

PUNTLEDGE PARK ELEMENTARY
PARENT ADVISORY COUNCIL
Constitution and Bylaws

Table of Contents

SECTION I NAME

SECTION II PURPOSES

SECTION III DISOLUTION

SECTION IV MEMBERSHIP

SECTION V MEETINGS

SECTION VI VOTING

SECTION VII ELECTION OF EXECUTIVE OFFICERS

SECTION VII- A ELECTION OF SCHOOL PLANNING COUNCIL REPRESENTATIVES

SECTION VII-B ELECTIONS OF DISTRICT PARENT ADVISORY COUNCIL
REPRESENTATIVE

SECTION VIII TERM OF OFFICE

SECTION IX EXECUTIVE OFFICERS

SECTION DUTIES OF THE OFFICERS

SECTION XI COMMITTEES

SECTION FINANCES

SECTION XIII CONSTITUTION & BYLAW AMENDMENTS

SECTION XIV CODE OF CONDUCT

SECTION VX RECALL OF OFFICERS

A copy of these Bylaws shall be submitted to the school board office for safe-keeping purposes only.

CONSTITUTION

SECTION I NAME

The name of the association shall be the:

PUNTLEDGE PARK ELEMENTARY PARENT ADVISORY COUNCIL

(School District No. 71)

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

1. To advise the school principal and staff on the parental views about school programs, policies and activities.
2. To communicate with parents, and promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.

4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III DISSOLUTION

1. Upon winding up of dissolution of the Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to the School District 71 (Comox Valley). This provision 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 School District 71(Comox Valley)
3. Should the Puntledge Park Elementary Parent Advisory Council, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolves or ceases to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by Puntledge Park Elementary Parent Advisory Council to:
 - a. A registered charity or registered charity in British Columbia, as defined in the Income tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution.

OR

- b. Such charitable organization or organizations in British Columbia having similar charitable purpose.

The foregoing resolution shall not be altered or amended and shall continue to be binding on the Puntledge Park Elementary Parent Advisory Council.

The Puntledge Park Elementary Parent Advisory Council will provide its undertaking, by delivery of a copy of the resolution to the Gaming Policy and Enforcements Branch, that it will abide by limits on the application of its assets on dissolution as provided herein.

BYLAWS

SECTION IV MEMBERSHIP

1. All parents and guardians of students registered at Puntledge Park Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Puntledge Park Elementary School may be non-voting members of the group.
3. Members of the school community who are not parents of the students currently in the system may also be non-voting members of the group.
4. If procedural problems should arise, Robert's Rule of Order will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution.

SECTION V MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year and Additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rule of Order will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution.

SECTION VI VOTING

1. No less than five voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simply majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all the matters must be given personally, voting by proxy shall not be permitted
5. Voting shall be done by show of hands with the exception of the election or removal of officers which shall be done by secret ballot.
6. The election of representatives to the School Planning Council must be by secret ballot (School Act., s.8(6))

SECTION VII ELECTION OF THE EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting-members at the Annual General Meeting, except that not employee/elected official of school district 71 or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting in MAY.
3. In the event of a vacancy on the Executive during the year the PAC Executive may appoint a new officer to be ratified at the next regularly scheduled PAC meeting.
4. Elections shall be conducted by the chairperson.

SECTION VII- A ELECTION OF SCHOOL PLANNING COUNCIL REPRESENTATIVES

1. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council (School Act, s.8.1(3)©, 8.1(4) and 8.1(7))

SECTION VII-B ELECTION OF DISTRICT PARENT ADVISORY COUNCIL
REPRESENTATIVE

1. One parent representative shall be elected annually from parent or legal guardians of students enrolled in the school, who are not employees of School District 71 of the Ministry of Education to represent the Puntledge Park Elementary School Parent Advisory Council at the School District 71 District Parent Advisory Council.

SECTION VII TERM OF OFFICE

1. The term of office shall commence in July of each year and shall be for one or two years.
2. Any elected member of the Council may serve on the executive for as many years as he/she if elected to a position but 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 term of office for School Planning council Representatives shall be one year (school Act, s.8.1(6))

SECTION IX EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers.
2. The Executive Officers will be as follows:
 - a. Chairperson
 - b. Treasurer
 - c. Secretary
 - d. DPAC Representative
 - e. Past Chairperson
 - f. School Planning Council Representative

SECTION X DUTIES OF THE OFFICERS

A. CHAIRPERSON

- a. Shall convene and preside at all membership, special, and executive meetings.
- b. Shall ensure that an agenda is prepared and presented
- c. Shall appoint committees where authorized to do so by the executive or membership
- d. Shall be an ex-officio member to all committees except Nominating Committees
- e. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- f. Shall be the official spokesperson for the organization
- g. Shall be the signing officer
- h. Shall issue and receive correspondence on behalf of the organization
- i. Shall submit an annual report

B. TREASURER

- a. Shall be responsible for and report on accounts of the organization
- b. Shall be one of the three signing officers of the executive as per Section XII
- c. Shall prepare a financial report for publication in the school newsletter as per section XII
- d. Shall, with the assistance of the executive, draft a budget and tentative plan for expenditures as per Section XII
- e. Shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f. Shall submit an annual report

C. SECRETARY

- a. Shall record that minutes of membership, special, and executive meetings
- b. Shall distribute minutes to council members
- c. Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy of the amended shall be dated and initialed and a copy submitted to the school board office for safe keeping.
- d. May be a signing officer
- e. Shall safely keep all records of the Council

D. DPAC REPRESENTATIVE

- a. Shall attend DPAC meetings
- b. Shall report back to the PAC
- c. Shall seek input from the PAC

E. PAST CHAIRPERSON

- a. Shall help smooth transition between chairpersons
- b. Shall assist and advise the Council

F. SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVE

- a. Shall be one of three elected SPC representatives
- b. Shall represent and speak on behalf of the PAC at SPC meetings
- c. Shall take direction from the general PAC membership
- d. Shall report back to the PAC at the general meetings

SECTION XI COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary
2. Committees are responsible to the executive and members
3. Members may be appointed annually to committees by the chairperson(after consultation with the executive)