

Mission Statement

Miracle Beach Elementary School is a community of children and adults that values open communication, mutual respect and working together.

We provide all students a solid base of learning, skills and attitudes in preparation for life long learning.

We believe that all children can be successful learners and we encourage them to take pride in their accomplishments.

We provide a safe and caring environment where students' physical and emotional needs are met.

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MIRACLE BEACH ELEMENTARY SCHOOL CONSTITUTION

Section I: Name

1. The name of the organization shall be the **Miracle Beach Elementary School PARENT ADVISORY COUNCIL, (PAC)** as per the School Act-Bill 67- Division 2-Section 8(1)
2. The **PAC** will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.

Section II: Purposes and Objectives

1. The **Miracle Beach PAC** is dedicated to the education and well being of the child.
2. The **PAC's** primary mandate is to promote effective communication and co-operation between the home and school.
3. The **PAC** shall encourage parents to participate in the meaningful educational activities and decision making to strengthen the role of families in education and schooling and to foster meaningful parent participation.
4. To advise the school principal and staff on parental views about school programs and policies and activities.
5. To communicate with parents and to promote co-operation between the home and the school in providing for the education of students.
6. To assist parents in accessing the system and to advocate on behalf of parents and students.
7. To organize **PAC** activities and events.
8. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
9. The objectives of the organization will be to enhance communication between the Parents, the Community and Students and School Staff and Administration.

10. To review, discuss and make recommendations to the school staff and administration on:
 - a) school policy and procedures
 - b) programs and services
 - c) facilities and equipment
 - d) parent community education
 - e) learning resources
11. To promote co-operation between the home and the school in providing for the education of students.
12. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

Section III: Dissolution

Upon winding up or dissolution of the **Miracle Beach Elementary Parent Advisory Council**, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to:

1. Upon winding up or dissolution of the Miracle Beach Elementary Parent Advisory Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be transferred to the newly formed Parent Advisory Group. In the event no new group is formed, then the funds can transfer to Miracle Beach Elementary School to be used strictly to benefit the existing children.
2. This provision shall be unalterable.

Ratified September 27, 2000

Amended November 29, 2000

Miracle Beach Elementary School Bylaws

Section I: Membership

1. All parents and guardians of students registered at **Miracle Beach Elementary School** including parents of children enrolled in the **Homelinks** program shall be voting members of the group.
2. Parents of students who are also staff of the **Miracle Beach Elementary School** shall be voting members of group except in issues where it is seen to be a conflict of interest.
3. Administration and staff (teaching and non-teaching) of **Miracle Beach Elementary School** shall be non-voting members of the group.
4. Members of the school community who are not parents of students currently in the system shall all be non-voting members of the group.

Section II: Meetings

1. There shall be an Annual General Meeting for the purpose of election of officers. The Annual General Meeting shall be held in **February of each year.**
2. Additional General Meetings shall be held at **least once a month during the school year** to conduct current business on the **4th (fourth) Wednesday of each month.**
3. **Executive Meetings shall be held during the 2nd (second) week of each month.**
4. Special Meetings may be called from time to time throughout the year at the discretion of the executive or by a written request to the chairperson by ten PAC members with a minimum of seven days notice to the general membership.
5. All General meetings shall be held at the school.
6. Meetings will be conducted efficiently and with fairness to the members present. Length of meetings shall not exceed 2 (two) hours
7. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

Section III: Voting

1. The voting members present at any duly called general meeting shall constitute a quorum **provided there are more non-executive than executive members present.**
2. **Except in monetary questions, a motion shall be decided upon by a simple majority vote. A 2/3 (two-thirds) majority shall decide monetary questions.**
3. In the case of a tie vote, the motion will be lost.
4. **Voting of members on all matters must be given personally; voting by proxy shall not be permitted.**
5. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.
6. **A vote may not be held if there are more Executive members present than non-executive at a General Meeting.**

Section IV: Election of Executive Officers

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting in October.
3. In the event of a vacancy on the executive during the year the PAC shall elect the new officer who shall hold office until the next election.
4. The Nominating Committee chairperson shall conduct elections.
5. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
6. Elections shall be by secret ballot.
7. A vote shall be taken to destroy the ballots.

Section V: Term of Office

1. The term of office shall be one year commencing March 1st to the following February 28/29.
2. Any elected member of Council may serve on the executive for as many years as he/she is elected to a position but 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 except that the DPAC position may be a joint position.
4. The Past-Chairperson shall remain on the executive to assist with the smooth transition of officers. The period of time should not exceed 2 months.

Section VI: Executive Officers

1. A board of elected officers shall manage the affairs of the Council.
2. The Executive Officers will be as follows:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. Gaming Co-ordinator
 - F. District Parent Advisory Council Representative (DPAC)
3. The officers may establish committees, appoint members to serve on committees, delegate tasks to those committees and conduct business between PAC meetings at executive meetings. All such business must be brought forward to the next general meeting.

Section VII: 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 the Nominating committee.
- e) Shall take such actions or ensure that such actions are taken by others so as to achieve the objectives and purpose of the organization.
- f) Shall be the official spokesperson for the organization.
- g) May be a signing officer.
- h) Shall submit an annual report.

B. VICE- CHAIRPERSON

- a) Shall assume the responsibilities of the chairperson in the chairperson's absence.
- b) Shall accept extra duties as required.
- c) May be a signing officer.
- d) Shall submit an annual report.

C. SECRETARY

- a) Shall record, prepare and distribute the minutes of the membership, special and executive meetings.
- b) 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 amended copy shall be dated and initialled and submitted to the school board office for safekeeping.
- c) Shall issue and receive correspondence on behalf of the organization.
- d) May be a signing officer.
- e) Shall safely keep all records of the Council. Records shall be kept at the School and shall be accessible to all PAC members.
- g) Shall submit an annual report.

D. TREASURER

- a) Shall be responsible for and report on the accounts of the organization.
- b) Shall be one of the three signing officers of the executive as per Section IX of these bylaws.
- c) Shall prepare a financial report for presentation at General Meetings and for publication in the school newsletter.
- d) Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures for presentation and approval at a General Meeting prior to the end of

June. The Treasurer shall present this budget again in September for the benefit of those parents new to the school.

- 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.

E. GAMING CO-ORDINATOR

- a) Shall be a signing authority for the gaming account as per the requirements of the BC Gaming Commission.
- b) Shall act as the liaison between the Bingo Association, the BC Gaming Commission and the PAC.
- c) Shall oversee the preparation of the financial reports and gaming license renewals as required by the BC Gaming Commission.
- d) Shall organize the volunteers to attend the Gaming events and in the event of a cancellation shall ensure that a representative attends.
- e) Shall ensure that all regulations and guidelines of the BC Gaming Commission are met.
- f) Shall submit an annual report.

F. DPAC REPRESENTATIVE

- a) Shall attend DPAC meetings or if unable to will send an alternate.
- b) Shall report back to the PAC.
- c) Shall seek input from the PAC.
- d) Shall submit an annual report.

Section VIII: Committees

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually in October.
3. Committees shall have a spokesperson who will report to the executive and make their reports available at General Meetings.
4. Members may be appointed annually to committees by the chairperson (after consultation with the executive).
5. Committees shall submit an annual report.

Section IX: Finances

1. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
2. The executive shall name at least three signing officers, one of whom will be the treasurer for banking and legal documents. Two signatures will be required for these documents.
3. The executive may make Petty Cash purchases up to and including \$100.00, but if the amount exceeds \$50.00 it will be reported at the next general meeting. All

expenditures above \$100.00 must be approved in advance by a majority vote at a general meeting.

4. A Treasurer's Report to all members shall be published in the PAC school newsletter prior to the end of each school term.
5. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

Section X: Constitution & Bylaw Amendments

Amendments to the Constitution and By-laws of the **Miracle Beach Elementary School Parent Advisory Council** may be made at any General Meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3)-majority vote of those present and voting at the meeting will be required to amend the Constitution and Bylaws.

Section XI: Code of Conduct

1. The **Miracle Beach Elementary School Parent Advisory Council** is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a **PAC Executive Member**:
 - a) Upholds the constitution and bylaws, policies and procedures of the **PAC**.
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well being of the students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the members, ensuring that representation processes are in place.
 - f) 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.
 - g) Works to ensure that issues are resolved through due process respecting confidentiality.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.

Ratified November 29, 2000