of the parents, students, teachers and administrative staff.

2. To strengthen the role of families in education and schooling through the promotion of parent and guardian participation.

3. In partnership with school staff and administration review, discuss, and make recommendations and where appropriate, implement changes on:

programs and services
facilities, equipment, and learning resources
school policy and procedures
safety
parent/community education
community interaction
other issues affecting the school as they arise.

CONSTITUTION

III. OBJECTIVES CONTINUED

4. To advise and participate in the activities of COPACS and BCCPAC.

5. To facilitate open communication between parents, students, educators, administrators, the Board of School Trustees, COPACS, BCCPAC, Ministry of Education and the community.

6. To assist parents in obtaining information and communicating with the administration of School District No. 63.

7. To provide parent education opportunities.

8. To provide a forum for the discussion of matters of mutual interest to the school and families.

9. To promote the interests of the users of the public education system and, in particular, the interests of the users of Deep Cove Elementary School.

10. To foster a sense of community within the school, to provide leadership in the school community and to promote good relations between Deep Cove School and the neighbouring community.

11. To encourage parent involvement in the school and to support programs that promote parent involvement.

12. To raise funds for school activities and school equipment, and to provide financial support for the goals of the PAC, as determined by the membership.

13. To participate in the work of the School Planning Council through the PAC's elected representatives.

CONSTITUTION

IV. INTERPRETATION OF TERMS

"district" means School District No. 63 (Saanich).

"COPACS" or "confederation of parents' advisory councils of Saanich" means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 63 (Saanich).

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council.

"parent" is as defined in the School Act and means

(a) the guardian of the person of the student or child,

(b) the person legally entitled to custody of the student or child, or

(c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 63 (Saanich).

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 63.

"SPC" means the school planning council created for Deep Cove School according to the School Act.

"BCCPAC" means British Columbia Confederation of Parent Advisory Councils.

BY-LAWS

I. MEMBERSHIP

Voting members

1. All parents and/or guardians of students registered at Deep Cove Elementary School shall be voting members of the PAC.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Deep Cove School may be invited to become non-voting members of the PAC.

3. There shall be only one Parent Advisory Council for Deep Cove School.

4. At no time shall the PAC have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

II. MEETINGS OF THE MEMBERS

Notice of Meetings

1. Members will be given reasonable notice of meetings.

Conduct

2. Meetings shall be conducted efficiently and with courtesy, respect and fairness towards all. Individual concerns involving school personnel, students, parents, or other members of the school community will be directed to the District or toward another appropriate problem solving procedure.

3. When problems arise, which cannot be resolved in consultation with the PAC Constitution, Robert's Rules of Order shall be the final authority used to resolve the situation.

4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

BY-LAWS

Executive Meetings

5. Executive meetings will be held at the call of the president. At least one meeting shall be held prior to each general meeting.

6. A quorum for executive meetings will be a majority (50% plus 1) of the voting members of the executive.

7. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

8. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

9. Members can vote via documented electronic correspondence for matters requiring a vote at executive meetings.

General Meetings

10. A minimum of four general meetings shall be held yearly. The PAC typically holds six general meetings during the year. One of those meetings will be the Annual General Meeting.

11. Extraordinary general meetings may be called at the discretion of executive.

12. The Annual General Meeting shall be held in February on a date fixed by the executive. The business of the Annual General Meeting shall include the following:
    - presentation of reports by executive
    - elections of executive officers
    - approval of plan of expenditure

III. PROCEEDINGS AT GENERAL MEETINGS

1. A quorum at all meetings shall be 50% plus one (1) of the executive officers plus those voting members in attendance.

2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or the meeting is adjourned or terminated.

3. Unless otherwise provided, questions arising at any meeting shall be decided upon by a

simple majority vote.

BY-LAWS

III. PROCEEDINGS AT GENERAL MEETINGS CONTINUED

4. In the case of a tie, the motion will be defeated.

5. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.

6. Voting shall be done by a show of hands with the exception of the election of officers, which may be done by secret ballot. Any member can put forth a motion to have any vote held by secret ballot.

7. The election of the representatives to the School Planning Council (SPC) must be by secret ballot (School Act, Section 8(6)).

8. A vote will be taken to destroy the ballots after each election.

IV. EXECUTIVE

At a minimum the executive must consist of three members, including the president (co-president), treasurer and one other.

Role of the Executive

1. The executive will manage the PAC's affairs between general meetings.

Eligibility

2. Parents and/or guardians of students registered at Deep Cove Elementary School shall be eligible to hold office.

Nomination and Election Procedures

3. Elections shall be held at the Annual General Meeting.

4. Eligible members of the PAC may nominate themselves or another eligible member for office.

BY-LAWS

IV. EXECUTIVE CONTINUED

Nomination and Election Procedures Continued

5. Nominations are accepted from one month prior to the date of the Annual General Meeting until one week before the Annual General Meeting. In the event that no one stands for a position, nominations for that position only will remain open and nominations from the floor at the AGM will be accepted.

Term of Office

6. Officers are elected for a one-year term.

7. No person may hold the same executive position for more than 3 consecutive terms.

Vacancy

8. If an executive member resigns or ceases to hold office for any other reason or a position is not filled during an election, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.

Removal of Executive

9. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.

10. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting. The executive member in question will be informed of the intention to make a motion to remove and the grounds of the motion prior to the written notice being sent.

Remuneration of Executive

11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

BY-LAWS

V. SCHOOL PLANNING COUNCIL

School Planning Council Representatives

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the PAC executive.

Election of SPC representative

2. The election of representatives to the SPC must be by secret ballot.

Term of office

3. The SPC representative will hold office for a term of one year.

Vacancy

4. If a SPC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

VI. External Committees

1. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 63 or of the Ministry of Education to represent the PAC on an external committee or to an external organization.

2. The representative will report to the membership or executive as required.

BY-LAWS

VII. DUTIES OF EXECUTIVE

1. Elected officers of the PAC shall be:

The **President** will:

Convene and preside at all general, special, and executive meetings.
Ensure that an agenda is prepared and presented.
Appoint committees where authorized to do so by the executive or membership.
Take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
Be the official spokesperson for the organization.
Act as liaison between the PAC and the school administration and between the PAC and the community.
Be an ex-officio member of all committees.
Be a signing officer.
Submit a report at executive, general and annual meetings.
Assume the role of Vice President if needed.
Consult with PAC members.
Ensure that the PAC is represented in school and district activities.

The **Vice President** will:

Assume the responsibilities of the President in the President's absence.
Act as assistant to the President.
Chair the Constitution Revisions Committee.
Recruit two parent representatives from each classroom.
Accept extra duties as required.
Be a signing officer.
Submit a report at executive, general and annual meetings.

The role of President and Vice-President may be combined and shared between two (2) Co-Presidents.

Each Co-President has one vote.

BY-LAWS

VII. DUTIES OF EXECUTIVE CONTINUED

The **Secretary** will:

Record the minutes of all general, executive and special meetings.

Distribute the agenda and minutes to the executive prior to each executive meeting.

Distribute the agenda and minutes to the executive and to class representatives prior to each general meeting.

Ensure that members are notified of meetings.

Maintain files and maintain safekeeping of the PAC's permanent records, including but not limited to the following: minutes, newsletters, constitution.

Post minutes of all general meetings on the Parent's bulletin board and/or PAC website following meetings.

Make available copies of the Constitution and By-Laws to members upon request.

Accept extra duties as required.

Submit a report at executive, general and annual meetings.

The **Treasurer** will:

Be responsible for and report on the accounts of the organization.

In consultation with the executive, draft an annual budget which includes a plan of expenditures.

Prepare and present monthly reports and year-end reports at PAC general meetings as outlined in the School Act. Monthly reports shall include disclosure of any expenditure(s) approved by the executive since the previous general meeting.

Be one of three signing officers of the executive.

Provide a copy of the bank statements and an income statement to the president(s) at each executive meeting.

Disburse funds as authorized by the membership or executive.

Ensure that proper financial records and books of account are maintained.

Make financial records and books of account available to members upon request.

Have the financial records and books of account ready for inspection or audit annually.

Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.

BY-LAWS

VII. DUTIES OF EXECUTIVE CONTINUED

The **Associate Members** will:

Serve in a capacity to be determined by the PAC at the time of their election and other times throughout their tenure as the needs of the PAC might require.
Submit a report at executive, general and annual meetings.

The **COPACS Delegate** will:

Attend COPACS meetings and represent, speak, and vote on behalf of the PAC.
Ensure current registration of the PAC with BCCPAC.
Report back regularly to the membership and executive on all matters relating to the COPACS.
Seek input from COPACS when required.
Accept other duties as required.
Receive, circulate, and post COPACS newsletters, brochures, and announcements.
Receive and act on all other communications from COPACS.
Liaise with other parents and COPACS representatives.
Submit a report at executive, general and annual meetings.

The **Deep Cove Canadian Parents for French Representative** will:

Serve in an advisory capacity to the executive.
Represent the PAC to the CPF.

The **School Planning Council (SPC) Delegate (1)** will:

Be one of three elected School Planning Council (SPC) parent representatives.
Be held in conjunction with another existing executive position. The delegate has a single vote.
Represent and speak on behalf of the PAC at SPC meetings.
Take direction from the general PAC membership.
Report back to the PAC at general and executive meetings.
Attend meetings of the School Planning Council (SPC).
Submit a report at executive, general and annual meetings.

2. Non-elected non-voting officers of the PAC executive shall be:

The **Past President** will:

Strive to achieve a smooth transition between terms of office.
Serve in an advisory capacity to the executive.
Accept extra duties as required.

The **Deep Cove Canadian Parents for French Representative** will:

Serve in an advisory capacity to the executive.
Represent the PAC to the CPF.

BY-LAWS

VIII. COMMITTEES

1. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.

2. Committees are responsible to the Executive.

3. Members are appointed to committees by the president (after consultation with the executive) when required.

4. Committee chairpersons shall present a report on their activity to the executive and membership upon request.

IX. FINANCES

1. The financial year shall be from March 1st to the last day of February.

2. A plan of expenditures should be drawn up by the executive and presented for approval at the Annual General Meeting in February. Specialized funding will be voted on at the October general meeting.

3. The PAC may raise and spend money to further its purposes.

4. A treasurer's report, including the balance sheet, income statement and any expenditures approved at the previous executive meeting, shall be presented at each general meeting.

5. An annual financial report to all members shall be presented by the treasurer at the general meeting following the year-end.

6. The executive can spend up to $250.00 outside of budgeted expenditures by a majority vote of the executive.

7. Any non-budgeted expenditures greater than $250.00 will be posted on the bulletin board and notification will be given to class representatives for distribution to parents fourteen (14) days prior to the next general meeting. The expenditure will be voted on at the next general meeting.

8. All funds of the PAC shall be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act. Gaming funds will be kept in a separate bank account set up especially for gaming. All procedures relevant to the gaming account have to follow the government gaming rules.

BY-LAWS

IX. FINANCES CONTINUED

9. The president and vice-president (or co-presidents) and the treasurer shall have signing authority for banking and legal documents. Two signatures will be required on all of these documents.

10. Need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

X. CONSTITUTION AND BY-LAWS AMENDMENTS

The constitution of the PAC may be amended by a vote of eligible members at any general meeting. The proposed amendments will be posted on the bulletin board and notification will be given to class representatives for distribution to parents fourteen (14) days prior to the next general meeting. Passage of amendments will require an affirmative vote of two-thirds of those present at the advertised meeting.

XI. CODE OF CONDUCT

Code of Ethics

1. On election or appointment, every executive member must sign and agree to abide by a code of ethics acceptable to the membership.

Privilege

2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

3. An executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

4. Such an executive member must avoid using his or her position on the PAC for personal gain.

BY-LAWS

XII. PROPERTY OF DOCUMENT

All documents, records, minutes, correspondence, web-site, e-documents or other papers kept by a member, executive member, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

XIII. DISSOLUTION

1. Upon dissolution of the PAC the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the PAC at the time of dissolution. This provision is unalterable.

2. In the event of dissolution, all records of the organization shall be placed under the jurisdiction of School District 63 (Saanich).

3. Written notice of dissolution must be given to all members at least fourteen (14) days prior to a general meeting.

4. The PAC may be dissolved by a 2/3 majority vote of all members present at a general meeting.

Adopted by the Deep Cove Parents' Advisory Council

at North Saanich, British Columbia,

on the _____day of _____, 20____.

_____ _____

President or Co-President Secretary

2012-04-24

CODE OF ETHICS

A parent who accepts a position as a PAC executive member:

upholds the constitution and bylaws, policies, and procedures of the electing body
performs his or her duties with honesty and integrity and in the interests of the PAC
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 membership and executive
encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
works to ensure that issues are resolved through due process
strives to be informed and only passes on information that is reliable
respects all confidential information
supports public education

Statement of Understanding

I, the undersigned, in accepting the following position of The Deep Cove Parents' Advisory Council have read, understood, and agreed to abide by this Code of Ethics. 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.

President or Co-President:

Signature Date

Vice President or Co-President:

Signature Date

Secretary:

Signature Date

Treasurer:

Signature Date

Associate Member:

Signature Date

Associate Member:

Signature Date

Associate Member:

Signature Date

Associate Member:

Signature Date

Associate Member:

Signature Date

Associate Member:

_____ _____
Signature Date Signature Date

COPACS Delegate:

_____
Signature Date