

École Heather Park Elementary School Parent Advisory Council Constitution and Bylaws

March 25, 2015

The name of this Council is École Heather Park Elementary School Parent Advisory 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.

The Council will be a non-profit organization with no personal financial benefit to members. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability. All members shall be treated with fairness and respect.

In this document, “parent” is used as defined in the school act, and includes guardians and people legally entitled to custody of the student.

Section 1 – Membership

1. All parents, caregivers, and guardians of students registered in École Heather Park Elementary are voting members of the Council.
2. Administrators and staff (teaching and non-teaching) of École Heather Park Elementary are invited to become non-voting members of the Council.
3. Every member will uphold the constitution and comply with these bylaws.
4. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Section 2 – General Meetings

1. General meetings will be held monthly during the school year, on a regular schedule. The annual general meeting will be held in June.

2. Members may call a special meeting by presenting a request signed by at least 50 members to the Chair, who shall call the meeting within fifteen (15) days of the receipt of request.
3. Additional meetings shall be held at the discretion of the Executive.
4. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
5. Members will be given reasonable notice of general meetings.
6. A quorum for general meetings will be 8 voting members.
7. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Section 3 – Executive

1. The executive will manage the Council's affairs between general meetings.
2. The executive will include the Chair, Vice-chair, Secretary, Treasurer, and such other executive members as the general membership decides. These members may include positions such as Volunteer Coordinator, Communications Coordinator, or Events Coordinator.
3. The executive may include a School Planning Council representative position, or this position may be filled by another executive member, as the general membership decides.
4. Officer positions may be shared, with approval of the general membership.
5. Any voting member of the Council is eligible to serve on the executive, including teachers and other employees of the school district.
6. Teachers, employees or elected officials of School District No. 57 or the Ministry of Education must inform the members when nominated of their status before voting takes place.
7. The executive may meet by teleconference as necessary.

8. The executive will be elected at each annual general meeting.
9. The executive will hold office from July to the end of June, or until their successor has been elected.
10. No person may hold the same executive position for more than two consecutive years. No person may be on the executive for more than four consecutive years.
11. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
12. Members may remove from office any of the elected or appointed executive, by a two-thirds (2/3) majority vote by voting members present, 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 50 members to the Chair, who shall call the meeting within fifteen (15) days of the receipt of request.

Section 4 – Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted.
4. Voting is by a show of hands or, where requested by two voting members present or for elections, by secret ballot. A vote will be taken to destroy the ballots after ballots are used.

Section 5 – Executive Meetings

1. Executive meetings will be held at the call of the Chair, or by request of a majority of executive members.
2. A quorum for executive meetings will be a majority of the members of the executive.

3. Executive members will be given reasonable notice of executive meetings.

Section 6 – School Planning Council, District Parent Advisory Council, External Committee Representatives

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be a member of the executive.

2. A representative to the District Parent Advisory Council (DPAC) shall be elected annually from among the voting members who are not employees or elected officials of School District No. 57 or the Ministry of Education. An alternative representative may also be elected.

3. If the election is contested, the voting for the SPC or DPAC positions must be by secret ballot.

4. SPC and DPAC representatives will hold office until the end of the school year, or until their successor is elected.

5. If an SPC or DPAC representative resigns or ceases to hold office for any reason, the membership may elect an eligible member to fill the vacancy for the remainder of the term.

6. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization.

Section 7 – Conduct

1. All members must act solely in the interests of the parent membership of the Council.

2. Any information received in confidence by a member 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.

3. A member 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

their interest to the Council, and will offer to voluntarily refrain from discussion and voting on said item.

4. A member must avoid using their position on the Council for personal gain. No member may be remunerated for serving on the executive or committee, but may be reimbursed for expenses reasonably incurred while engaged in the Council's affairs.

5. All documents, records, minutes, correspondence, or other papers kept by a member in connection with duties of the Council shall be deemed to be property of the Council and shall be turned over to the Chair upon request when the member ceases to perform the task to which the documents relate.

6. 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.

Section 8 – Duties of Executive and Representatives

1. The Chair shall preside at membership and executive meetings, speak on behalf of the Council, and perform other duties as associated with the office.

2. The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence, and accept extra duties as required.

3. The Secretary shall ensure that members are notified of meetings, be responsible for the minutes of the Board, keep all approved minutes in a minute book, and make copies of minutes available to all members.

4. The Treasurer shall ensure all funds are properly accounted for, keep record of the organization's budget, and prepare financial reports.

5. The DPAC Representative shall attend meetings of the District Parent Advisory Council and represent, speak, and vote on behalf of the Council, and report regularly to the membership and executive on all matters relating to the DPAC.

6. The SPC Representative shall attend meetings of the School Planning Council and represent, speak, and vote on behalf of the Council, and report regularly to the membership and executive on all matters relating to the SPC.

7. Directors shall serve in a capacity to be determined by the Council.

Section 9 – Committees

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs. Committee chairpersons shall be volunteers or willing nominees accepted by a majority vote of the voting members present at a general meeting.
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 10 – Financial Matters

1. The financial year of the Council will start September 1st each year.
2. The Council may raise and spend money to further its purposes.
3. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
4. The executive will prepare an annual budget and present it to the membership for approval.
5. All proposed expenditures not listed on the current budget will be presented for approval at the next general meeting. Council money can only be spent if authorized by a motion passed at a general meeting.
6. A treasurer's report will be presented at each general meeting.
7. Members at a general meeting may appoint an auditor or audit committee.

Section 11 – Constitution and Bylaw Amendments

1. Amendments to the Constitution and By-laws of the École Heather Park Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted.
2. Written notice of the meeting must be given to all members (14 days minimum). Notice posted on the PAC website 14 days in advance is considered to be sufficient notice.
3. The notice of the meeting shall include the amendments proposed.
4. A two-thirds (2/3) majority vote by voting members present will be required to amend the Constitution and By-laws.

Section 12 – 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. 57 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 the dissolution of the Council all records of the organization shall be placed under the jurisdiction of the School District in the person of the Superintendent.