

OSOYOOS ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

May 12, 2008

OSOYOOS ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL

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CONSTITUTION

Section I - Name

The name of this Council is OSOYOOS ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL.

The Council will operate as a nonprofit organization with no personal financial benefit to members.

The business of the Council will be unbiased in respect of race, religion, gender or politics.

Section II - Purposes

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parental involvement in the school
3. To provide the parental voice to education decision making affecting the school
4. To provide leadership and support in the school community
5. To assist parents in accessing the system and to promote advocacy support to individual children and their parents.
6. To organize and support activities for students and parents
7. To provide financial support for the goals of the Council, as determined by the membership
8. To participate in the work of the school planning council, through the Council's elected representatives

Section III - Interpretation of Terms

“parent” is as defined in the School Act and means

- (i) the guardian of the person of the student or child or

(ii) the person legally entitled to custody of student/child

(iii) the person usually in care and control of student/child

And, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled at Osoyoos Elementary School.

“school” - Osoyoos Elementary School

“SPC” - the school planning council for Osoyoos Elementary School

“PAC” - the parents organized according to the School Act and operating as a parent advisory council at Osoyoos Elementary School.

“community organization” - groups that demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

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Section I - Membership

1. All parents and guardians of students registered in Osoyoos Elementary School are voting members of the Council.
2. Members of the school community who are not parents of students registered in the public school system may be invited to become nonvoting members of the Council.
3. Administration and any staff of Osoyoos Elementary School may be invited to become nonvoting members of the Council.

Section II - Meetings of Members

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year. (Amended Nov 2010.)
3. Meetings will be held no less than six times per year, one of those being the AGM.
4. Executive meetings may be held at anytime as deemed necessary. The purpose of executive meetings is to carry on business between regular PAC meetings.
5. A council meeting shall **NOT** be a forum for the discussion of individual personnel, students, parents, or other individual members of the school community.

(Interim Amendment to the Constitution 2010)

Section 2 Meetings of Members.

The current executive will stand until the election of new officers takes place at the Annual General Meeting in October 2010. At that time The new executive will serve until May 2010 when the Amended Constitution comes into effect.

Section III - Proceedings at General Meetings

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Questions or motions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the motion is defeated.
4. Members must be present and vote personally on all matters.
5. All expenditures on a purchase of a single item exceeding \$5000.00 will require two readings.

Section IV - Executive

1. The executive officers shall be elected from the voting members at the AGM. No employee of Osoyoos Elementary School or the Ministry of Education shall hold an executive position, unless their child is currently attending this school.
2. Call for nominations will be made at the AGM.
3. The term of office shall commence immediately following election at the AGM and shall be for one year.
4. No person may hold any one position for more than four consecutive years.
5. If an executive member resigns or ceases to fulfill obligations, an election will be held at the next PAC meeting to fill the vacancy.

Section V - SPC and External Committee Representatives

1. Three representatives to the SPC must be elected annually from among the voting members. One of those members must be an executive member of the Council. SPC members shall hold office for one year.
2. The election of representatives to the SPC and External Committees will be held at the AGM.
3. The representatives will report to the membership or executive as required.

Section VI - Conduct of Executive and Representatives

A parent who accepts a position as PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
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 members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved in due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Section VII - Duties of Executive and Representatives

The affairs of the Council will be managed by a board of elected

Officers and the immediate past chairperson. Those elected will attend meetings regularly.

The Executive Officers may be as follows:

- A) Chairperson
- B) Past Chairperson
- C) Secretary
- D) Treasurer

E) Directors-maximum of 6 members

A. The Chairperson shall:

- 1) convene and preside at membership and special meetings
- 2) prepare and present agenda, notify of meetings
- 3) know where to find resources to assist members
- 4) know the constitution and bylaws
- 5) ensure the Council is represented in school activities
- 6) appoint committees where authorized by the executive
- 7) be a signing officer
- 8) attend meetings regularly

B. The Past Chairperson shall:

- 1) support and aid the chairperson
- 2) assume the duties of chairperson upon request or absence
- 3) be a signing officer
- 4) attend meetings regularly

C. The Secretary shall:

- 1) record and file minutes of all meetings
- 2) ensure safekeeping of records of the Council
- 3) prepare and maintain documentation as required
- 4) may be a signing officer
- 5) attend meetings regularly

D) The Treasurer shall:

- 1) report on all receipts and disbursements at meetings
- 2) ensure proper financial records of account are maintained
- 3) disburse funds as authorized by executive
- 4) submit an annual financial report within 30 days of end of Fiscal year.
- 5) be a signing officer
- 6) attend meetings regularly

E) The Directors shall:

- 1) advise and support the executive
- 2) provide information about resources and other matters
- 3) be a voting member of executive
- 4) attend meetings regularly

Section VIII - Committees

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.

Section IX - Financial Matters

1. The Council may raise and spend funds to further its purposes.
2. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.
3. The executive will name three signing officers for banking and legal documents. These documents will require two signatures.

4. The executive will present all expenditures exceeding \$500.00 for approval at general meetings.

5. A treasurer's report will be presented at each general meeting.

6. Members at a general meeting may appoint an auditor if required.

Section X- Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution or bylaws.

2. Written notice of the proposed amendments must be given to members not less than 14 days before the meeting or posted in a conspicuous place in the school and made accessible to every member of Council.

Section XI - Dissolution

1. In the event of dissolution of the Council, all records and assets shall be given, in trust, to the principal of Osoyoos Elementary School to be held for 18 months. The funds will be used at the discretion of the administration thereafter.

Adopted by OSOYOOS ELEMENTARY PARENT ADVISORY COUNCIL at Osoyoos,
British Columbia, on

May 12, 2008 (date)

Chairperson signature _____

One other Executive signature _____