

LAKE COWICHAN SCHOOL PARENT ADVISORY COUNCIL (PAC)

Amended:
2015-06-23

CONSTITUTION

SECTION 1 NAME

1. The name of the Association shall be the *Lake Cowichan School Parent Advisory Council* (School District #79).
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSE

1. To communicate with parents (guardians) and to promote co-operation between the home and the school in providing for the education of children.
2. To contribute to the effectiveness of the school by promoting the involvement of parents (guardians) and other community members; to serve on committees involving education.
3. To advise the school principal and staff on parental views about school programs, policies and activities.
4. To assist parents (guardian) in accessing the system and to advocate on behalf of parents (guardians) and students.
5. To organize PAC activities and events.

SECTION III DISSOLUTION

Upon winding up or dissolution of the LCS PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

BY-LAWS

SECTION IV MEMBERSHIP

1. All parents and guardians of students registered at Lake Cowichan School may be voting members of the group.
2. Administration, staff (teaching and non-teaching) and **students** of Lake Cowichan School may be non-voting members of the group.
3. Members of the school community who are not parents (guardians) of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

SECTION V MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in **June** of each year and additional general meetings shall be held once a month **or no less than six (6)** 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 receipt of a petition representing fifty per cent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Roberts' Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

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SECTION VI VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost. (*means that chairperson votes*).
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.

SECTION VII ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at the meeting in **September**.
3. In the event of a vacancy on the Executive during the year the Executive may leave the position vacant, appoint for the duration, or an election may be held.
4. Elections shall be conducted by the past chairperson, staff member, or community member.
5. Scrutineers shall be appointed as required by whoever is conducting the elections.
6. A vote shall be taken to destroy the ballots.

SECTION VIII TERM OF OFFICE

1. The term of office shall commence in **September** of each year and shall be for one year.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.
3. The Past-Chairperson may hold that office for one year.

SECTION IX EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past – Chairperson (if available).
2. The Executive Officers will be as follows:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. District Parent Advisory Council Representative and Alternate
 - F. Past Chairperson
 - G. Two or more Members-At-Large
3. The Treasurer and Secretary may be combined. The Members-At Large need not be elected.

SECTION X DUTIES OF THE OFFICERS

A. CHAIRPERSON

- a) shall convene and preside at all general, special and Executive meetings
- b) shall ensure that an agenda is prepared and presented (*not necessarily on paper*)
- c) shall appoint committees where authorized to do so by the Executive or membership
- d) shall be an ex-officio member to all committees except the Nominating Committee
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the association
- f) shall be the official spokesperson for the association
- g) shall be a signing officer

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h) shall submit a written annual report (in consultation with the Vice-Chairperson)

B. VICE-CHAIRPERSON

- a) shall assume the responsibilities of the chairperson in the chairperson's absence
- b) shall accept extra duties as required
- c) may be a signing officer
- d) shall submit a written annual report (in consultation with the Chairperson)

C. SECRETARY

- a) shall record the minutes of general, special and Executive meetings
- b) shall distribute minutes to Executive members and post for Council members
- c) shall keep an accurate copy of the Constitution and By-Laws and if and when changes are made, the amended copy shall be dated and initialed and a copy submitted to the school board office for safe-keeping.
- d) shall issue and receive correspondence on behalf of the Association
- e) may be a signing officer
- f) shall safely keep all records of the Council

D. TREASURER

- a) shall be responsible for a report on the accounts of the Association
- b) shall be one of the three signing officers as per Section XI
- c) shall prepare financial reports for each general meetings
- d) may, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XI
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit a written annual report

E. DPAC REPRESENTATIVE AND/OR ALTERNATE

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall submit a written annual report

F. MEMBERS-AT-LARGE

- a) shall serve in a capacity to be determined by the Council at the time of their election and at other times throughout their tenure as the needs of the Council might require
- b) shall submit a written annual report (if necessary)

G. PAST CHAIRPERSON

- a) shall help smooth transition between chairpersons
- b) shall assist and advise the Council
- c) shall act as a consultant for the chairperson
- d) may chair the Nominating Committee

SECTION XI COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nomination Committee shall be appointed annually before the Annual General Meeting.

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3. Committees are responsible to the Executive and members. Written reports are to be submitted at the conclusion of committees' responsibilities.
4. Members may be appointed annually to committees by the Chairperson (after consultation with the Executive).

SECTION XII 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 **May** of each year.
2. All funds of the Association will be on deposit in a bank or financial establishment registered in the Bank Act. Gaming proceeds must be kept in a separate account.
3. The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures are required for these documents.
4. All monies spent, even if first presented to the Executive must then be approved by a majority at a general meeting.
5. All transactions (income and expenditures) must be receipted. At least two persons must count all cash earned by the Council.
6. A Treasurer's Report to all members should be published in the PAC/school newsletter prior to the end of each school year.
7. The need for an audit will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed. An audit should be done with the change of the Treasurer.

SECTION XIII CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Lake Cowichan School Parent Advisory council may be made at the Annual General Meeting provided:

- a) written notice of the meeting has been given to all members (14 days minimum)
- b) the notice of the meeting included notice of the specific amendment proposed
- c) a two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

SECTION XIV CODE OF CONDUCT

1. The Lake Cowichan School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents (guardians), 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.
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 her/his 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 direction from the members, ensuring that representation processes are in place
 - f) encourages and supports parents (guardians) and students with individual concerns to act on their own behalf and provides information on the process for taking forward 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.