

Greendale Parent Advisory Council
Constitution

June 2016

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Constitution

Section 1 – Name of Organization

The name of the organization shall be the Greendale Parent Advisory Council. The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender, or politics.

Section 2 – Purposes of the Organization

The purpose of the Council is to support, encourage and improve the quality of the education and the well-being of the students in Greendale Elementary Community School.

The Council has the duty to:

1. Advise the principal and staff of parents' views on matters relating to school, programs, policies, plans and activities.
2. Communicate with parents and to promote cooperation between the home and school in providing for education of children.
3. Assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. Organize PAC activities and events.
5. Contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To promote improvements in the educational programs, facilities and culture of Greendale Elementary Community School with a view to enhancing student learning.
7. To provide financial support for the goals of the PAC as determined by the membership.

Section 3 – Dissolution of the Organization

1. In the event that the Greendale Elementary School PAC which received charitable gaming funds from direct charitable access at any time dissolves or ceases to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Greendale Elementary School PAC to such charitable organizations in British Columbia with a similar charitable purpose.
2. In the event of dissolution of the council, all records of the organization shall be placed under the jurisdiction of School District 33 in the person of the principal of the school.
3. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
4. The PAC can only be dissolved by a two thirds (2/3) majority vote of the members present at the general meeting.

Bylaws

Section 1 – Organization Membership

1. All parents and guardians of students registered at Greendale Elementary Community School shall be voting members.
2. Administration and staff (teaching and non-teaching) of Greendale Elementary Community School shall be non-voting members of the council.
3. Members of the school community who are not parents of students registered in Greendale Elementary School shall also be non-voting members of the council.
4. At no time will the council have more non-voting members than voting members.
5. Every member will uphold the constitution and comply with the bylaws.

Section 2 – Meetings

1. The number of general meetings will be set by the Executive.
2. Meetings will be conducted efficiently and with fairness to the members present.
3. Additional meetings may be called by the Executive with a minimum seven day notice.
4. If procedural problems arise, “Robert’s Rules of Order” will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
5. A council meeting shall not be the forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
6. The Annual General Meeting (AGM) will be held each May for the election of new executive members.

Section 3 – Quorum and Voting

Quorum

A quorum at any meeting shall be 3 executive members plus those PAC members in attendance.

Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (51%).
2. In the case of a tie vote the motion is defeated.
3. Members must vote personally on all matters, voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of Executive Officers, which must be done by secret ballot. Successful candidates must receive a majority of votes (51%). The ballots after any ballot election must be kept on record for 7 years.
5. The Chair does not have a second tie breaking vote.

Section 4- Nominations

1. One or two people will be designated to distribute and collect nomination forms for the following school year.
2. This person or people will be chosen at the last PAC meeting prior to the May Annual General Meeting or as required by the executive.
3. A letter of notice for nomination should be distributed to all families in the school at least fourteen (14) prior to the May Annual General Meeting.
4. Nominations may be received for 2 weeks after forms are distributed to all families. Prior to the May Annual General Meeting, candidationship will be confirmed and announced.

Section 5- Election of Executive Officers

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting which will be held every May.
2. Call for nominations shall be made at the meeting before the Annual General Meeting.
3. The length of term for Executive positions shall be one year. All elected and appointed members of the Executive from the previous year will have their positions dissolve each June.
4. In the event of a vacancy on the Executive during the year, the executive shall appoint a new officer who shall hold the office until the next election.
5. Retiring Executive officers are eligible for nomination and re-election during the May elections, except that no member may remain in the any one position on the executive for more than four years. In the event that there are no nominations for an executive position, a current member may put their name forward for an extended year.
6. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before expiration of his or her term of office, and may elect an eligible member to complete the term.
7. 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 a meeting.
8. 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 Council's affairs.

Section 6 – Terms of Office

1. The term of office shall commence immediately at the end of the school year.
2. No person may hold any one term of office for more than four years. In the case that there is no one new willing to volunteer for this position then a person may serve more than four years.
3. No person may hold more the one elected position at any one time.
4. The term of office for the Executive position shall be one year. (School Act, s. 8.1 (6))

Section 7 – Responsibilities of Executive Members

The council shall elect a slate of officers from the voting members for each school year. Number and position of Executive should be determined by local organizational needs but should include the following:

Chairperson

1. Shall convene and preside at all membership, special, and executive meetings.
2. Shall assure that the agenda is prepared and presented.
3. May dispense with formal voting procedures.
4. Shall appoint committees where authorized to do so by the Executive or membership.
5. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization.
6. Shall ensure, when possible, representation to the District #33 District Parent Advisory Council (DPAC) meetings.
7. Shall receive all correspondence on behalf of the organization.
8. Shall consult PAC members regularly.
9. Shall ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC.
10. Shall be the official spokesperson for the organization
11. Shall be a signing officer.
12. Ensure that all relevant information regarding this position is passed on to the succeeding Chairperson
13. Familiarize oneself with constitution and bylaws.

Vice Chairperson

1. Will assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
2. May be a signing officer.
3. Ensure that all relevant information regarding this position is passed on to the succeeding Vice Chairperson
4. Familiarize oneself with constitution and bylaws.

Secretary

1. Will record and distribute the minutes of membership, and special meetings.
2. Will record at executive meetings and distribute meetings upon request.
3. Will keep an accurate up-to-date copy of the constitution and have copies available upon request.
4. May be a signing officer.
5. Shall safely keep all records of the Council.
6. Shall date and initial any changes made to the constitution and send a copy to the School Board Office for safekeeping.

7. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary.
8. Familiarize oneself with constitution and bylaws.

Treasurer

1. Will receive all funds for the Council, depositing them at a recognised financial institution authorised by the PAC.
2. Will disperse funds authorised by the Executive or members of the council.
3. Will make the books available for viewing by members upon request.
4. Will have the books ready for inspection or audit annually.
5. Shall ensure that another signing officer has access to the books in the event of his/her absence.
6. Will be responsible for and report on the accounts of the organization at each general meeting.
7. Will be of the three signing officers of the Executive as per section 9.
8. Will prepare a financial report for publication in the school newsletter as per section 9.
9. Will assist the executive with a draft budget and tentative plan of expenditures as per section 9.
10. Ensure that all relevant information regarding this position is passed on to the succeeding Treasurer.
11. Familiarize oneself with constitution and bylaws.

Parent Education Officer

1. Will upkeep the parent education library.
2. Will review, report and assist with educational forums at PAC meetings.
3. Will update the Facebook page.
4. Will work closely with the PAC Chairperson.
5. May be a signing officer.
6. Ensure that all relevant information regarding this position is passed on to the succeeding Parent Education Officer.
7. Familiarize oneself with constitution and bylaws.

DPAC Representative (optional)

1. Shall be a representative to the DPAC (District Parent Advisory Council).
 - a. Represent the DPAC at all regular and extraordinary meetings.
 - b. Will report information to the Executive and to the General Meetings of the PAC as required.
 - c. Maintain current registration of council.
 - d. Receive and act on all other communication from the DPAC.
2. Familiarize oneself with constitution and bylaws.

Past Chairperson

The past Chairperson may:

1. Help smooth the transition between Chairpersons
2. Serve as an advisor to the Chairperson
3. Provide continuity of leadership
4. Assume specific tasks or responsibilities as requested by the Chairperson
5. May be asked to prepare an annual report for the Annual General Meeting.

Executive Meetings

1. Executive meetings times may be prescribed by the Executive.
2. Additional meetings may be called by the Chairperson.

Vacancy on Executive

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

Section 8 – Committees

1. The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees may either be standing or ad hoc in nature. Examples include: Fundraising Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, School Lunch Coordinator, Constitution and Bylaws Review Committee, Nominations Committee, and Emergency Preparedness Coordinator.
3. Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.
4. The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.
5. School staff may be afforded representation to special committees by the Chairperson after consultation with the Executive.

Section 9- Finances

1. A budget and tentative plan of expenditures will be drawn up by the Executive and presented for approval at the general meeting prior to the end of November. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
2. All funds of the organization will be on deposit at an approved financial institution 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 signatures will be required for all cheques and documents.

4. A treasurer's report will be given and distributed at each general meeting.
5. The need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed.
6. The fiscal year shall run from September 1 to August 31.

Section 10 – Code of Conduct

1. The Greendale Elementary Parent Advisory Council is not a forum for the discussion of individual school personnel, parents, students, or any other individual members of the school community.
2. Any Parent/Guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:
 - a. Uphold the Constitution and Bylaws and policies of the Greendale PAC
 - b. Perform duties with honesty and integrity
 - c. Shall inform PAC of any matters of conflicts of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
 - d. Work to ensure the wellbeing of students is the primary focus of all decisions.
 - e. Respect the rights of all individuals.
 - f. Take direction from the members and ensure that they are represented.
 - g. Encourage and support parents/guardians and students with individual concerns to ast on their own behalf and provide information on the process for taking their concern forward.
 - h. Work to ensure the issues are resolved through due process.
 - i. Strive to be informed and only pass on information that is reliable.
 - j. Respect all confidential information.
 - k. Support public education.
 - l. Shall make a responsible effort to attend all executive and general meetings.

Section 11 – Constitution and Bylaw Amendments

A review of the Constitution and Bylaws shall take place every four years by a committee consisting of at least three members including one executive member. Amendments to the Constitution and Bylaws of the Greendale Elementary PAC may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members at least fourteen (14) days before the meeting.
2. The notice of the meeting included notice of the specific amendments proposed
3. A 75% majority of voting members present at the meeting is required to amend the Constitution and Bylaws.
4. Constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping.

Section 12 – Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the chairperson with the member, executive member or committee member ceases to perform the task to which the papers relate.

A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.

Any subsequent amendments to the Constitution and By-laws must be forwarded to the Superintendent in the form of the amended and adopted document.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Greendale School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document.

Name of Executive Officer _____

Signature _____

Date _____

Phone Number _____

Appendix A

Crisis Management – Guidelines for PAC Executives

As one of a school community's greatest resources, parents play a key role in making a school a safe and healthy place to work and learn. In the event of a crisis which involved the sudden death or serious injury of a student or staff member, the school's Parent Advisory Council Executive can provide vital support to the administration and the school's Crisis Management Team as they:

- Ensure the physical safety of all school members
- Help minimize the emotional trauma resulting from the impact of the crisis
- Help make the crisis a learning opportunity, contributing to the overall educational growth of the students

Hopefully the following questions and answers will prove some useful guidelines for your PAC Executive should a crisis occur at your school.

What can our PAC executive do to support the school during a crisis?

Schools need parent support, especially, the administration as well as members of the school's Crisis Management Team, usually within the first day or two of the incident. At the meeting, accurate, factual information regarding the event will be shared with the PAC Executive, as well as information regarding the school's crisis management plan. During the meeting the Crisis Management Team would of course appreciate any feedback regarding parents' general perceptions, fears and concerns about how the school is responding to the event. As always, the school relies on the PAC executive's discretion when discussing topics of a sensitive nature; check with the administration about which information is factual and repeatable.

Specifically, what can our PAC executive ask parent volunteers to do during a crisis?

There are many roles which parents may assume during a crisis. In consultation with the administration and the school's Crisis Management Team, parent volunteers may be requested to provide extra clerical support (answering telephones, photocopying); to assist in classrooms (helping students with their assignments, assisting teachers with classroom tasks); to provide extra support and supervision for children and recess and lunch hour; or to coordinate donations of food items (sandwiches, baked goods) for staff, and the counselling team.

What about parents who phone PAC executive members with information regarding the crisis, or specific concerns about what might be happening at the school?

The PAC executive can help ensure that the communication between parents and the school is positive and constructive by encouraging all parents to contact the school directly if they have any specific concerns regarding how the crisis is being handled or if they have information which the school needs in order to plan effectively. As well, the PAC executive can help dispel rumours, inaccuracies, and half-truths by disseminating accurate, factual information regarding the event.

What about after the crisis? Is there a role for the PAC executive?

Yes. The aftermath of a crisis is usually a time of healing. For example, Pac's may sponsor educational workshops or meeting with community professionals which highlight specific topics related to the crisis with a focus on prevention and education.

**Appendix B
Lending out of PAC Equipment**

Equipment owned by the PAC can be lent out to the Greendale Elementary Community School as long as it is kept on property. If no PAC members will be attending the event that the equipment is being used at then a representative from Greendale Elementary Community School must sign a lending agreement.

**Appendix C
NSF cheques**

A person has a total of three NSF cheques. Each time a cheque is returned NSF that person must also pay all the bank fees associated with it. After three returned cheques that person is no longer able to write cheques and must pay in cash.