

Lavington Elementary School Parent Advisory Council

CONSTITUTION AND BYLAWS

FINAL DRAFT

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CONSTITUTION

SECTION I – NAME

The name of this council is Lavington Elementary School Parent Advisory Council (the “Council”).

The Council will operate as a non-profit organization.

The business of the Council will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

All members shall be treated with fairness and respect.

SECTION II – PURPOSE OF THE COUNCIL

The purpose of the Council will be to support, encourage, and improve the education and well-being of students, encourage parent involvement in the school, and promote cooperation between the school, homes, and the community.

SECTION III – INTERPRETATION OF TERMS

“**district**” means School District No. 22

“**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. 22

“**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 a parent of a child or children enrolled in School District No. 22.

“school” means Lavington Elementary School

"student" means a person enrolled in an educational program provided by Lavington Elementary School

BYLAWS

SECTION I – MEMBERSHIP

Voting members

1. All parents of students registered in Lavington Elementary School are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Lavington 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, decided at a general meeting by a simple majority of the votes cast (50% plus 1).
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 held not less than four times during the school year. One of those meetings will be the annual general meeting. The annual general meeting will be held within 90 days of the school year end.
2. The members may meet by tele/video conference, as necessary.

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 14 days' notice of general meetings. Notice will be given via social media, email and posted on the school bulletin board.

SECTION III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five voting members.

Voting

2. 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).
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
 - a. Voting by proxy will not be permitted.
4. 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. Voting during tele/videoconferencing meetings may occur via electronic means.
5. A vote will be taken to destroy the ballots after ballots are used.

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, immediate past president, and such other members of the Council as the voting membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive. If a member of the executive is an employee or elected official of School District No. 22 or the Ministry of Education he or she must provide full disclosure, or remove him or herself from voting before voting occurs on matters where a conflict of interest exists or may be perceived.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by a director.

Term of office

6. The executive will hold office for a term of one year beginning at the start of the following school year.
7. No person may hold the same executive position for more than three consecutive years unless no one steps forward to fill a vacant position and the member currently in the position is willing to allow his or her name to stand for a fourth year or more.

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. Members must call a special meeting for this purpose by presenting a request signed by at least 15 members to the president, who shall call the meeting with fifteen (15) days of receipt of the request.
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, or by request of a majority of executive members.

Quorum

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

Notice

3. Executive will be given 14 days' notice of meetings. Notice will be given via email.

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. Executive members must vote in person (preferred), or by email/video/teleconference when absolutely necessary. Voting by proxy will not be permitted.
6. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

SECTION VI – DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

1. A representative to the School District 22 District Parent Advisory Council (DPAC) may be elected annually from among the voting members. An alternative representative may also be elected.
2. If the election is contested, voting for the DPAC representative position must be by secret ballot.
3. The DPAC representative(s) will hold office for a term of one year unless no one steps forward to fill a vacant position and the member currently in the position is willing to allow his or her name to stand for an additional year or more.
4. If a DPAC representative resigns or ceases to hold office for any reason, before the end of their term, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term.
5. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization.

SECTION VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must sign and 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 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.

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

The President will:

- speak on behalf of the Council
- consult with Council members
- preside at membership and executive meetings
- ensure that an agenda is prepared and circulated
- ensure that members are notified of meetings
- appoint committees where authorized by the membership or executive
- ensure that the Council is represented in school and district activities
- ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- liaise with staff and administrators

- be a signing officer
- submit an annual report
- circulate the constitution and bylaws and ensure that required members review and sign the Code of Ethics after the election of executive and representatives

The Vice-President will:

- support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of his or her duties
- accept extra duties as required
- be a signing officer if required

The Secretary will:

- record, circulate and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- ensure safekeeping of all records of the Council
- be a signing officer if required

The Treasurer will:

- be a signing officer
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- provide a summary report of receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting
- file necessary reports to funding agencies as required

The DPAC Representative will:

- attend meetings of DPAC and represent, speak, and vote on behalf of the Council

- maintain current registration of the Council on DPAC
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other DPAC representatives

The Directors will:

- serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires (minimum of 2 Directors, maximum of 5)
- conduct the election of officers at the AGM
- be a signing officer if required

The immediate Past President will:

- advise and support the membership and executive
- provide information about resources, contacts, and other matters

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 September 1 to August 31.

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 three signing officers for banking and legal documents. Two signatures will be required on all such documents. A document will not be signed by a signing officer benefiting from the transaction.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval within 45 days of the start of the school year.

Non-budgeted expenditures

6. The executive will present all non-budgeted expenditures over \$100 for approval at the next general meeting.

Treasurer's report

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

Auditor

8. Members at a general meeting may appoint an auditor.

SECTION XI – 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, as broadly as possible, not less than 14 days before the meeting. Notice posted on the PAC Website, or school bulletin board, or social media, and via email 14 days in advance is sufficient notice.

SECTION XII – 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.

SECTION XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.22 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Lavington Elementary School.

Adopted by the Lavington Elementary School Parent Advisory Council at Coldstream, British Columbia, on _____ (Date).

Signatures of president and one other executive member:

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative:

- upholds the constitution and bylaws, policies, and procedures of the electing body
- performs his or her duties with honesty and integrity and in the interests of the Council
- works to ensure that the well-being of students is the primary focus of all decisions
- respects the rights of all individuals
- takes direction from the membership and executive
- encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- works to ensure that issues are resolved through due process
- strives to be informed and only passes on information that is reliable
- respects all confidential information
- supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Lavington Elementary School Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of executive member, committee member, or representative

Signature _____

Date _____ Phone number _____

This page can be reproduced and used annually for all executive members and representatives.