

**QUARTERWAY ELEMENTARY PARENT ADVISORY COUNCIL
CONSTITUTION AND BY-LAWS**

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Constitution

SECTION I – NAME

The name of the organization shall be the Quarterway Elementary School Parent Advisory Council (“PAC”), as per the *School Act*, Bill 67, Division 2, Section 8(1).

SECTION II – MISSION STATEMENT

The PAC is dedicated to the education and the well-being of the child. The PAC’s primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in meaningful educational activities and decision-making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

SECTION III – OBJECTIVES

1. The objectives of the organization will be to enhance communication between:

The Parents		School Staff
Community	AND	Administration
The Students		

2. To review, discuss and make recommendations to the school staff/administration on:
 - a) school policy and procedures
 - b) programs and services
 - c) facilities and equipment
 - d) parent/community education
 - e) learning resources
3. To promote co-operation between the home and the school in providing for the education of children.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION IV – DISSOLUTION (AMENDMENT 2000)

Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

BY-LAWS

SECTION V – MEMBERSHIP

1. All parents and guardians of students registered at Quarterway Elementary School shall be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Quarterway Elementary School shall be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system shall be non-voting members of the group.

SECTION VI – EXECUTIVE

1. **Executive Positions** *[Amended February 2004]*

The voting members present at an Annual General Meeting shall elect by ballot or acclamation, a President, Vice-President, Secretary and Treasurer for each school year. The Past President in each school year shall remain on the Executive for one year.

a) President

- i. shall convene and preside at all general and Executive meetings of the PAC;
- ii. shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented;
- iii. shall appoint committees where authorized to do so by the Executive or membership;
- iv. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- v. shall be the official spokesperson for the organization.

b) Past President

- i. shall help make smooth transition between presidents;
- ii. shall act as a consultant for the president;
- iii. shall chair the nominating committee.

c) Vice President

- i. Shall assume the responsibilities of the President in the President's absence;
- ii. Shall accept extra duties as required.

d) Secretary

- i. shall record the minutes of all general and Executive meetings;
- ii. shall provide copies of all minutes to the Executive within fourteen (14) days of all such meetings.

e) Treasurer

- i. shall be responsible for and report on the accounts of the organization;
- ii. shall be one of the three signing officers of the Executive as per Section XIV;
- iii. shall prepare a financial report for publication in the school newsletter as per Section XIV;
- iv. shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XIV.

f) **Executive Directors**

- i. shall number no more than two (2) positions;
- ii. shall undertake such duties from time to time as are requested by the President.
- iii. Shall issue and receive correspondence on behalf of the organization.

2. Vacancy on Executive

If any of officer resigns during a term of office or if any office is not filled at the end of elections, the PAC may appoint a voting member of the PAC to fill the vacancy until election.

SECTION VII – COMMITTEES

1. Committees are responsible to the Executive.
2. All Committees will be required to report to the Executive when requested to do so.
3. Members may be appointed annually to committees by the President (after consultation with the Executive)

SECTION VIII – ELECTIONS *[Amended February 2004]*

1. Election term – the length of term of Executive positions shall be one year.
2. Such terms shall take effect February 1 and end on January 31 in each year.

SECTION IX – ELECTION PROCEDURES *[Amended February 2004]*

Election of Executive shall take place during an Annual General Meeting, which will be in January of each year.

SECTION X – NOMINATIONS

A "Nominations Committee" chaired by the Past President will be formed at a General Meeting or as required by the Executive.

SECTION XI – MEETINGS

1. General Meetings are to be held at regular intervals and not less than once each month.
2. General Meeting times will be set by the Executive.
3. Executive Meetings are to be held at regular intervals and not less than once each month.
4. Executive Meetings will be set by the President in consultation with the Executive.
5. Extraordinary or special meetings of the members may be called by the Executive with a minimum of seven (7) days notice.
6. Extraordinary or special meetings of the Executive may be called by the President with a minimum of seven (7) days notice.

SECTION XII – CONSTITUTIONAL AMENDMENTS

Amendment to the Constitution and By-Laws of the Quarterway Elementary School parent Advisory Council may be made at any General Meeting at which business is conducted, providing:

1. Written notice of the meeting is given to all members (14 days minimum);
2. The notice of the meeting includes notice of the specific amendments proposed;
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.

SECTION XIII – QUORUM

The voting members present at any duly called General Meeting shall constitute a quorum.

SECTION XIV – PROCEDURE OF MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines of the Constitution.

SECTION XV – FINANCES

1. A budget and tentative plan of expenditures would be drawn up by the Executive and presented for approval at a General meeting prior to the end of November of each year.
2. All funds of the organization will be on deposit in a Bank or Financial Establishment registered under the Bank Act.

3. The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signature will always be required.
4. All money spent above and beyond a pre-determined petty cash amount will be first presented to and voted on by the Executive, and then approved by the majority at a General Meeting.
5. A Treasurer's Report to all members should be published in the PAC / School Newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any General Meeting, whereupon an independent Auditor will be appointed as needed.

SECTION XVI – DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. All records of the organization shall be placed under the jurisdiction of School District 68 in the person of the principal of the school.