

## Strawberry Vale Elementary School Parent Advisory Council (PAC) Constitution and Bylaws\*

### 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/guardians 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
  - 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. Provide a means to participate in meetings at the VCPAC (Victoria Confederation of PACs) and BCCPAC (British Columbia Confederation of PACs) level
    - vi. Provide a means to engage in political activities to further our purposes set out in section 2
  - c. To promote effective communications between parents/guardians and:
    - i. The teachers
    - ii. The community
    - iii. Students
    - iv. Other parent organizations
    - v. Administration
    - vi. Custodial staff

## BYLAWS

1. **MEMBERSHIP:**
  - a. All parents/guardians of students currently registered at Strawberry Vale Elementary School shall be members of the group.
  - b. Member-at-large: A member at large serves as a liaison to the PAC general membership. The duties of this role will change as needed to address goals of the PAC
2. **EXECUTIVE:** The executive consists of the following positions:
  - a. President
  - b. Vice President
  - c. Past President (if one is available)
  - d. Secretary
  - e. Treasurer

### 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) PRESIDENT

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

#### B) VICE PRESIDENT

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

#### C) PAST PRESIDENT

- (I) Shall advise the President 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. COMMITTEES / COORDINATORS:

Committee and/or Coordinator Appointments; for various PAC Programs and Events, which may vary from time to time and year to year. Examples may include:

- a. Fundraising Committee
- b. Book Fair Coordinator
- c. Child Alert Coordinator
- d. Class Representative Coordinator (if necessary)
- e. Facebook Coordinator
- f. Fruit & Veggie Program Coordinator
- g. Fun Lunch Coordinator
- h. Lice Check Coordinator
- i. Parent Education Coordinator
- j. Spring Fair Coordinator (every other year)
- k. The Earthquake Preparedness 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.

### 4. MEETINGS:

#### Definitions:

- o PAC Executive meeting: Is a meeting where the executive can choose to convene at their discretion to discuss day to day PAC business.
  - o PAC Meeting: Is a monthly Meeting that includes the PAC executive, a school Administration representative, and up to all of the PAC's general membership. These are the meetings where motions are made and passed.
  - o PAC AGM : Is an annual general meeting that includes the PAC executive, a school administration representative, and up to all of the PAC's general membership. At this meeting the Executive will provide a year to date update to the general membership. At this point the current executive will vacate their positions, and the Past President (or if we don't have one an election appointee) will commence the election. Once a new executive has been elected they may move forward with new business.
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- a. There shall be a minimum of 8 general meetings per year, barring any unforeseen circumstances
  - 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 President 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.

**5. QUORUM:**

- a. At a general meeting, The PAC Executive plus any and all members of the general membership in attendance
- b. At an executive meeting, 3 members of the Executive

**6. 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.

**7. ELECTIONS:**

a. NOMINATIONS

- i. The past President 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.
- iv. In the absence of a past president, a former executive or member at large who is not a nominee can run the nomination process and election. The election and nomination appointee may not be nominated for an executive position until after the election is concluded.

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 June 1<sup>st</sup> to May 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.

**8. 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.

**9. COMMITTEE APPOINTMENTS:**

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

**10. 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.

**11. 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.

**12. 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.
- b. Any unused/unallocated Gaming Grant funds must be transferred to the BC Minister of Finance or as stated under the stipulations for dissolution in the current Community Gaming Grant Guidelines.

\*Last amended January 2020