

PAC

CONSTITUTION

SECTION 1: NAME

The name of the organization shall be the *Parent Advisory Council / Willows School*, as per the School Act – Bill 67 – Division 2 – Section 8(1).

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

SECTION 2: MISSION STATEMENT

The *Parent Advisory Council / Willows School* is dedicated to the education and well being of students. Its mission is to foster cooperation and promote effective communication between home and school in the teaching and guidance of students, in order to provide the best educational environment for each student at Willows Elementary School according to physical, emotional and social needs.

SECTION 3: OBJECTIVES

The objectives of the Willows PAC will be:

1. To enhance communications between parents, students and the school community, and school staff and administration.
2. To examine, discuss and make recommendations to school staff and administration on:
 - School policy and procedures,
 - Learning resources,
 - School planning processes,
 - Facilities and equipment, and
 - Extracurricular programs and services.
3. To provide opportunities for the social interaction of parents, school staff and students, in school affairs.
4. To support and enrich the activities of students at Willows Elementary School through school financial assistance, by direct involvement in extra-curricular or extended school or classroom projects.
5. To recognize student achievements and service.

SECTION 4: CREATION OF BYLAWS AND CODE OF CONDUCT

1. The Council shall create bylaws and codes of conduct to govern its affairs.

SECTION 5: CONSITUTION AND BYLAW AMENDMENTS

1. An amendment to the Constitution may be presented to the general membership at a General Meeting at any time during the school year.
2. Notice of the proposal of an amendment to the Constitution at a general meeting shall be given to the general membership at least one week before the meeting.
3. The approval of 2/3 of the executive is required to propose an amendment to the Constitution to the general membership.
4. The majority of those present at the general meeting to which the amendment is proposed can approve the change.

SECTION 6: DISSOLUTION

1. Upon dissolution of the organization, assets which remain after payment of all costs, charges and expenses properly incurred in dissolution shall be distributed to such charitable organizations having a similar charitable purpose.
2. This provision shall be unalterable.
3. All records of the organization shall be placed under the jurisdiction of School District #61 (Greater Victoria) in the person of the principal of the school.

Parent Advisory Council / Willows School

BYLAWS

1.0 MEMBERSHIP

- 1.01 All parents and guardians of children registered at Willows Elementary School shall be voting members of the Council.
- 1.02 Administration and staff (teaching and non-teaching) of Willows Elementary School shall be non-voting members of the Council.
- 1.03 Members of the school community who are not parents or guardians of students registered at Willows Elementary School shall be non-voting members of the Council.

2.0 ELECTED EXECUTIVE POSITIONS

- 2.01 The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
- 2.02 The elected officers of the Council shall be as follows:
 - 2.02.1 Chair or Co-Chairs
 - 2.02.2 1st Vice-Chair
 - 2.02.3 2nd Vice-Chair
 - 2.02.4 Secretary
 - 2.02.5 Treasurer
 - 2.02.6 Two or more Members-at-Large
 - 2.02.7 Past Chair
- 2.03 The executive officers shall be elected by the voting members at the Annual General Meeting.
- 2.04 No staff member or administrator of Willows Elementary School shall be eligible to hold an executive position.
- 2.05 Term of office shall commence in July of each year and shall be for one year.
- 2.06 Executive officers shall not be eligible for the same office for more than two terms unless extenuating circumstances determined by the outgoing executive arise.
- 2.07 Any office becoming vacant during the school year shall be filled by executive appointment.
- 2.08 Though not an elected position an "Assistant to the Treasurer" shall be appointed by the executive. Duties of the Assistant to the Treasurer shall be to assist the Treasurer as requested. The Assistant to the Treasurer shall not have signing authority.

3.0 DUTIES OF ELECTED OFFICERS

3.01 The Chair or Co-Chairs:

- 3.01.1 Shall preside at all general, executive and special meetings of the Council.
- 3.01.2 Shall ensure that an agenda is prepared and presented.
- 3.01.3 Shall be an ex-officio member to all committees except a Nominating Committee.
- 3.01.4 Shall take actions or ensure that such actions are taken by others to achieve the goals and purpose of the Council.
- 3.01.5 Shall be the official spokesperson of the Council.
- 3.01.6 Shall be a signing officer.
- 3.01.7 Shall submit an annual report.

3.02 The 1st Vice-Chair:

- 3.02.1 Shall assume the duties of the Chair or Co-Chair in his/her absence.
- 3.02.2 Shall assist the Chair as requested.
- 3.02.3 Shall be a signing officer.
- 3.02.4 Shall submit an annual report.

3.03 The 2nd Vice-Chair

- 3.03.1 Shall be coordinator of fund-raising activities as determined by the executive.
- 3.03.2 Shall be a signing officer.
- 3.03.3 Shall submit an annual report.

3.04 The Secretary:

- 3.04.1 Shall keep minutes of all executive, special and general meetings.
- 3.04.2 Shall distribute minutes to Council members.
- 3.04.3 Shall compile a list of the members of the Executive.
- 3.04.4 Shall keep an accurate copy of the Constitution and Bylaws.
- 3.04.5 Shall be a signing officer.

3.05 The Treasurer:

- 3.05.1 Shall be responsible for and report on the accounts of the Council.
- 3.05.2 Shall be a signing officer.
- 3.05.3 Shall receive and take charge of all the funds belonging to or payable to the council.
- 3.05.4 Shall make approved payments on behalf of the Council.
- 3.05.5 Shall reimburse members in a timely manner for approved expenses.
- 3.05.6 Shall, with the assistance of the executive, draft an annual budget to be ratified by the general membership at a General Meeting.
- 3.05.7 Shall prepare monthly and year-end financial statements.
- 3.05.8 Shall ensure that another signing officer has access to the books in the event of absence.
- 3.05.9 Shall submit an annual report.

3.06 The Members-at-Large:

- 3.06.1 Shall serve in a capacity to be determined by the Council as needs require.

3.07 The Past Chair:

- 3.07.1 Shall help smooth the transition between Chairs.
- 3.07.2 Shall assist and advise the Council.
- 3.07.3 Shall form and chair a Nominating Committee prior to the Annual General Meeting.
- 3.07.4 Shall preside over the election of officers.

4.0 COUNCIL MEETINGS

- 4.01 General meetings of the Council shall be held monthly, preferably on the first Tuesday, during the school year, with additional meetings to be scheduled when deemed necessary.
- 4.02 Executive and special meetings of the Council shall be held at the discretion of the executive or upon request by members of the Council.
- 4.03 The Annual General Meeting shall be held no later than May to elect executive members for the forthcoming school year.
- 4.04 Robert's Rules of Order will be used to conduct the business of the meetings unless they conflict with guidelines within this Constitution.

5.0 VOTING

- 5.01 The voting members present at any general, executive or special meeting shall constitute a quorum.
- 5.02 Questions arising at any meeting shall be decided upon by simple majority vote.
- 5.03 In case of a tie the motion will be lost.

6.0 FINANCES

- 6.01 The Treasurer shall keep an account in the name of the *Parent Advisory Council / Willows School* with a reputable financial institution. All payments to be made by the Council shall be made by cheque and signed by any two of the following: Chair or Co-Chairs, 1st Vice-Chair, 2nd Vice-Chair, Treasurer or Secretary.
- 6.02 The books of the Council may be audited annually by a qualified person other than the Treasurer. The fiscal year shall run from September 1 to August 31.
- 6.03 A budget and tentative plan of expenditures shall be prepared by the Treasurer for approval at the, Annual General Meeting.
- 6.04 The executive shall be permitted to authorize expenditures of up to \$100.00 for items not outlined in the budget.
- 6.05 There shall be no petty cash expenditures.

7.0 CODE OF CONDUCT

- 7.01 The *Parent Advisory Council / Willows School* is not a forum for the discussion of individual school staff members, students, parents or other members of the school community.
- 7.02 An executive member who is approached by another member with a concern is in a privileged position and shall treat such discussion with discretion, protecting the confidentiality of those involved.
- 7.03 An executive member is expected to attend most executive and general meetings. Forfeit of a position may be needed if absenteeism is a problem.
- 7.04 No executive member shall use the name of the *Parent Advisory Council / Willows School* to promote or endorse a private enterprise.
- 7.05 All executive members shall work on a consultative basis in all matters pertaining to Council business. Consent by a majority of the executive is needed before an executive member can speak or act on behalf of the group, on issues not clearly outlined in the Constitution.

- 7.06 Executive officers agree to:
 - 7.06.1 Uphold the Constitution and Bylaws, policies and procedures of the Council.
 - 7.06.2 Perform their duties with honesty and integrity.
 - 7.06.3 Work to ensure the well being of students as the primary focus of all decisions.
 - 7.06.4 Respect the rights of all individuals.
 - 7.06.5 Take direction from members to ensure their representation.
 - 7.06.6 Encourage and support members and students with individual concerns to act on their own behalf and provide information on the process for taking forward their concerns.
 - 7.06.7 Work to assure that issues are resolved through due process.
 - 7.06.8 Strive to be informed and only pass on information that is reliable and correct.

8.0 SCHOOL PLANNING COUNCIL

- 8.01 Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in Willows School who are not employees of any school district. If apposition is not elected at an Annual General Meeting, the executive may appoint the position.
- 8.02 One representative must be an elected member of the Council.
- 8.03 The term of office of the School Planning Council shall be for one year.
- 8.04 The School Planning Council representative shall:
 - 8.04.1 Be one of three School Planning Council representatives.
 - 8.04.2 Represent and speak on behalf of the Parent Advisory Council at School Planning Council meetings.
 - 8.04.3 Take direction from the Parent Advisory Council membership.
 - 8.04.4 Report back to the Parent Advisory Council at general meetings.

Amended September, 2006 –Inclusion of: **Bylaw 8.0 School Planning Council**
Amended November, 2006 – Change of designations for Executive positions:
Bylaw 2.0 Elected Executive Positions