

**ADAMS ROAD ELEMENTARY  
PARENT ADVISORY COUNCIL  
Bylaws**

**June 2010**

*Section 1 -  
Membership* .....2

*Section 2 - Meetings of  
Members* .....2

*Section 3 - Proceedings at General  
Meetings* .....2

*Section 4 -  
Executive* .....3

*Section 5 - Executive  
Meetings.* .....5

*Section 6 - Conduct of Executive and  
Representatives* .....5

*Section 7 -  
Committees* .....5

*Section 8 - Financial  
Matters* .....6

*Section 9 - Constitution and Bylaw  
Amendments* .....6

*Section 10 - Property of  
Documents* .....7

*Section 11 -  
Dissolution* .....7

**Schedule  
“A”**

.....  
.....**8**

## **Section 1 - Membership**

### **Voting Members**

- All parents and guardians of students registered at Adams Road Elementary School are voting members of PAC.

### **Non-voting Members**

- Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of PAC.
- Administrators and staff (teaching and non-teaching) of Adams Road Elementary School may be invited to become non-voting members of PAC.
- At no time will PAC have more non-voting than voting members.

### **Compliance with Bylaws**

- Every member will uphold the Constitution and comply with these Bylaws.

## **Section 2 - Meetings of Members**

### **Notice of Meetings**

- Members will be given reasonable notice of general meetings. The notice can be given by way of flyer, newsletter, email or the Adams Road Elementary School website.

### **General Meetings**

- Meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

### **Conduct**

- Meetings will be conducted with fairness to all members.
- PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- At meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order Newly Revised shall be used to resolve the issue.

## **Section 3 - Proceedings at General Meetings**

### **Quorum**

- A quorum for general meetings shall be three voting members above PAC Executive Members.
- If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meetings is adjourned or terminated.

### **Voting**

- Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% +1)
- In a case of a tie vote, the President does not have a second or casting vote and the motion is defeated.
- Members must vote in person on all matters. Voting by proxy will not be permitted.
- Except as provided elsewhere in these Bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

## **Section 4 - Executive**

### **Role of Executive**

- The executive will manage PAC's affairs between general meetings.

### **Executive Defined**

- The executive officers will include the President, Vice-President, Secretary, Treasurer, and District Parent Advisory Council Representative.

### **The President will:**

- speak on behalf of PAC,
- consult with PAC members,
- preside at membership and executive meetings,
- ensure that an agenda is prepared for all meetings,
- appoint committees where authorized by the membership or executives,
- ensure that PAC is represented in school and district activities,
- ensure that PAC activities are aimed at achieving the purposes set out in the Constitution, and
- be a signing officer

### **The Vice-President will:**

- support the President,
- assume the duties of the President in the President's absence or upon request,
- assist the President in the performance of his or her duties,
- accept extra duties as required, and
- be a signing officer

### **The Secretary will:**

- ensure that members are notified of meetings,
- record and file minutes of all meeting,
- keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request,
- prepare and maintain other documentation as requested by the membership or executive,
- issue and receive correspondence on behalf of the PAC,
- ensure safekeeping of all records of the PAC, including a copy of all records to be kept in the Parent Resource Library,
- accept extra duties as required, and
- may be a signing officer

### **The Treasurer will:**

- be one of the signing officers,
- ensure all funds of the PAC are properly accounted for,
- disburse funds as authorized by the membership or executive,
- ensure that proper financial records and books of account are maintained,

- prepare a treasurer’s report for the general and executive meetings, which includes the following details:
  - current balances of all accounts held by the organization, and
  - all sums of money received and spent by the organization since the last report
- make financial records and books available to members upon request,
- have the financial records and books of account ready for inspection or audit annually,
- with the assistance of the executive, draft an annual budget,
- ensure that another signing officer has access to the financial records and books of account in the treasurer’s absence,
- submit an annual financial statement at the annual general meeting, and
- accept other duties as required.

**The DPAC representative will:**

- attend all meetings of District #36 Parent Advisory Council and represent, speak and vote on behalf of the PAC,
- maintain current registration of the PAC,
- report regularly to the membership and executive on all matters relating to the DPAC,
- seek and give input to the DPAC on behalf of the PAC,
- receive, circulate and post DPAC newsletters, brochures and announcements,
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives, and
- accept other duties as required

**School Planning Council:**

- Role of a school planning council  
A board must consult with a school planning council in respect of the following:
  - (a) the allocation of staff and resources in the school;
  - (b) matters contained in the board's achievement contract relating to the school;
  - (c) educational services and educational programs in the school.
- A school planning council for a school consists of the following persons:
  - (a) the principal of the school;
  - (b) one of the teachers at the school, elected annually by secret ballot by the teachers
    - who teach at the school;
  - (c) 3 representatives of the parents' advisory council who are
    - (i) parents of students enrolled in the school, and
    - (ii) elected annually by the parents' advisory council;
  - (d) One of the representatives elected under subsection (c) must be an elected officer of the parents' advisory council.

**Eligibility**

- Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District #36 or the Ministry of Education.

**Voting in Executive Officers**

- The executive will be elected at each annual general meeting.
- Vacant executive positions will be elected at each Annual General Meeting.
- Call for nominations shall be made four weeks before the Annual General Meeting.
- Voting at an election for the School Planning Council and District Parent Advisory Council Representatives must be done by secret ballot per section 8 subsection 6 of the school act.

### **Term of Office**

- No person may hold more than one elected executive position at any time.
- The executive will hold office for a term of one year from July 1 through June 30.
- No person may hold the same executive position for more than one consecutive year, unless re-elected and their child (ren) must still be registered students of Adams Road Elementary.

### **Vacancy**

- If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of PAC to fill the vacancy until the next Annual General Meeting.

### **Removal of Executive**

- The members may, by a majority of not less than 75% 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.
- 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 the meeting.

### **Remuneration of Executive**

- No executive member may be remunerated for serving on the executive, but may be reimbursed for expensed reasonable and necessarily incurred while engaged in the PAC's affairs.

## **Section 5 - Executive Meetings**

### **Meetings**

- Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
- It is recommended that there be an executive meeting prior to each general meeting.

### **Quorum**

- A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

- Executive members will be given reasonable notice of executive meetings.

### **Voting**

- All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
- In the case of a tie vote, the President does not have a second or casting vote and the motion is defeated.

## **Section 6 - Conduct of Executive and Representatives**

### **Representing the PAC**

- Every executive member and representative must act solely in the interests of the membership of the PAC.

### **Disclosure of Interest**

- An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
- Such an executive member or representative must avoid using his or her position on the PAC for personal gain.

#### **Privilege**

- Any information received in confidence by an executive member or representative from school personnel, a student, a parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

#### **Code of Ethics**

- On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership. (A copy of the Code of Ethics is attached hereto as Schedule "A").

### **Section 7 - Committees**

- The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
- 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.
- Committees will report to the membership and executive as required.
- The Hot Lunch Committee will be appointed annually at each Annual General Meeting.
- A Fundraising Committee will be appointed annually at each Annual General Meeting.
- An Emergency Preparedness Committee will be appointed annually at each Annual General Meeting.
- The Health Committee will be appointed annually at each Annual General Meeting.
- The News Letter Coordinator will be appointed annually at each Annual General Meeting.
- The Website Administrator will be appointed annually at each Annual General Meeting.

#### **External Committees**

- The membership or executive may elect or appoint a member who is not an employee or elected official of School District #36 or the Ministry of Education to represent the PAC on an external committee or to an external organization.
- The representative will report to the membership or executive as required.

### **Section 8 - Financial Matters**

#### **Bank Accounts**

- All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.

#### **Signing Authority**

- The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Financial Year**

- The financial year of the PAC will be July 1 to June 30.

### **Treasurer's Report**

- A treasurer's report will be presented at each general meeting.

### **Auditor**

- Members at a general meeting may appoint an auditor

### **Annual Budget**

- The executive will prepare a budget and present it to the membership for approval before the current budget expires.

### **Non-budgeted Expenditures**

- The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Power to Raise Money**

- The PAC may raise and spend money to further its purposes.

### **Non-Borrowing Clause**

- Under NO circumstances may anyone in an executive position or otherwise borrow on behalf of the PAC.

### **Spending**

- The executive may spend money as approved the by members at an General Meeting
- The executive may spend a maximum of \$100 without prior approval of the members. Any such expenditure shall be reported to the members at the next general meeting.

### **Section 9 - Constitution and Bylaw Amendments**

- The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws.
- Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

### **Section 10 - Property of Documents**

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

### **Section 11 - Dissolution**

- Circumstances of dissolution:
  - The members may, by majority of not less than 75% of the votes cast, dissolve the organization,



- Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to the members not less than 14 days before the meeting
- Distribution of Assets:
  - In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to the school to be used for the benefit of the students.
  - On permanent closure of the school the assets of the organization, after payment of all debts, shall be transferred, on a pro rata basis to the Parent Advisory Council(s) in the school to which the students are relocated.
  - In the event of winding up or dissolution, all records of the PAC shall be given to the principal of Adams Road Elementary School.

Adopted by Adams Road Elementary School Parent Advisory Council at Surrey, British Columbia on \_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
President (name)

\_\_\_\_\_  
President (signature)

\_\_\_\_\_  
Vice - President (name)

\_\_\_\_\_  
Vice -President (signature)

\_\_\_\_\_  
Vice-President (name)

\_\_\_\_\_  
Vice-President (signature)

\_\_\_\_\_  
Secretary (name)

\_\_\_\_\_  
Secretary (signature)

\_\_\_\_\_  
Treasurer (name)

\_\_\_\_\_  
Treasurer (signature)

\_\_\_\_\_  
DPAC (name)

\_\_\_\_\_  
DPAC (signature)

# Schedule "A"

## ADAMS ROAD ELEMENTARY PARENT ADVISORY COUNCIL

### CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member must:

- Uphold the Constitution and Bylaws as well as the policies and procedures of the PAC,
- Perform his or her duties with honesty and integrity,
- Work to ensure that the well being of students is the primary focus of all decisions,
- Respect the rights of all individuals,
- Take direction from the members, ensuring representation processes are in place,
- Encourage parents and students with individual concerns to act on their own behalf, provide information on the process for taking forward concerns
- Strive to be informed and only pass on information that is reliable,
- Respect all confidential information, and
- Supports public education.

#### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Adams Road Elementary School PAC Executive, have read, understood and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the PAC, should there be any concerns about the performance of my duties.

\_\_\_\_\_  
Name of Executive Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number