

Black Mountain Elementary Parent Advisory Council Constitution and Bylaws

The name of the Organization shall be “The Black Mountain Parent Advisory Council” in accordance with the relevant section of the School Act.

The British Columbia School Act provides that:

...It is the goal of a democratic society to ensure that all its members receive an education that enables them to become personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;(and)

The Mission Statement for BC Schools is that:

...The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

And to facilitate achievement of those objectives the Act provides further that parents/guardians of students attending a school may apply to establish a Parent Advisory Council for that school. To that end, application has been made and a council established in respect of Black Mountain Elementary school.

In these Bylaws, Black Mountain Elementary School shall be referred to as “BME” and the Parent Advisory Council shall be referred to as “PAC”. “PAC Executive” refers to the entire PAC executive. “PAC Meeting” refers to a monthly general meeting of the PAC membership.

PURPOSE

The purpose of the PAC is to support, encourage and improve the quality of education and the well being of children at BME by:

1. Encouraging the sharing of ideas and information among parents of BME and maintaining our close sense of community.
2. Promoting effective communication between the home and the school.
3. Providing a parental voice to education decision-making through consultation with staff and administration on issues affecting students at BME.
4. Strengthening the role of families in education and schooling and fostering meaningful parent participation. **One or two parent reps per class are recommended to help facilitate communication between classroom teacher and classroom parents.**

AIMS AND OBJECTIVES

1. To help promote cooperation and enhance communication within the school and community and with the other PACs within the district, COPAC (Central Okanagan Parent Advisory Council), BCCPAC (British Columbia Confederation of Parent Advisory Councils), School District 23, and the Board of School District 23.

2. To maintain the highest level of communication possible, providing a link between parents, educators, administrators and staff when concerning issues arise.
3. To promote and encourage parent and community participation with the organizing and coordination of activities and programs mutually agreed upon by the administration and the PAC.
4. To make an effort to provide information to parents on certain aspects of the school, the District and Board levels, and other educational concerns.
5. To provide assistance and support to staff in carrying out certain school projects they have planned for the school.
6. To undertake from time to time to raise funds in order to assist extracurricular programs and to aid in the purchase of unbudgeted items requested by the school. PAC funds shall not be used to purchase curricular items, textbooks, or any other materials or equipment that is usually provided by School District 23 or the Ministry of Education.

MEMBERSHIP

1. All parents and guardians of students attending BME shall be voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of BME shall be non voting members of the group. If a staff member has a child enrolled at BME the restriction on voting shall not apply.

EXECUTIVE ELECTIONS/INCOMING EXECUTIVE

1. The PAC Executive Officers and Coordinators will be elected for a one-year term during an Annual General Meeting to be held in May of each year. **It is recommended that** No member of the PAC executive may **(take out may)** hold his/her position for more than two consecutive terms. (A Nominations Committee will be formed in March, consisting of three to five parents from the membership at large, one of whom, if available is a retiring member of the current executive. In addition to the candidates presented by the Nominations Committee, nominations may be accepted from the floor. All candidates, including any nominated from the floor, will be required to provide a small personal profile to the nominations committee.) **take this out as it sounds intimidating and we want people to get involved with as little hassle as possible, and as far as I know no one has done this.**
2. Notice of any executive election must be given one month prior to the election.
3. All executive members will receive a copy of the BME PAC Bylaws **to read and refer to in times of need** and will be required to sign a statement that they have read and **(understand take out and put in understood)** the Bylaws and **(will uphold the same.)take out and put in: in good faith, will uphold the spirit in which the constitution is written.**
4. To remove an elected officer before the expiration of his/her term of office, the following steps must be taken
 - a. Notice of Intent of Meeting must be given to the PAC membership one month prior to the meeting.
 - b. A majority of 2/3 of the votes cast is required
 - c. Voting must be carried out by secret ballot
5. If any officer resigns or forfeits their position during a term of office or if any office is not filled at the time of elections, the Executive may appoint a member of the PAC to fill the

vacancy until the next election. If the resigning officer has signing authority, the signing authority is to be terminated immediately.

6. The outgoing Executive will use the month of June to assist the incoming Executive in learning the duties and responsibilities of each position. **This month will also be used for calendar planning for the upcoming year.** Current signing officers not returning shall terminate signing authority at the financial institution as of June 30th. The new PAC Executive shall take over on September 1st **(take out Sept and put in July 1st)** of each year. Signing authority of new officers shall be commenced at this time.
7. **(The first item of business for) take out (T)the new PAC Executive (must prepare and present a proposed budget and plan for the year at the October PAC meeting) take out the following-**will be to prepare and present a proposed budget and plan for the year at the October PAC meeting.
8. Any fundraising decision/commitments that need to be made prior to September must be made in consultation with the new Executive.

ELECTED OFFICERS

The Elected Officers of the PAC are as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. COPAC Representative
6. School Planning Council Members (3)

The following Executive positions can be either appointed or filled by Volunteers:

7. Fundraising Coordinator
8. Volunteer Coordinator
9. Hot lunch Coordinator
10. Safe arrival Coordinator
11. Health and Safety Coordinator **take out**
12. Newsletter Editor **take out**
13. **Add: Past President, Members-At-Large, Communications Coordinator for facebook, PAC section of newsletter, and email account and any future electronics communications that may come about.**

All PAC members filling these positions are members of the PAC Executive and have the **(take out the and put equal)** right to vote at Executive Meetings. **All other PAC members not on the executive get the right to vote at general PAC meetings.**

DUTIES OF THE OFFICERS

It is the duty of all Executive members to ensure that the Bylaws are upheld and that all PAC activities fall within the objectives and purpose of the PAC. The Executive Members are accountable to the PAC membership.

1. President

Shall:

- A. Preside at all meetings of the PAC and PAC Executive and ensure that meetings are conducted in an orderly manner, in accordance with Robert's Rules of Order.
- B. Be one of the signing officers for the release of PAC funds.
- C. Be an ex-officio member of all committees (except the Nominations Committee.) **take out**
- D. Recommend chairpersons to all committees, if necessary and when the occasion arises, in cooperation and consultation with the other Executive members.
- E. Give direction, support and encouragement to other PAC Executive members, coordinators, and committee members.
- F. Organize monthly meetings with the Executive members and school administration to promote good communication and good will.
- G. Consult with the PAC Executive members and the BME administration at the monthly Executive Meeting to prepare an agenda for the monthly PAC meeting.
- H. Not vote on any matter except elections.
- I. Encourage participation of parents in decision making at PAC meetings.

2. Vice-President

Shall:

- A. Act in the President's position in his/her absence.
- B. Assist the President in the performance of his/her duties as stated in these Bylaws.
- C. Assist in arranging PAC and Executive Meetings.
- D. Arrange for guest speakers at the monthly meeting in cooperation with other PAC members.
- E. Set up and maintain the PAC Bulletin Boards. **(with principal approval)**
- F. Meet with the incoming Executive in June to ensure their understanding of the PAC constitution and Bylaws and the duties of their positions.

3. Secretary

Shall:

- A. Keep an accurate and official record of both the Executive and PAC meetings. Shall distribute the Executive meeting minutes to all Executive members within 10 days after such meetings. Minutes of the PAC meeting shall be available to the PAC members on the PAC Bulletin Board within 10 days of the meeting.
- B. Receive all correspondence for the PAC. Read any correspondence at PAC meetings. Maintain a correspondence file system to be located at BME.
- C. Keep an accurate copy of the PAC bylaws and if and when any changes are made, amendments shall be dated and initialled by the secretary.

- D. Provide a copy of the PAC bylaws to any PAC member upon request.

4. Treasurer

Shall:

- A. Maintain an accurate record of all income and expenditures of the PAC.
- B. Collect all monies owing to the PAC.
- C. Pay all bills authorized by the PAC.
- D. Give a report of receipts and expenditures at each PAC meeting in accordance with standard financial record keeping procedures.
- E. Review all documents for the release of PAC funds.
- F. Deposit PAC monies in the PAC financial institution as soon as possible.
- G. Have the books ready for inspection by any PAC member at any time.
- H. Present a year-end report at the June PAC meeting.
- I. Be one of the signing officers for the release of PAC funds.

5. COPAC Representative

Shall:

- A. Attend COPAC meetings and report back to the PAC at the PAC meeting.
- B. Seek input from the PAC or COPAC when requested and work with the school administration to ensure that information reaches BME parents.

6. School Planning Council Members

Shall:

- A. Be elected by secret ballot annually by the PAC for a one-year term. In the event that the PAC fails to elect 3 members to the SPC, the Board of School Trustees of SD23 may appoint parents to the SPC. An employee of any school Board is not eligible for election or appointment as a parent representative member of the SPC.
- B. The SPC must consult with the PAC during the preparation of the School Plan.
- C. A SPC parent Rep must report to the membership at each monthly PAC meeting.

7. Fundraising Coordinator

Shall:

- A. Establish a committee of PAC members to determine the fundraising goals and events for the year, which shall be incorporated into the budget and be presented at the October PAC meeting.
- B. Arrange committees to organize events and delegate responsibilities.
- C. Submit a detailed breakdown of income and expenditures for each event at the next PAC meeting after its conclusion.
- D. Keep accurate records of events for future reference. This will be arranged in a file system and kept in the PAC office.

- E. Encourage parent suggestions and ideas for fundraising events at monthly PAC meetings.
- F. Be one of the signing officers for the release of PAC funds.

8. Volunteer Coordinator

Shall:

- A. Involve as many parent volunteers as possible during events to encourage parent participation, community spirit and smooth running programs.
- B. Maintain an accurate record of volunteers to be filed for future reference.
- C. Assist in the set up of new programs at BME when the need arises in cooperation with the PAC, Executive, and school administration.

9. through to 11. Program Coordinators

(hot lunch, safe arrival **as needed**, (health and safety)) **take out and add Communications coordinator**

Shall:

- A. Set up and supervise schedule of volunteers and operations of their program.
- B. Provide a monthly report on the progress and or difficulties at the PAC Executive meeting so that other PAC Executive members are informed and if necessary present their report at the PAC meeting.
- C. Deposit any monies collected from their various programs immediately.
- D. Specific duties of each position shall be obtained from the outgoing coordinator and previous PAC records.

12. Newsletter Editor (**Communications Coordinator**)

Shall:

- A. Prepare a monthly **(addition in the school newsletter to keep all interested parties informed) take out**-newsletter for parents. The purpose of this newsletter is to keep parents informed of PAC activities and issues and to provide them with other pertinent information.
- B. Seek input for the newsletter from executive members as well as other PAC members.
- C. Consult with the PAC executive and the school administration before **(the newsletter is reproduced and distributed.) take out and put in – submitting**
- D. **Update facebook page and any electronic communication as required.**

School Administrative Representative

Shall:

- A. Advise on all matters pertaining to school regulations and school board policy as it affect BME and for the interest of the parents at monthly meetings.
- B. Meet with the PAC executive on a regular basis to keep lines of communication open.

C. Not make a motion, enter into debate or vote on any issue.

Outgoing President - Shall make a smooth transition between presidents and be available for consultation if requested. **Add: and is part of the PAC Executive for the following school year.**

Meetings - A PAC meeting is to be held at a set time once a month as agreed upon by the membership to conduct the business of the PAC. Effort should be made to avoid conflict with the PAC meeting of Springvalley Middle School and Rutland Secondary School. Notification of meeting shall be given to all PAC members.

Quorum – Six (6) members, with no more than three (3) of these members being current ~~executive~~ elected members must be present to conduct business at a PAC meeting. **(Quorum definition changed, voted on and passed at the April 2012 PAC meeting – Nancy Hillmer, secretary)**

Voting – Votes of all members on all matters (exception being election of officers) must be given personally by the show of hands at the meeting. Voting by proxy is not permitted.

It is recommended that An executive meeting should be held the week prior to the general PAC meeting **so that an agenda for the general meeting can be made.** (The purpose of this meeting is to set the agenda for the general meeting.) **take this sentence out** The agenda should be posted on the notice board or sent home to parents prior to the meeting.

Any Executive may call an executive meeting if the need should arise.

FINANCES

1. A budget and tentative plan of expenditures for the year shall be drawn up by the executive and presented for approval at the October PAC meeting. The expenditure of funds must be approved at a PAC meeting, with the exception of discretionary spending of \$100.00 or less which will be authorized in consultation with the PAC executive.
2. Proposals from the membership at large regarding the expenditure of funds may be made at any PAC meeting.
3. The Executive shall maintain a chequing account at an approved financial institution and signing authorities shall be the President, Treasurer, Fundraising Coordinator and one other PAC member that is approved by the membership. Any two signing officers are needed to sign for the release of PAC funds.
4. No Executive officer of the PAC shall in his/her individual capacity be liable for any debt or liability of the PAC.
5. If for any reason a proper financial statement is not available at a PAC meeting, the members may vote to freeze the PAC bank accounts until the treasurer presents an accurate report to the membership.
6. The executive shall maintain a second chequing account in an approved financial institution that shall be designated as the “Gaming Funds Account”. This Account shall be operated in accordance with the regulations of the Province of British Columbia Gaming Commission. It is the responsibility of the treasurer to ensure compliance with such regulations.

CHANGING THE BYLAWS

Amendments to these bylaws may be made at any PAC meeting, at which business is being conducted, providing:

1. Written notice of the meeting has been given to all members one month prior to the changing of the bylaws.
2. A three-quarters (3/4) majority vote of those voting members present at the meeting will be required to amend the bylaws.
3. *It is recommended that this constitution and bylaws be reviewed annually.*

CODE OF CONDUCT

The PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. An executive member who is approached by a parent with a concern is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the person/people involved.

DISSOLUTION

In the event of the dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the PAC at a PAC meeting. All records of the organization shall be placed under the jurisdiction of School District 23, Central Okanagan in the person of the Principal of BME.

A copy of these bylaws and any amendments shall be given to the School Administration, COPAC and to School District 23.

All previous Black Mountain Elementary Parent Advisory Council Constitution and Bylaws are superseded by these Constitution and Bylaws this 6th day of September, 2012.

Signed *Nancy Hillman*, PAC Secretary

Notes (Sept. 6, 2012)

This “Constitution and Bylaws” was put into digital format to provide for efficient distribution and future amendments. The current copy of the “Constitution and Bylaws” (2003) was used. The only changes were to correct rare grammatical or spelling errors – all other words and format are from the 2003 document.

The April 2012 amendment to the quorum is included.

BME has not had a parent organized Safe arrival program for several years.

Nancy