

Contents

I	MEMBERSHIP.....	2
II	MEETINGS OF MEMBERS.....	2
III	VOTING	2
IV	ELECTION OF EXECUTIVE OFFICERS.....	2
V	TERM OF OFFICE.....	3
VI	ELECTED EXECUTIVE OFFICERS.....	3
VII	DUTIES OF THE OFFICERS & REPRESENTATIVES.....	3
	1. President.....	3
	2. Vice-President.....	3
	3. Secretary.....	3
	4. Treasurer	4
	5. COPAC Representative	4
	6. Past President.....	4
	7. Member(s) at Large	4
VIII	COMMITTEES.....	4
IX	FINANCES.....	4
X	CONSTITUTION & BYLAW AMENDMENTS.....	5
XI	CODE OF ETHICS	5
XII	DISSOLUTION.....	6

Black Mountain Elementary Parent Advisory Council

BYLAWS

I MEMBERSHIP

1. All parents and guardians of students attending Black Mountain Elementary School may be voting members of the Council.
2. Administration and staff (teaching and non-teaching) of Black Mountain Elementary School shall be non-voting members of the group. If a staff member has a child/children enrolled in the school the voting restriction shall not apply.

II MEETINGS OF MEMBERS

1. There shall not be less than four general meetings held during the year, one of which shall be the Annual General Meeting which shall be held in late spring for the purpose of election of officers.
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 percent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. Robert's Rules of Order will be used to manage meetings, and may be used to resolve any situations unless in conflict the Constitution & Bylaws.

III VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise posted, questions arising at any meeting shall be decided upon a simple majority vote.
3. In the case of a tie vote, the motion will be sent to a secret ballot vote.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall generally be done by a show of hands unless a secret ballot vote is requested by the membership.

IV ELECTION OF EXECUTIVE OFFICERS

The group shall elect a slate of executive officers from the voting members for each school year. Number and position of executive committee members should be determined by the needs of the Council.

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 prior to the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the Council may elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the Nominating Committee Chairperson.

V TERM OF OFFICE

1. The term of office shall commence at the beginning of July of each year and shall be until the next Annual General Meeting.
2. Any elected member of the Council may serve on the executive for as many years he/she is elected to a position, but no person may hold any one position for more than two consecutive years unless otherwise approved by voting members.
3. No person may hold more than one elected executive position at any one time.

VI ELECTED EXECUTIVE OFFICERS

The Elected Executive Officers of the PAC are as follows (positions may be co-shared):

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. COPAC Representative
6. Past President
7. Member at-Large

VII DUTIES OF THE OFFICERS & REPRESENTATIVES

1. President

- A. Shall convene and preside at all membership, special, and executive meetings;
- B. Shall be a signing officer;
- C. Be an ex-officio member of all committees;
- D. Shall appoint committees where authorized to do so by the executive or membership;
- E. Shall ensure that an agenda is prepared and presented;
- F. Shall submit an annual report to reflect the achievements of the year.

2. Vice-President

- A. Shall assume the responsibilities of the president in his/her absence;
- B. Assist the President in the performance of his/her duties as stated in these Bylaws;
- C. Shall accept extra duties as required;
- D. May be a signing officer.

3. Secretary

- A. Shall record the minutes of the membership, special, and any executive meetings;
- B. Shall distribute minutes to Council members;
- C. Shall keep an accurate copy of the Constitution and Bylaws;
- D. Shall issue and receive correspondence on behalf of the Council;
- E. May be a signing office;

F. Shall safely keep all records of the Council.

4. Treasurer

- A. Shall be responsible for and report on the accounts of the Council;
- B. Shall be one of the signing officers of the executive;
- C. Shall prepare a financial report for publication along with the minutes of the meeting in which they are presented;
- D. Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section IX 2;
- E. Shall ensure that another financial signing officer has access to the books in the event of his/her absence;
- F. Shall submit an annual report.

5. COPAC Representative

- A. Shall attend COPAC meetings
- B. Shall report back to the Council
- C. Shall seek input from the Council;

6. Past President

- A. Shall help smooth transition between presidents;
- B. Shall assist and advise the Council;
- C. Shall act as a consultant for the president;
- D. Shall chair the nominating committee.

7. Member(s) at Large

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

VIII COMMITTEES

- 1. Standing and ad-hoc committees shall be formed when necessary.
- 2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
- 3. Committees are responsible to the executive and members.
- 4. Members may be appointed annually to committees at the Annual General Meeting or as needed
- 5. Committee chairs are welcome to attend all executive meetings.

IX FINANCES

- 1. The financial year of the Council will be September 1 to August 30.
- 2. The new PAC Executive must prepare and present a proposed budget and plan for the year at the October PAC meeting. Any fundraising decision/commitments that need to be made prior to September must be made in consultation with the new Executive.

3. The Executive shall maintain a chequing account at an approved financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers, two of which will be the president & treasurer, for banking and legal documents. Two signatures will be required for these documents.
5. 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.
6. All money spent for, above and beyond a pre-determined petty cash amount of \$150 will be first presented to and voted on by the executive, and then approved by a majority at a general meeting, with exception of items noted in paragraph 6a.
 - a) The food and general supplies (baggies, cutlery) required to run hot lunch shall be considered approved and will not be required to be voted on, however, any items not specifically required to run the program such as (but not limited to) appliances and/or cookware will be required to be presented at a meeting and voted on.
7. All committees must present a budget for events. Once the budget is presented at the PAC meeting a motion must be made to spend up to a certain amount based on the budget.

X CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Black Mountain Elementary School Parent Advisory Council may be made at any general 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. The notice of the meeting includes notice of the specific amendments proposed.
3. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

XI CODE OF ETHICS

1. The Black Mountain Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. 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.
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 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.

XII DISSOLUTION

1. In the event of the dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final general meeting.
2. Any funds in accounts will be distributed to enhance academic, information technology or other student learning projects at Black Mountain Elementary School. This clause shall be unalterable.
3. 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.

All previous Black Mountain Elementary Parent Advisory Council Constitution and Bylaws of September 6th, 2012 are superseded by these Constitution and Bylaws this ^{xxx} day of MOnth, 201x.

Signed _____, PAC Secretary
