

SHUSWAP MIDDLE SCHOOL /
ÉCOLE INTERMÉDIAIRE SHUSWAP

PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

CONSTITUTION

SECTION I: NAME

The name of the Association shall be the Shuswap Middle School Parent Advisory Council, North Okanagan School District No. 83.

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 Principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents and to promote co-operation between home and school in providing education to the children attending Shuswap Middle School.
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. The Shuswap Middle School Parent Advisory Council shall be dissolved in the event that there are less than 2 active members excluding the Principal.
2. In the event 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 District Parent Advisory Council, North Okanagan Shuswap District No. 83. This provision shall be unalterable.
3. In the event of dissolution of the council, all records of the organization shall be placed under the jurisdiction of the North Okanagan Shuswap School District No. 83 in the person of the Principal of the Shuswap Middle School.

BYLAWS

SECTION IV: MEMBERSHIP

1. All parents and guardians of students registered at Shuswap Middle School may be a voting member of the group.
2. Administration and staff (teaching and non-teaching) of Shuswap Middle School may be non-voting members of the group.
3. Never shall the Council have more non-voting members than voting members.
4. Each member may attend all meetings.

SECTION V: MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year and an additional 6 monthly general meetings shall be held 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 members request.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the Constitution.

SECTION VI: VOTING

1. The quorum at any duly called meeting, shall consist of six (6) voting members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In case of a tie vote, the motion will be lost.
4. Voting of all members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands except for the election of officers that shall be done by secret ballot if there is more than one candidate running per office, or upon a member's request.
6. The President has the right to table a vote when necessary to allow more input from members.
7. Any vote shall be done duly recorded in the minutes of the meetings.
8. The Election of representatives to the School Planning Council must be by secret ballot.
[School Act, S. 8(6)]
9. The Election of the DPAC Rep must be done by secret ballot, [School Act s. 8.4(3)]

SECTION VII: EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting-members at the Annual General Meeting, except that no employee or elected official of the School District or Ministry of Education shall hold an executive position with the exception of employees in the sole role of noon hour supervision.
2. Call for nominations shall be made before the Parent Advisory Council September Annual General Meeting.
3. A President, Vice-president, Secretary, Treasurer, Parent Representative, District Parent Advisory Council Representative and School Planning Council Representative, shall be elected from the members.
4. Each officer shall be elected by majority vote at the Parent Advisory Council September Annual General Meeting and hold office from September of that year until the following month of August.
5. If an officer resigns or otherwise ceases to hold office, a replacement may be elected at a meeting of the members.
6. If an officer fails to attend meetings on a regular basis, the officer may be removed by a simple majority vote of members.
7. The term of office shall be one year with a maximum of three terms consecutively in the same office.
8. The officers and Administration Officer may conduct the business of the Parent Advisory Council between regular meetings of the Parent Advisory Council.
9. The Vice-president, in the absence of the President, shall chair all meetings and shall perform those duties assigned by the President.
10. 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(13)(c), 8.1(4), and 8.1(7)]
11. The term of office for School Planning Council Representatives shall be one year. [School Act, s. 8.1(6)]

SECTION VIII: DUTIES OF EXECUTIVE OFFICERS

A. President

1. As required, act as a liaison between parents and school staff.
2. Prepare an agenda jointly with the executive and Administrative Officer for the monthly Parent Advisory Council meetings.
3. Shall give proofed minutes to the school secretary for distribution.
4. Chair all Executive and General meetings.
5. As required, represent the Parent Advisory Council at meetings with the Principal, School Board or other organizations, and consult with the Principal as requested.
6. Receive all incoming correspondence and prepare and send out correspondence and newsletters as required.
7. Shall be a signing officer.

B. Vice-president

1. Assume the responsibilities of the President in the President's absence or upon request
2. Assist President as required.
3. Liaison with committees, giving direction.
4. Attend monthly executive and general meetings.
5. Shall be a signing officer.

C. Treasurer

1. Responsible for the bank account, incoming and outgoing funds.
2. Shall be a signing officer.
3. Shall with the assistance of the executive, draft a budget and a tentative plan of expenditures.
4. Issue cheques as required.
5. Manage the money of fundraising events to ensure it goes to the proper parties, i.e. classes, bank account.
6. Give the Treasurer's report at the monthly general meetings.
7. Attend monthly executive and general meetings.
8. Shall submit an annual report.

D. Secretary

1. Responsible for taking minutes at the general meetings, typing and giving them to the President and Principal for proof reading before the next Executive meeting.
2. Attend monthly executive and general meetings.
3. Assist with incoming and outgoing correspondence as required.
4. Assist with the updating of the bulletin board.
5. Send out thank-you cards.
6. Shall be a signing officer.

E. District PAC Representative

1. Attend the DPAC meetings.
2. Give a report on any useful information from the DPAC.
3. Take feedback or concerns from the PAC to the DPAC meetings.
4. Collect the BCCPAC mailings and report when applicable.

F. Parent Representative

1. Attend the executive and general meetings.
2. Provide input as required.
3. Participate in and support the activities of the executive.

G. School Planning Council (SPC) Representative

1. Be one of three elected SPC representatives
2. Take direction from the general PAC membership.
3. Report back to the PAC at general meetings.

SECTION IX: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. The officers and Principal may request members to serve on committees and delegate tasks to those committees.
3. Committees are responsible to the executive and members.

SECTION X: FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of March of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of who will be the Treasurer, for banking and legal documents.
4. All money spent above and beyond a predetermined petty cash amount of *fifty* dollars (\$50.00) will be first presented to and voted by the executive, and then approved by a majority at a general meeting.
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 XI: CONSTITUTION AND BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Shuswap Middle 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 include notice of the specific amendments proposed.
3. A two-thirds ($\frac{2}{3}$) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XII: CODE OF CONDUCT

1. The Shuswap Middle 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 person 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 his/her duties with honesty and integrity
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes the direction from the members, ensuring the representation processes are in place.
 - f) Encourages and supports parents with individual concerns to act on their own behalf and provides information in the process for taking forward their concerns.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.

Motion to adopt:

Date: Feb 23/09

Signatures of signing Officers:

Chairperson: Terry Ann

Phone Number: 933-0935

Vice Chairperson: Jane Edwards

Phone Number: 250 832 8760

Secretary: _____

Phone Number: _____

Treasurer: Jeri Kovacs

Phone Number: 250 803 4352