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Brooke Parent Advisory Council (BPAC)

Constitution and Bylaws

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CONSTITUTION

SECTION I NAME

The name of the Association shall be the BROOKE 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 II PURPOSES OF THE PAC

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

1. To advise the principal and staff on parents' views on any matter relating to the school - programs, policies, plans, and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.

3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events. Fundraise as desired for fieldtrips, class supplies, and cultural events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To promote a safe environment with respect to the children' s well-being at school and in the neighbourhood.

SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in Delta School District No. 37 having purposes and objectives similar to those of the Council and which meet all requirements of the British Columbia Gaming Commission , as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.

2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of the Delta School District No. 37 in the person of the principal of the school.

SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child or children in Delta School District No. 37.

Parent Advisory Council - any organized group of parents recognized under the British Columbia School Act.

School - any public elementary or secondary educational institution within Delta School District No.37.

District - Delta School District No. 37

SD 37 - Delta School District No. 37

Community Organizations - groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

SECTION V MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Brooke Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Brooke Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.
5. Members of BPAC should declare any potential conflict of interest or bias and refrain from participating in discussions or voting on a particular issue.

Perception of Bias: PACs need to appear to be representing the voice of parents and protecting the integrity of the membership. PAC members who are also school board members or Ministry of Education

employees may be seen as having a bias and not speaking or acting solely on behalf of parents.

SECTION VI MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in April [amended Apr. 2008] of each year.
3. General meetings shall be held not less than five times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. PAC executives should hear individual concerns outside of meeting times.

SECTION VII

A. QUORUM

1. The voting members present, plus one half of the executive members, at any duly called general meeting shall constitute a quorum.

B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
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 officers.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the school district or Ministry of Education shall hold an executive position with signing authority. No person employed at Brooke School may hold any executive position other than member-at-large. [amended Apr. 2008]
2. Call for nominations shall be made at the two meetings before of the Annual General Meeting. *Nominations shall come from PACs.*
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.
5. Voting shall be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. If there is only one candidate, that person shall be appointed by acclamation.

SECTION IX TERM OF OFFICE

1. The term of office shall commence at the start of the next school year and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past President shall hold that office for one year.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President.

2. The Executive Officers may be as follows:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. District Parent Advisory Council Representative (DPAC)
- F. Two or more Members-At-Large
- G. Past President

SECTION XI DUTIES OF OFFICERS

A. The President shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) appoint committees where authorized to do so by the executive or membership
- e) consult PAC members regularly
- f) ensure that the PAC is represented in school and school district activities
- g) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- h) be the official spokesperson for the organization
- i) be a signing officer
- j) submit a report at each PAC meeting if necessary
- k) request from the school administration a copy of the annual financial report and budget
- l) issue and receive correspondence on behalf of the organization
- m) issue newsletters as required

· The meeting agenda is the responsibility of the President; however, it is common practice to discuss the agenda with the principal ahead of time. This is in the interest of a good working relationship, as well as giving the principal the opportunity for input.

· The President could, on occasion, delegate the responsibility of chairing a meeting or other duties, to the Vice-President to gain experience for the President's role.

B. The Vice-President shall:

- a) assume the responsibilities of the President in the President's absence or upon request.
- b) assist the President in the performance of their duties
- c) accept extra duties as required
- d) be a signing officer

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) be a signing officer
- e) safely keep all records of the Council

· If changes are made to the Constitution and Bylaws, they are dated, initialed and a copy submitted to the school board office for safekeeping.

· Financial records should be kept for seven years. Decisions on other documents should be based on their

value or precedent setting nature. Minutes can be a valuable history of the PAC.

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- j) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the Annual General Meeting of the Council

The books remain the responsibility of the treasurer. Members may view them when accompanied by the treasurer or a designated executive member.

E. The DPAC Representative shall:

- a) attend PAC and DPAC meetings
- b) seek and give input on behalf of the PAC to the DPAC
- c) report back to the PAC
- d) submit reports to PAC as required

F. Members at Large (*Directors*) shall:

- a) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- b) submit reports to PAC as required.

G. The Past President shall:

- a) help smooth the transition between Presidents
- b) assist, advise and support the Council
- c) provide information about resources, contacts, and other essential information to the Council
- d) act as a consultant for the President

SECTION XII CODE OF ETHICS

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

- 1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC).
- 2. Performs duties with honesty and integrity.
- 3. Works to ensure that the well being of students is the primary focus of all decisions.
- 4. Respects the rights of all individuals.
- 5. Takes direction from the members, ensuring representation processes are in place.
- 6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
- 7. Works to ensure those issues are resolved through due process.
- 8. Strives to be informed and only passes on information that is reliable.
- 9. Respects all confidential information.
- 10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the _____ 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 electing body, should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone number: _____

Note: This page could be photocopied and used yearly for the new executive to sign.

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
 2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
 3. Committees are responsible to the executive and members.
 4. The PAC executive may appoint members to committees annually.
- A Nominations Committee is a standing committee, as it is required every year.
· A committee set up to investigate air quality in the school is an ad hoc committee that would be dissolved after submitting a final report.)

SECTION XIV FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires. The fiscal year shall be from September 1 until August 31 of the following year.
 2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
 3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
 4. The executive shall name at least four signing officers for banking and legal documents. Two signatures will be required on all of these documents. All cheques must be signed by the President or Treasurer.
 5. A Treasurer's Report shall be presented at each general meeting.
 6. Members at a general meeting may appoint an auditor.
7. All money spent above and beyond a predetermined petty cash amount of \$300.00 will be first presented to, and voted on, by the executive and then approved by a majority at a general meeting.
8. Expenditures up to and including \$300.00 may be approved by the executive alone.

SECTION XV CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XVI REMOVAL OF AN EXECUTIVE MEMBER

1. 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 a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION XVII 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 property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

**Adopted by Brooke PAC at Brooke Elementary - 8718 Delwood Drive,
Delta, British Columbia, on June 12, 2001.**

Amended April 9, 2008

President

Secretary

Last Updated: April 9, 2008