

Lake Trail Middle School Parent Advisory Council

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~C O N S T I T U T I O N ~

SECTION I NAME

The name of the Council is the LAKE TRAIL MIDDLE SCHOOL 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 and promote the involvement of parents in the education of their children, and to encourage and improve the quality of education and the well being of students in Lake Trail Middle 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.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

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 School District No. 71 (Comox Valley) having purposes and objectives similar to those of the Council, 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 School District No. 71 in the person of the Principal of the school.

~B Y L A W S ~

SECTION IV MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Lake Trail Middle School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Lake Trail Middle 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. If a parent has a financial interest, he or she should refrain from voting.

SECTION V MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each year.
3. General meetings shall be held not less than eight 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.
7. Following consultation with the Principal and the members, calendar of regular meetings for the school year shall be set at the first regular meeting of the council in the school year and shall be sent to all parents and to the Secretary-Treasurer of the Board.
8. A special meeting shall be called by the chairperson, in writing, after consultation with the Principal. The written request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting. Notice of a special meeting shall be sent to all parents and the Principal at least 5 days prior to a special meeting, except in the case of urgency as determined by the chairperson.

SECTION VI

A. QUORUM

1. A number of general members equal to the number of executive members present shall constitute a quorum.

B. VOTING

2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the motion is defeated.
4. Members must vote personally either in person or via virtual meeting room (ie: zoom) on all matters; 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.
6. The chairperson may postpone a vote for one meeting to allow additional participation by members.

SECTION VII 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 of Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before of the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive may appoint a new officer (an individual who has been not initiated by a PAC) who shall hold office until the next election.
4. The nominations shall be conducted by a person agreed upon by the parents at the meeting. (i.e.: school principal)
5. More than 2 open positions requires a bi-election.

SECTION VIII TERMS OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than two 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.

SECTION IX EXECUTIVE AND ADDITIONAL OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers.
2. The Executive Officers may be as follows:

- a) Chairperson
- b) Vice-Chairperson(s) or co-chair.
- c) Secretary
- d) Treasurer

3. The Additional Officers may be as follows:

- a) DPAC REP

Note: The duty to act with prudence would require the PAC to fill the positions of Chairperson, Secretary and Treasurer, as a minimum.

SECTION X DUTIES OF OFFICERS

A. The Chairperson 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) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities through regular communications with school administration
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer 4 -The meeting agenda is the responsibility of the Chairperson; however, it is common practice to discuss the agenda with the principal ahead of time. This is in the interests of a good working relationship, as well as giving the principal the opportunity for input.

B. The Vice-Chairperson or Co-Chair shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence of upon request.
- b) assist the Chairperson in the performance of his/her 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) Ensure up to date constitution is available on the school website.
 - d) issue and receive correspondence on behalf of the organization
 - e) may be a signing officer
 - f) safely keep all records of the Council in hard copy or in digital format/electronic file.
- 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 XIII
- 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

E. The DPAC/PAC 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

SECTION XI 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 her/his 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

Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of on the Lake Trail Middle School PAC Executive, have read, understood, and agree 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: Section XI could be photocopied and used yearly for the new executive to sign.

SECTION XII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.
3. The PAC executive may appoint members to committees annually.

SECTION XIII FINANCES

1. The Council shall have a fiscal year end of August 31st.
2. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval in October of each year.
3. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
5. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each general meeting.

-PAC money can only be spent if authorized by a motion passed as a general meeting of the membership. One of the most useful motions is the approval of a budget. A budget gives the executive authority to make those transactions included in the budget, without coming back to the PAC for approval.

SECTION XIV CONSTITUTION AND 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 at least fourteen days before the meeting, with a reminder seven days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution of bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.
5. The constitution and Bylaws should be reviewed every year.

SECTION XV 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 XVI PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence and passwords 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 chairperson when the member, executive member, or committee member ceases to perform the task to which the documents relate.

Adopted by Lake Trail Middle School PAC in Courtenay, British Columbia, on November 8th, 2018. Chairperson Donna Graves Secretary Heather Green