

Dr. Annie B. Jamieson Elementary School

Parent Advisory Council (PAC) Constitution and Bylaws

Constitution

Section I: Name

1. The name of the Council is “Dr. Annie B. Jamieson Elementary School Parent Advisory Council.
2. The Council shall operate as a non-profit organization with no personal financial gain for its members.
3. The business of the Council will be unbiased towards race, religion, gender, sexual orientation, gender identification or physical or mental ability.
4. The Council is established under the authority of the B.C. School Act.

Section II: Purpose of the Council

1. To advise and assist Dr. Annie B. Jamieson Elementary School in carrying out the school philosophy and goals as set by the staff, students and parents.
2. To support, encourage and improve the quality of education and the well being of students at Dr. Annie B. Jamieson Elementary School.
3. To advise the school principal and staff on parents’ views on any matter relating to the school.
4. To communicate with parents and promote cooperation between home and school in providing for the education of students.
5. To provide advocacy and support for individual children and their parents.
6. To organize PAC activities and events, including fundraisers.
7. To help build a sense of community by promoting the involvement of parents and other community members.
8. To promote the interests of public education and in particular the interests of Dr. Annie B. Jamieson Elementary.

Section III: Dissolution

1. Upon winding up or dissolution of the Council, the assets that remain after payment of all costs, charges and expenses that are properly incurred in the winding up shall be distributed to:
 - a) a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Council. OR
 - b) such charitable organization in British Columbia having the same charitable purpose.

This provision shall be unalterable.

2. In the event of winding up or dissolution, all records of the Council will be given to the principal of Dr. Annie B. Jamieson Elementary.

By-laws

Section I: Membership

1. All parents and guardians of students registered at Dr. Annie B. Jamieson Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Dr. Annie B. Jamieson Elementary School may provide advice, guidance, and consultation to the Council, but do not have a vote.
3. It is the duty of each member to comply with the by-laws, in order to remain in good standing in the Council.
4. Parent or guardian membership in the Council ceases when they no longer have a child attending Dr. Annie B. Jamieson Elementary School.

Section II: Meetings of Members

1. For the purpose of the election of officers, there shall be an Annual General Meeting (AGM) held in May or June of each year. The AGM will be held at Jamieson Elementary School on a day and time to be set by the PAC Executive.
2. A minimum of six general meetings shall be held during the school year at Jamieson Elementary School on days and times to be set by the PAC Executive.
3. Members will be given reasonable notice of general meetings.
4. Meetings will be conducted efficiently and with fairness to all members.
5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. If procedural problems arise on an issue not covered by these by-laws, Robert's Rules of Order (current edition) shall be used to resolve the issue.

Section III: Quorum and Voting

1. The quorum for the transaction of business at a general meeting shall be a minimum of five persons consisting of two Council officers (Chair, Vice-Chair, Secretary, Treasurer) and three other members.
2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority vote (50% plus one).

3. In the case of a tie vote, the motion is defeated.
4. Members must vote in person. Voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

Section IV: Executive

1. The role of the executive is to manage the Council's affairs between general meetings.
2. The executive will include the Chair(s), Vice-Chair(s), Secretary, Treasurer, members-at-large, and such other members of the Council as the membership decides.
3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District #39 or the Ministry of Education.
4. The number of persons making up the executive shall not be less than three in number.
5. The executive officers shall be elected from the voting members at the Annual General Meeting.
6. In the event of a vacancy on the executive during the year, the executive may appoint a new officer who shall hold office until the next election. Such an appointment shall be ratified at the next general meeting of the Council.
7. The term of office shall commence in July of each year and shall be for one year.
8. No executive member shall be remunerated for serving on the executive
9. No person may hold more than one elected executive position at any one time.
10. Executive members shall cease to hold office upon their ceasing to be members of the Council.
11. The members may, by a majority of not less than 75 percent of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
12. Three parent representatives to the School Planning Council (SPC) may be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education, in accordance with the School Act. One of the representatives must be an elected member of the Council executive.

13. One representative to the Vancouver District Parent Advisory Council (DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District #39 or the Ministry of Education.

14. SPC and DPAC representatives may be elected by secret ballot, if requested. SPC and DPAC representatives will hold office for a term of one school year.

Section V: Duties of Executives and Representatives

Code of Conduct

A person who accepts a position as an executive member of the Council will:

- a. Uphold the constitution, bylaws, policies and procedures of the Council.
- b. Perform his or her duties with honesty and integrity.
- c. Work to ensure that the well-being of students is the primary focus of all decisions.
- d. Respect the rights of all individuals.
- e. Take direction from the members, ensuring representation processes are in place.
- f. Encourage and support parents and students with individual concerns to act on their own behalf, and provides information on the process for taking forward concerns.
- g. Work to ensure issues are resolved through due process.
- h. Strive to be informed, and only passes on information that is reliable.
- i. Respect all confidential information.
- j. Supports public education.

1. Chair:

- a. Shall convene and preside at membership, special and executive meetings.
- b. Shall speak on behalf of the Council and act as the official spokesperson for the organization
- c. Shall consult with Council members regularly.
- d. Shall know the constitution and bylaws and meeting rules.
- e. Shall ensure that the Council is represented in school and district activities.
- f. Shall ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
- g. Appoints committees where authorized by the membership or executive.
- h. Shall ensure an agenda is prepared and presented at each meeting.
- i. Shall be a signing officer.

1. Vice-Chair:

- a. Shall assume the responsibilities of the Chair in the Chair's absence or upon request.
- b. Shall assist the Chair in the performance of his or her duties.
- c. Shall accept extra duties as required.
- d. Shall be a signing officer.

2. Secretary:

- a. Shall record the minutes of general, special and executive meetings as well as the AGM.

- b. Shall distribute minutes
 - c. Shall keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
 - d. Shall issue and receive correspondence on behalf of the Council.
 - e. Ensure safekeeping of all records of the Council.
 - f. May be a signing officer.
3. Treasurer:
- a. Shall be responsible for and report on all accounts of the Council.
 - b. Shall ensure that proper and accurate financial records and books of accounts are maintained.
 - c. Shall disburse funds as authorized by the membership or executive.
 - d. Shall maintain an accurate record of all expenditures of the Council.
 - e. Shall report on all receipts and disbursements at general and executive meetings.
 - f. Shall deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the Council.
 - g. Shall make the financial records and books available to members upon request.
 - h. Shall ensure that a signing officer has access to the financial records in the Treasurer's absence.
 - i. Shall prepare and present an up-to-date financial statement at the AGM.
 - j. Shall complete any regulatory filings or submissions, as required.
 - k. Shall apply for any Gaming or other funds, preparing and filing any related documentation.
 - l. At year end, prepare all year-end financial reports.
4. DPAC Representative:
- a. Shall attend all meetings of the Vancouver District PAC, and represent, speak, and vote on behalf of the Council.
 - b. Shall report regularly to the membership and executive on all matters relating to the DPAC.
 - c. Shall seek and give input to the DPAC on behalf of the Council.
 - d. Shall receive, circulate, and post DPAC newsletters and announcements.
 - e. Shall liaise with other parents and DPAC representatives.
5. School Planning Council (SPC) Representative:
- a. Shall attend all meetings of the school planning council (SPC).
 - b. Shall represent, speak, and vote on behalf of the Council at SPC meetings.
 - c. Shall request and take direction from the membership and executive
 - d. Shall be strong advocates for meaningful parent involvement in the school and school planning.
 - e. Shall report back to the membership and executive at all general and executive meetings.
6. Members-at-Large:
- a. Shall serve in a capacity to be determined by the executive.

Section VI: Committees

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.

Section VII: Finances

1. The financial year of the Council will be July 1 to the next June 30
2. All funds of the Council will be kept on deposit in a bank or financial institution registered under the Bank Act.
3. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
4. The Council may raise or spend money to further its purposes.
5. The executive will prepare a budget and present it to the membership for approval.
6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. Between general meetings, the executive has the discretion to disburse up to 300.00 of Council funds on non-budgeted line items that it considers reasonable and necessary, but must present these disbursements for review at the next general meeting.
8. A Treasurer's report will be presented at each executive and general meeting.
9. 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 VIII: Constitution and Bylaw Amendments

1. The members may, by a majority of not less than two-thirds of the votes cast, amend the Council's constitution and bylaws.
2. Written notice of the meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen (14) days before the meeting.
3. The notice of the meeting shall include the proposed amendments.