

CONSTITUTION AND BY-LAWS

OF THE

PARENT ADVISORY COUNCIL

AT

MITCHELL ELEMENTARY SCHOOL

RICHMOND, BRITISH COLUMBIA

Constitution and By-Laws

CONSTITUTION AND BY-LAWS

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CONSTITUTION

SECTION 1 NAME OF ORGANIZATION

The name of the organization shall be the MITCHELL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC), as per the School Act-Bill 67-Division 2-Section 8(1)

Section 2 MISSION STATEMENT

The MITCHELL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) is dedicated to the education and the well-being of the child. The PAC's primary mandate is to promote effective communication between the home and MITCHELL ELEMENTARY SCHOOL. The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

SECTION 3 OBJECTIVES

The objectives of the organization will be:

1. To enhance communication between:
 - *Parents
 - *Community
 - *Students
 - *School Staff
 - *Administration
2. To review, discuss, and make recommendations to the school staff and administration on:
 - a. School policy and procedures
 - b. Facilities and equipment
 - c. Programs and services
 - d. Parent/community education and
 - e. Learning resources
3. To promote co-operation between the home and the school in providing for the education of children.
4. To contribute to the effectiveness of the school by promoting the involvement of the parents and other community members.

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5. To organize and carry out fundraising activities, with all profits used solely to promote the objectives of the organization.
6. To assist in fundraising or provide funding, on an ad-hoc basis, for specific projects at Mitchell Elementary School.

Section 4 MEMBERSHIP

1. All parents and guardians of students registered at Mitchell Elementary School shall be voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of MITCHELL ELEMENTARY SCHOOL shall be non-voting members of the PAC.
3. Members of the MITCHELL ELEMENTARY SCHOOL community who are not parents/guardians of students currently in the system shall also be non-voting members of the PAC.

Section 5 EXECUTIVE

1. Executive Positions:

The PAC shall elect a slate of officers from the voting members for each school year. The number and positions of the executive shall be as follows:

(a) CHAIRPERSON

- Shall convene and preside at all membership, special and executive meetings.
- Shall, in consultation with the MITCHELL ELEMENTARY SCHOOL staff and administration, ensure that an agenda is prepared and presented for all meetings.
- Shall appoint committees where authorized to do so by the executive and/or membership.
- Shall take such legal actions, or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- Shall be the official spokesperson for the organization
- Shall be one of the three signing officers of the executive, as per section 14.

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(b) PAST CHAIRPERSON

- Shall help make a smooth transition between Chairpersons.
- Shall act as a consultant for the Chairperson.
- Shall chair the nominating committee.

(c) VICE CHAIRPERSON

- Shall assume the responsibilities of the Chairperson in the Chairperson's absence.
- Shall accept extra duties as required by the Chairperson.
- Shall be one of the three signing officers of the Executive, as per Section XIV.

(d) SECRETARY

- Shall record the minutes of membership, special and Executive meetings and present them for approval and dissemination.
- Shall issue and receive correspondence on behalf of the organization.
- Shall maintain and store copies of files, documents and contacts in an electronic format.

(e) TREASURER

- Shall maintain a transparent account of the PAC's finances.
- Shall be responsible for and report on the accounts of the organization.
- Shall be one of the three signing officers of the executive, as per section 14.
- Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures, as per Section 14.

(f) FUND RAISING CHAIRPERSON

- Shall develop fund raising projects and present them to the Executive for approval.
- Shall organize and carry out those fund raising projects approved by the Executive.

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(g) MEMBERS-AT-LARGE

- Shall be a minimum of eight (8)
- One member shall serve as the RDPA Representative
- Shall assume responsibilities and duties as directed by the Chairperson (after consultation with the Executive)

(h) RICHMOND DISTRICT PARENTS' ASSOCIATION (RDPA) REPRESENTATIVE

- Shall attend RDPA meetings on behalf of the PAC.
- Shall provide input to the RDPA from the PAC
- Shall report back to the PAC on those issues that affect the PAC.

2. Executive Meetings:

- (a) Executive meeting dates/times will be set by the Executive.
- (b) Any member may attend an Executive meeting, but only Executive members are eligible to vote.
- (c) Extraordinary Executive meetings may be called by the Chairperson on behalf of the Executive. Notice of an Extraordinary Meeting must be given to all Executive Members and must contain the reason for the meeting. A simple majority of those Executive present will be required to pass any new business arising at an Extraordinary Meeting.

3. Vacancy in an Executive Position:

If any officer resigns during a term of office or if any office is not filled at the time of elections, the Mitchell Elementary School PAC may appoint a voting member of the PAC to fill the vacancy until the next election.

SECTION 6 COMMITTEES

1. Standing and ad-hoc committees shall be established by the Executive to carry out specific projects.
2. Committees are responsible to, and report to, the Executive.
3. The Executive will establish the specific guidelines to be used by each committee.

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4. Committee Chairperson and members will be appointed annually by the Executive.

SECTION 7 ELECTIONS

1. Length of Term:

The length of term of all Executive positions shall be one year.

2. Term Dates:

Except for Members-at-Large, the term of office shall be from July 1st each year until June 30th the next year.

Members-at-Large term of office shall be from September 1st each year until August 31st the next year (thus providing continuity from one school year to the next).

3. Members whose term has expired may be re-elected to any Executive position.
4. Members-at-Large elected to an Executive position will be considered as having reassigned as Member-at-Large.

SECTION 8 ELECTION PROCEDURES

1. Election of the executive will take place as follows:

- (a) All except Members-at-Large:

At the Annual General Meeting held in May/June before the end of each school year.

- (b) Members-at-Large:

At the first General Meeting held in September/October of each new school year.

SECTION 9 NOMINATIONS

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1. A Notice of Nominations will be distributed to all members at least seven (7) days prior to the meeting at which Nominations will be held.
2. For Executive positions (except Members-at Large): A "Nominations Committee" chaired by the Past Chairperson will be formed at the Annual General Meeting in May/June.
3. For Members-at-Large: A "Nominations Committee" chaired by the Vice-Chairperson will be formed at the first General Meeting held after September 1st.
4. Nominations will be accepted from the floor. Write-in nominations will be approved provided the names and signatures of the nominator and seconder are clearly shown. In addition, the person nominated must certify in writing that they are willing to let their name stand for the applicable position.

SECTION 10 GENERAL MEETINGS

1. The number of General (All-Parent) Meetings will be set by the Executive.
2. An Annual General Meeting will be held in May/June of each year.
3. Extraordinary General Meetings may be called by the Executive with a minimum of seven (7) days ~~written~~ notice to all members.

SECTION 11 VOTING

1. Voting shall be done by a show of hands unless otherwise decided by the Executive at any general meeting.
2. A majority vote (50% plus 1) shall decide upon issues arising at any meeting. In the case of a tie, the motion will be defeated or deferred till the following general meeting.
3. Voting by members shall be done in person at a meeting. Proxy votes shall not be accepted.

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SECTION 12 CONSTITUTION AND BY-LAW AMENDMENTS

Amendments to the Constitution and By-Laws of the MITCHELL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL may be made at any general meeting at which business is conducted, provided:

1. Notice of the meeting has been given to all members (14 days minimum notice)
2. The Notice of the Meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.
4. Amendments will be submitted to the RICHMOND SCHOOL BOARD (District #38) in the person of the Principal of the MITCHELL ELEMENTARY SCHOOL, within two (2) weeks of adoption by the voting members.

SECTION 13 QUORUM

The voting members present at any duly called meeting shall constitute a quorum. A minimum of five (5) voting members should be present.

SECTION 14 PROCEDURE

1. Meetings will be conducted efficiently and with fairness to the members present.
2. 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 the Constitution.
3. A current copy of the Constitution and By-Laws will be maintained with the RICHMOND SCHOOL BOARD (District #38), in the person of the Principal of the Mitchell ELEMENTARY SCHOOL.

SECTION 15 FINANCES

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1. A Budget and tentative plan of expenditures will be drawn up by the Executive and presented for approval at a General Meeting held prior to the end of November 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. There will be three (3) signing officers-the Chairperson, Vice-Chairperson and Treasurer-for all banking and legal documents. Two (2) of the three (3) signatures will be required for these documents.
4. The school shall name one signing officer. The signature of one Executive and one school signing officer shall be required on all withdrawals from the operating account. Any withdrawals from the gaming account shall require the signatures of the Treasurer and one other Executive officer who holds the signing authority.
5. All money spent above and beyond a petty cash requirement of one hundred dollars (\$100.00) will be first approved by a simple majority of voting members at the next General Meeting.
6. At the end of each fiscal year, a minimum of fifteen hundred dollars (\$1,500.00) shall be carried over to the new fiscal year to sustain PAC operations until new funds get deposited in the PAC accounts.
7. An independent auditor will be appointed by the Executive if a need for an audit is agreed upon, and is voted on and passed by a simple majority of the voting members present at a General Meeting.

SECTION 16 CODE OF CONDUCT

1. The MITCHELL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) is not a forum for the discussion of individual school personnel, 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.

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SECTION 17 DISSOLUTION

1. In the event of dissolution, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. All records of the organization shall be placed under the jurisdiction of RICHMOND SCHOOL DISTRICT (District #38) in the person of the principal of MITCHELL ELEMENTARY SCHOOL.

SECTION 18 DATE OF ADOPTION

This document, the CONSTITUTION AND BY-LAWS of the MITCHELL ELEMENTARY SCHOOL, PARENT ADVISORY COUNCIL was adopted, as revised, at an All-Parent General Meeting held on November 4, 1993.

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Amendment #1 adopted at the Annual General Meeting, June 19, 1995.

Amendment #2 adopted at the General Meeting, February 20, 2013.

Further, this document shall remain in full force and effect subject to the provisions of SECTIONS 12-CONSTITUTION AND BY-LAW AMENDMENTS and SECTION 17-DISSOLUTION

Signed this 20th day of February 2013 at RICHMOND, B.C.

H. HUSSAIN- CHAIRPERSON

D.VASQUEZ- VICE-CHAIRPERSON

R.JOAQUIN-TREASURER

As per Section 12.3 CONSTITUTION AND BY-LAWS AMMENDMENT, and Section 14.3 PROCEDURE, I hereby acknowledge the receipt of this document on behalf of the RICHMOND SCHOOL DISTRICT (#38).

Signed this 20th day of February 2013 at RICHMOND, B.C.

M. PENDHARKAR
PRINCIPAL
MITCHELL ELEMENTARY SCHOOL

AMENDMENTS:

#1 adopted at the Annual General Meeting on June 19/1995:

MOTION THAT:

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The CONSTITUTION & BY-LAWS of Mitchell Parent Advisory Council (dated 09Nov93) be revised as follows:

Wherever written in the Constitution and By-Laws, change

"PRESIDENT", "PAST PRESIDENT", "VICE-PRESIDENT"

"CHAIRPERSON", "PAST CHAIRPERSON", "VICE-CHAIRPERSON"

#2 Adopted at the General Meeting, February 20th, 2013. Summary of proposed amendments contained in Appendix A.

Appendix A

Summary of Proposed Amendments

Constitution and By-Laws

Section	Proposed Amendments (underlined and italicized)
Table of Contents	Replace the roman numerals with numbers for better clarity. Example: Section XIV (3) to be renumbered as Section 14.3
Objectives	Section III (6): “To provided funding...” to be amended as “To assist in fundraising and provide funding on an ad-hoc basis, for specific projects at Mitchell Elementary school”
Membership	Section IV (3): add the word “guardians”. Members of the Mitchell Elementary school community who are not parents or <u>guardians</u> currently in the system shall also be non-voting members of the PAC.
Executive	Section V (1) Change in designation of executive roles to comply with the Constitution. Rationale: Better clarity of roles and responsibilities
	Section V (1d): Secretary <ul style="list-style-type: none"> • Shall record the minutes of membership, special and Executive meetings <u>and present them for approval and dissemination.</u> • <u>Shall maintain and store copies of files, documents and contacts in an electronic format.</u>
	Section V (1e): Treasurer <ul style="list-style-type: none"> • <u>Shall maintain a transparent account of the PAC’s finances and present a report at each general meeting.</u> Remove bullet 3 that requires the financial report to be published in the PAC newsletter. Rationale: Too much paper and redundant since it is already posted on the bulletin boards and can be e-mailed to specific individuals if required.
Committees	Section VI (NEW) Standing and ad-hoc committees shall be established by the Executive to carry out specific projects.
Election Procedures	Section VIII (a) Elections of the Executive will take place at the annual general meeting <u>held in May/June before the end of each school year.</u>
Voting (NEW)	<ol style="list-style-type: none"> <u>1. Voting shall be done by a show of hands unless otherwise decided by the Executive at any general meeting</u> <u>2. A majority vote (50% plus 1) shall decide upon issues arising at any meeting. In the case of a tie, the motion will be defeated or deferred till the following general meeting</u> <u>3. Voting by members shall be done in person at a meeting. Proxy votes shall not be accepted</u>
Quorum	Section XII: The voting members present at any duly called meeting shall constitute a quorum. <u>A minimum of five (5) voting members should be present.</u>
Finances	Section XIV: (New) <u>4. The school shall name one signing officer. The signature of one Executive and one school signing officer shall be required on all withdrawals from the operating account. Any withdrawals from the gaming account shall require the signatures of the Treasurer and the Chairperson or PAC approved designate who holds the signing authority.</u> <u>7. At the end of each fiscal year, a minimum of fifteen hundred dollars (\$1,500.00) shall be carried over to the new fiscal year to sustain PAC operations until new funds get deposited in the PAC accounts.</u>

Appendix B

CODE OF ETHICS

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

- a. Uphold the Constitution and Bylaws, policies, and procedures of the electing body;
- b. Perform his or her duties with honesty and integrity and in the interests of the PAC;
- c. Work to ensure that the well-being of all students is the primary focus of all decisions;
- d. Respect the rights of all individuals;
- e. Take direction from the membership and executive;
- f. Encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
- g. Work to ensure that issues are resolved through due process;
- h. Strive to be informed and only pass on information that is reliable and not based on mere hearsay or malicious intent;
- i. Respect all confidential information;
- j. Support public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____

Mitchell Elementary Parent Advisory Council, have read, understood, and agreed to abide by this Code of Ethics. 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.

Signature of Executive Member, Committee Member, or Representative

Name _____

Date _____

Phone Number: _____

E-mail: _____

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