

## CONSTITUTION

1. **NAME:** The organization shall be known as “The Strawberry Vale Parent Advisory Council”.
2. **PURPOSE:** The council exists to:
  - a. Augment the educational opportunities and well-being of each student.
  - b. Provide a means through which parents can participate in decision making, strengthening the role of families in education, and fostering meaningful parent participation.
  - c. Promote effective communication between the home and the school.
3. **FUNCTION:**
  - a. Augment educational opportunities by:
    - i. Fundraising
    - ii. Supporting community involvement and services
    - iii. Engaging in political activities to further our purposes set out in section 2
  - b. Provide a means to participate in:
    - i. The preparation and administration of school policies and procedures
    - ii. The delivery of programs and services
    - iii. The recommendation of facilities and equipment
    - iv. Parent education
    - v. The accreditation process
  - c. To promote effective communications between parents and:
    - i. The teachers
    - ii. The community
    - iii. Students
    - iv. Other parent organizations
    - v. Administration
    - vi. Custodial staff

## **BYLAWS**

1. **MEMBERSHIP:** All parents and guardians of students currently registered at Strawberry Vale Elementary School shall be members of the group.
2. **EXECUTIVE:** The executive consists of the following positions:
  - a. The Chairperson
  - b. The Vice Chairperson
  - c. The Past Chairperson
  - d. Secretary
  - e. Treasurer

### **Committee Appointments:**

- f. The Fundraising Coordinator
- g. The Community Coordinator
- h. The Earthquake Preparedness Coordinator
- i. The Block Parent Coordinator
- j. The Fun Lunch Coordinator
- k. The Child Alert Coordinator
- l. Safe Routes to School Coordinator
- m. The Victoria Confederation of Parent Advisory Councils Representatives

Where it is not possible to find one person to fill a position, two people may share that position.

### **EXECUTIVE RESPONSIBILITIES**

The Council shall elect a slate of executive officers from the voting members for each school year. The number and positions of the Executive should be determined by organizational needs, but should include the following:

#### **A) CHAIRPERSON**

- (I) Shall convene and conduct meetings.
- (II) Shall represent the Parent Advisory Council at official functions.

#### **B) VICE CHAIRPERSON**

- (I) Assumes the duties of the Chairperson in their absence.
- (II) Accepts extra duties as required.

#### **C) THE PAST CHAIRPERSON**

- (I) Shall advise the Chairperson in the conduct of their duties.
- (II) Shall chair the nominating committee and conduct elections for executive positions.

**D) SECRETARY**

- (I) Shall record and distribute the minutes of meetings.
- (II) Shall issue and receive correspondence on behalf of the organization.
- (III) At the executive meeting shall prepare the agenda for the general meeting.

**E) TREASURER**

- (I) Shall keep the organization's books and accounts.
- (II) Shall issue annual financial statements.
- (III) Shall report to each monthly and annual general meeting all financial activity since the last monthly or annual general meeting.
- (IV) Shall publish financial statements and the budget.
- (V) Shall arrange for the annual audit of the PAC's finances.

**3. MEETINGS:**

- a. There shall be a minimum of 8 general meetings per year.
- b. The annual general meeting (AGM) shall be held in May or June of each year.
- c. A special general meeting may be called by the chairperson or at the request of 50 members who have signed a petition. On calling a special general meeting, 5 days written notice to the membership is required.
- d. Procedural issues shall be resolved in accordance with Robert's Rules of Order.

**4. QUORUM:**

- a. At a general meeting, 8 members shall constitute a quorum.
- b. At an executive meeting, 5 members shall constitute a quorum.

**5. VOTING:**

- a. At a general meeting, each member present, except the person chairing the meeting, shall have one vote.
- b. Except as set out below in section 7 and 10B, a majority shall consist of fifty percent plus one. In the event of a tie vote, the person chairing the meeting shall cast the deciding vote.
- c. Between general meetings, each executive member shall have one vote.

**6. ELECTIONS:**

**a. NOMINATIONS**

- i. The past chairperson shall convene a nominations committee at least 30 days prior to the AGM.
- ii. Written notice of the AGM, elections and the call for nominations shall be published at least 30 days in advance of the community bulletin board and in a newsletter.
- iii. Nominations may be received up to and during the AGM up to the election.

b. **ELECTIONS**

- i. Elections shall take place at the annual general meeting.
- ii. The term of office for each position shall be one year, beginning August 1<sup>st</sup> to July 31<sup>st</sup>.

c. **VACANCY ON EXECUTIVE**

- i. If any officer resigns during a term of office or if any office is not filled at the time of elections, the Executive may appoint someone to fill the vacancy until the next election.
- ii. 14 days written notice is required prior to the election.

7. **RECALL (The dismissal of an executive member):**

In the event of a recall:

- a. 8 signatures are required on a petition to initiate a vote.
- b. 30 days notice will be given to members prior to voting.
- c. The vacancy shall be elected at a general meeting.
- d. A 2/3's majority is required to pass the recall.

8. **COMMITTEE APPOINTMENTS:**

- a. Volunteers for a Committee Coordinator shall be appointed by the members present at a meeting. See section 2.

9. **FINANCES:**

- a. The fiscal year shall begin August 1<sup>st</sup> and end July 31<sup>st</sup>.
- b. A business plan and budget should be presented to a general meeting prior to the end of November.
- c. Funds shall be held on deposit at a recognized bank, credit union or trust company.
- d. The treasurer and at least two other executive members shall have signing authority for banking and legal documents.
- e. Where it is not practical to seek the approval of a general meeting, a majority of the executive may authorize the spending of up to \$500.00.

10. **AMENDMENTS TO THE CONSTITUTION AND BYLAWS:**

- a. Written notice of a proposed amendment must be published on the community bulletin board and in a newsletter at least 30 days prior to voting.
- b. A 2/3 majority of members present is required to pass an amendment.

11. **DISSOLUTION:**

- a. In the event of dissolution and following the payment of all outstanding debts, remaining funds will be given to the school principal for the benefit of the students.