

Constitution

SECTION I – NAME

The name of this Council is Prospect Lake Elementary School Parents' Advisory Council.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, Gender, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school;
2. To encourage parent involvement in the school, and to support programs that promote parent involvement;
3. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council;
4. To participate in the work of the school planning council through the Council's elected representatives;
5. To promote the interests of public education and, in particular, the interests of Prospect Lake Elementary School;
6. To provide leadership in the school community;
7. To foster a good relationship between Prospect Lake Elementary School and, schools of the South Zone and the community at large;
8. To contribute to a sense of community within the school and between the school, home, and neighbourhood;
9. To provide parent education and professional development, and a forum for discussion of educational issues;
10. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns;
11. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
12. To organize and support activities for students and parents;
13. To provide financial support for the goals of the Council, as determined by the membership; and
14. To advise and participate in the activities of COPACS and the BC Confederation of Parent Advisory Councils.

Section III -- INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws.

“COPACS” means the Confederation of Parent Advisory Councils of Saanich and is the DPAC in School District No. 63 (Saanich).

“district” means School District No. 63 (Saanich).

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the *School Act* and operating as a district parent advisory council in School District No. 63 (Saanich).

“PAC” or “parent advisory council” means the parents organized according to the *School Act* and operating as a parent advisory council in Prospect Lake Elementary School.

“parent” is as defined in the *School Act* and means

- (a) the guardian of the person of the student or child,
 - (b) the person legally entitled to custody of the student or child, or
 - (c) the person who usually has the care and control of the student or child,
- and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 63 (Saanich).
- “**school**” means any public elementary or secondary educational institution as defined in the *School Act* operating within School District No. 63 (Saanich).
- “**SPC**” means the school planning council created for Prospect Lake Elementary School according to the *School Act*.

BYLAWS

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Prospect Lake Elementary School are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Prospect Lake Elementary School may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section II –MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

Section IV -- EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the president, vice-president, secretary, treasurer, COPACS Representative, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 63 (Saanich) or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.

Term of office

6. The executive will hold office for a term of one year beginning July 1st to June 30th.
7. No person may hold the same executive position for more than two years.

Vacancy

8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

9. 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 an eligible member to complete the term.
10. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council representatives

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

District Parent Advisory Council (COPACS) representative

2. One representative to COPACS may be elected annually from among the voting members who are not employees or elected officials of School District No. 63 (Saanich) or the Ministry of Education.

Election of SPC and COPACS representatives

3. The election of representatives to the SPC and COPACS must be by secret ballot.

Term of office

4. SPC and COPACS representatives will hold office for a term of one year.

Vacancy

5. If an SPC or COPACS representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 63 (Saanich) or the Ministry of Education to represent the Council on an external committee or to an external organization.

7. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information or as required by law.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President will

- a. speak on behalf of the Council;
- b. consult with Council members;
- c. preside at membership and executive meetings;
- d. ensure that an agenda is prepared;
- e. appoint committees where authorized by the membership or executive;
- f. ensure that the Council is represented in school and district activities;
- g. ensure that Council activities are aimed at achieving the purposes set out in the constitution;
- h. be a signing officer; and
- i. submit an annual report.

B. The Vice-President will

- a. support the president;
- b. assume the duties of the president in the president's absence or upon request;
- c. assist the president in the performance of his or her duties;
- d. accept extra duties as required;
- e. be a signing officer; and
- f. submit an annual report.

C. The Secretary will

- a. ensure that members are notified of meetings;
- b. record and file minutes of all meetings;
- c. post minutes on the parents' bulletin board two weeks after each general meeting, and give one copy each to the president and principal of Prospect Lake Elementary School;
- d. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- e. prepare and maintain other documentation as requested by the membership or executive;
- f. issue and receive correspondence on behalf of the Council;
- g. ensure safekeeping of all records of the Council;
- h. may be a signing officer; and
- i. submit an annual report.

C. Communication and Correspondence Secretary

- a. Responding to all committee correspondence
- b. filing all committee correspondence received and copies of replies sent
- c. keeping a record of any of the organization's publications (e.g. leaflets or newsletters) and reporting the activities of the organization and future programs to members, the press and the public (unless there is an Information or Publicity Officer).
- d. Preparing a report of the organization's activities for the year, for the Annual General Meeting.

D. The Treasurer will

- a. be one of the signing officers;
- b. ensure all funds of the Council are properly accounted for;
- c. disburse funds as authorized by the membership or executive;
- d. ensure that proper financial records and books of account are maintained;
- e. report on all receipts and disbursements at general and executive meetings;
- f. make financial records and books of account available to members upon request;
- g. have the financial records and books of account ready for inspection or audit annually;
- h. with the assistance of the executive, draft an annual budget;
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- j. submit an annual financial statement at the annual general meeting.

E. The COPACS Representative will

- a. attend all meetings of COPACS and represent, speak, and vote on behalf of the Council;
- b. maintain current registration of the Council;
- c. report regularly to the membership and executive on all matters relating to COPACS;
- d. seek and give input to the COPACS on behalf of the Council;
- e. receive, circulate, and post COPACS newsletters, brochures, and announcements;
- f. receive and act on all other communications from COPACS;
- g. liaise with other parents and COPACS representatives; and

h. submit an annual report.

F. Members-at-Large will

a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

b. submit an annual report

G. The School Planning Council (SPC) representatives will

a. attend all meetings of the school planning council (SPC);

b. represent, speak, and vote on behalf of the Council at SPC meetings;

c. request and take direction from the membership and executive;

d. be strong advocates for meaningful parent involvement in the school and school planning;

e. provide a written report to all general and executive meetings;

f. attend general and executive meetings as directed by the membership or executive; and

g. submit an annual report.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.

3. Committees will report to the membership and executive as required.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1 to June 30.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the *Bank Act*.

Signing authority

4. The executive will name at least two signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Spending Authority

6. The executive may, at their discretion, spend a total of \$200.00 per month on non-budgeted expenditures without a vote at a general meeting;

Significant non-budgeted expenditures

7. The executive will present all proposed expenditures beyond the current budget and in excess of \$200.00 for approval at the next general meeting.

Treasurer's report

8. A treasurer's report will be presented at each general meeting.

Section XI FUNDRAISING

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed if it is known at the time of the fundraising activity. Otherwise, funds will be put into general revenue to cover budgeted items approved by PAC for the current school year.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
5. No member or their family shall benefit financially from fundraising at the school.

Section XII – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XIII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.