

CONSTITUTION & BYLAWS

2022

SECTION I NAME

The name of the Association shall be the CHARLIE LAKE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (SD#60)

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

1. The purpose of the Council is to support, encourage and improve the quality of education and wellbeing of the students in Charlie Lake Elementary School.
2. To advise the principal and staff on parents' views on any matter relating to the school-programs, policies, plans and activities.
3. To communicate with the parents and to promote cooperation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. Provide parent education and professional development.

BYLAWS

SECTION III MEMBERSHIP IN THE PAC

1. All parents and guardians of students registered at Charlie Lake Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching), excluding those who are parents or guardians, of Charlie Lake 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.

SECTION IV MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present according to "Robert's Rules of Order" as stated in the BCCPAC manual.
2. There will be an Annual General Meeting (AGM) for the purpose of the election of officers held the last Monday of May.
3. General meetings shall be held not less than eight times per year, one of those being the AGM.
4. General Meetings can be held in person or via an online platform.
5. Executive meetings may be held anytime or place as deemed necessary. The purpose of the executive meetings is to carry on business between general meetings. Executive meetings will be

conducted through email, zoom or in person between general meetings. However general conversation or needs for an event (ie: Do we have a float for the canteen? Can someone please pick up more pancake mix?) can be achieved through Facebook messenger.

6. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.

7. A Council meeting shall not be a forum for the discussion of the individual school personnel, students, parents, or other individual members of the school community.

SECTION V

A. QUORUM

A quorum should be set to enable the meeting to carry on business with a representative number of the membership, without permitting too few to make all the decisions. The voting members present at any duly called general meeting shall constitute a quorum.

The group shall move forward with the quorum vote within 48 hours after each member has been notified of the change to be made.

B. VOTING

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

2. In 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, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

5. Votes can be held between meetings, if necessary (i.e.: safety issue) through Email. These votes can be decided by executive members through a majority vote.

6. The Chair position does not hold a vote unless it is in the event of a tie.

SECTION VI 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.

2. Call for nominations shall be made at the meetings before the AGM.

3. In the event of a vacancy on the executive during the year the Council shall appoint a new officer who shall hold office until the next election.

4. The Chairperson shall conduct election.

SECTION VII TERM OF OFFICE

1. The term of office shall commence immediately following the election at the AGM and shall be for one or two years.

2. No person may hold any one position for more than four consecutive years.

3. No person may hold more than one elected executive at any one time.

SECTION VIII EXECUTIVE OFFICERS

1. A board of elected officers shall manage the affairs of the Council.

2. The Executive officers may be as follows:

- Chairperson
- Vice-Chairperson
- Treasurer
- Fundraising Coordinator
- Secretary
- District PAC Representative
- Food Coordinator

SECTION IX DUTIES OF OFFICERS

1. THE CHAIRPERSON SHALL:

Convene and preside at the membership, special and executive meetings. Ensure that an agenda is prepared and presented. Know the Constitution and bylaws and meeting rules. Know where to find resources to assist members. Appoint committees where authorized to do so by the executive or membership. Consult PAC members regularly. Ensure that the PAC is represented in school and school district activities. Be an official spokesperson for the organization. Be a signing officer. Submit an annual report, as well as a report (PAC accomplishments) at each meeting outlining contacts made, concerns identified and upcoming agenda items. On occasion delegate the responsibility of chairing a meeting or other duties, to the Vice Chairperson to gain experience for the Chairperson's role.

2. THE VICE-CHAIRPERSON:

Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request. Assist the Chairperson in the performance of his/her duties. Accept extra duties as required. Be a signing officer.

3. THE TREASURER SHALL:

Be one of the signing officers of the executive. Receive all the funds authorized by the executive or members. Maintain an accurate record of all expenditures at the general meetings. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC. Make books ready for inspection or audit annually. With the assistance of the executive, draft a budget and tentative plan of expenditures as per section XI. Ensure that another signing has access to the books in the event of his/her absence. Submit an annual financial report and statement at the AGM. The books remain the responsibility of the treasurer. Financial records shall be kept for 7 years.

4. THE FUNDRAISING COORDINATOR SHALL:

Oversee and help coordinate any fundraising done by the PAC. Help get volunteers for events. Be a liaison between volunteering committees and PAC. Delegate and organize fundraising events. Report funds from fundraisers at monthly PAC meetings. Submit an annual report.

5. THE SECRETARY SHALL:

Ensure that members are notified of meetings. Record the minutes of general, special and executive meetings. Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for members upon request. Issue and receive correspondence on behalf of the organization. May be a signing officer. Safely keep all records of the Council. If changes are made to the Constitution and Bylaws, they are dated and initialed and a copy

should be submitted to the school board office for safekeeping. Decisions on other documents should be based on the value or precedent setting nature. Updates information on the PAC Bulletin Board and Facebook Page.

6. THE DISTRICT PAC REPRESENTATIVE SHALL:

Attend the PAC and DPAC meetings. Seek and give input on behalf of the PAC or DPAC. Report back to the PAC. Submit an annual report to the PAC.

7. THE FOOD Coordinator SHALL:

The foods coordinator is responsible for any food's activity in the school. This includes lunch time kitchen help, hot lunch programs, and other foods activity as deemed necessary.

The foods coordinator will make a schedule and distribute it to all members involved. This schedule will include an adult with food safe to be in the kitchen at lunch every day, and hot lunch dates.

The foods coordinator will organize the monthly hot lunch program. He/She will gather the information associated with each order using the hotlunches.net program.

Submits an annual report at the AGM.

CONSIDERATIONS

Annual reports are important because they:

1. Provide an opportunity to review personal as well as organizational goals.
2. Provide a record of accomplishment and actions taken.
3. Outline job descriptions for those considering running for an executive position.
4. Thank you's: will be decided and voted on at general PAC meetings. Depending on the event or gift, there are a variety of ways to show appreciation: social media, cards, letters, newspaper ads, banners, signs, etc. They are important for maintaining/gaining support from the community.

SECTION X CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs her/his duties with honesty and integrity.
3. Works to ensure that the wellbeing 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.

SECTION XI FRAUD POLICY

1. The person or people involved in the suspicion of fraud will be immediately removed from the tasks at hand.
2. The person or people involved will be temporarily suspended from the organization immediately and their duties in their executive position.
3. The books for the Charlie Lake PAC will undergo an audit.
4. In a significant case, RCMP involvement if needed.
5. Two signatures required on any money being counted. Two people to count and verify all funds involved in an event.

STATEMENT OF UNDERSTANDING:

I, the undersigned, in accepting this position of _____ on the Charlie Lake Elementary School PAC Executive, have read, understood and agreed to abide by the Code of Ethics set out in this document. I agree to respect the privacy of the students, staff or any person participating at Charlie Lake Elementary. 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 _____

SECTION XI 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.
2. The treasurer will present the budget, for approval at the annual general meeting, all expenditures above and beyond the budget.
3. The executive members reserve the right to make budget adjustments within the current budget, as long as it does not exceed the budget in place, which will be announced at the next general PAC meeting.
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 (there can be more than three) 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.
 7. All financial records shall be kept for 7 years.
 8. Members at a general meeting may appoint an auditor.
 9. To avoid liability issues all PAC money should be counted and verified by two people.
 10. All requests for money need to be in written format and reimbursements, then voted on. Any costs less than \$150.00 need to be approved by the chair and one other executive member.

Any costs greater than \$150.00 need to be approved by all PAC executive members. Any major project will be approved by all PAC members at a general PAC meeting.

SECTION XIII 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/her term in 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 XIV PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with this 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 papers relate. Constitution and bylaws to be reviewed and amended every 3 years.

SECTION XIV PANDEMIC CLAUSE

1. AGM can be moved to September.
2. Zoom meeting to be available only during a pandemic.
3. Work under School District 60's pandemic clause.

ADOPTED BY CHARLIE LAKE ELEMENTARY SCHOOL PAC AT FORT ST JOHN, BRITISH COLUMBIA.

Dated: _____

Chairperson: _____

Secretary: _____