

# **Ecole Riverdale Elementary School**

## **Parent Advisory Counsel (PAC)**

Constitution and Bylaws

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# CONSTITUTION

## SECTION 1 NAME

1. The name of the Association shall be the Ecole Riverdale Elementary Parent Advisory Council, as per the School Act: Sec. 8(4) School District No. 36 (surrey).
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 2 PURPOSES

The purpose of the organization shall be:

1. To promote and support education and to contribute to a sense of school community at Ecole Riverdale Elementary School.
2. To provide for a formal means of consultation and discussion on issues of interest and/or concern to parents.
3. To advise the School Principal and staff on parental views about school programs, policies, and activities.
4. To assist parents in accessing the system, and to advocate on behalf of parents and students by informing parents of due process.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To work within the guidelines established for Ecole Riverdale PAC and to comply with the policies of School District #36 (Surrey) and the School Act.

7. To communicate with parents, and to promote cooperation between the home and the school in providing for the education of the children.
8. To participate in the work of the School Planning Council through the Council's elected representatives.
9. To provide financial support for the goals of the Council, as determined by the membership.

## **BYLAWS**

### **SECTION 3 MEMBERSHIP**

1. All parents and guardians of students registered at Ecole Riverdale Elementary shall be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Ecole Riverdale Elementary School shall be non-voting members of the group.
3. Members of the school community who are not parents/guardians of the students currently enrolled shall be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

### **SECTION 4 MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and additional general meetings shall be held once a month during the school year to conduct current business, June and December being exceptions.

2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. The purpose of Executive meetings shall be to carry out business between general meetings and to set an agenda for general meetings.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. A record sheet shall be kept of members and non-voting members in attendance at each meeting. (From procedure of meetings)

## **SECTION 5 QUORUM**

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 a simple majority vote.
3. In case of a tie vote, the motion will be lost.
4. Votes on all matters must be given personally; voting by proxy shall not be promoted. Voting shall be done by show of hands with the exception of the election of Officers, which shall be done by secret ballot.

## **SECTION 6 ELECTIONS and EXECUTIVE OFFICERS**

1. The executive will included the President, Vice-President, Secretary, Treasurer, District Parent Advisory Council Representative, and other such members of the Council as the membership decides. At a minimum the executive should included the positions of the President, Vice-President, Secretary, and Treasurer.

2. Ecole Riverdale Elementary PAC shall elect a slate of officers from the voting members for each school year in the month of May.
3. The executive officers shall be elected from voting members of the Annual General Meeting in May, except that no elected official of School District #36 or the Ministry of Education shall hold an executive position.
4. Call for nominations shall be made at the April general meeting or as required by the executive.
5. A letter of notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the May (Annual) General Meeting either by school newsletter or separately.
6. A Nominations Committee may be formed at each April.
7. Nominations shall be received up to and during the May general meeting, until declared closed by the President.
8. In the event of a vacancy on the Executive during the school year, the Council may appoint the new acting officer who shall hold office until the next election.

## **SECTION 7 TERM of OFFICE**

The term of office for all executive positions is one school year.

## **SECTION 8 EXECUTIVE OFFICERS**

1. A board of elected Executive officers shall manage the affairs of the Council.
2. The Executive Officers will be as follows:
  - A) President
  - B) Vice-President
  - C) Treasurer
  - D) Secretary
  - E) District PAC (DPAC) Representative

## **SECTION 9 DUTIES of OFFICERS**

### **1. Duties of Officers**

#### **President**

- \*Consult with the Principal regarding P.A.C. meetings and calendar of events
- \*Call and chair all meetings
- \*Draft Newsletters to be sent to parents/guardians
- \*Invite guest speakers to P.A.C. meetings
- \*Visit school regularly and check mail
- \*Make sure each committee is meeting its objectives
- \*Be one of the financial signing officers
- \*Maintain open and continual communication with Principal and P.A.C. members

#### **Vice-Chairperson**

- act in the Chairperson's position in his/her absence
- assist the Chairperson
- inform members about meetings and make sure quorum requirements are met
- encourage attendance at School District meetings
- assist the Executive members
- be one of the financial signing officers

#### **Secretary**

- assist Chair in setting agenda for meetings
- keep an up-to-date record of Executive member's names and phone numbers
- keep safe all records and documents of the P.A.C.
- help the Chairperson with the newsletters
- keep a copy of "Robert's Rules of Order"
- keep a copy of the Constitution and Bylaws

- assist in keeping correspondence for the P.A.C.
- take attendance at meetings and take accurate minutes (find someone to take in your absence)
- after meetings, provide copies of the minutes

### **Treasurer**

- keep an accurate record of all receipts and expenses
- count & deposit all funds in the bank & disperse funds as necessary (including petty cash)
- give reports of all receipts, expenses and account balances
- be one of the financial signing officers
- have the books ready for inspection and annual audit
- present year-end financial statements
- make sure another signing officer has access to financial information in his/her absence • assist the P.A.C. Chair with drafting a budget
- reconcile and save all bank statements
- bring bank statements and ledger to all meetings

### **D.P.A.C. Representative**

- make sure Riverdale parents/guardians have a voice at the district level
- make sure that Riverdale is registered with D.P.A.C.
- attend D.P.A.C. meetings and report back to the P.A.C.

### **Members at Large**

Three (3) or more parent/guardian representatives of Ecole Riverdale Elementary.

## **2. Vacancy on Executive**

If any officer resigns during the term of office or if any office is not filled at the time of election, the PAC Executive may appoint someone to 'act' in the vacancy until the next election.



## **SECTION 10 COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. School staff and non-voting community members may be afforded representation on committees.
3. Members may be appointed to special committees by the President (after consultation with the executives.)
4. Special Committees (including the Nominating Committee) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish guidelines for each committee.

## **SECTION 11 FINANCES**

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the first meeting held in September.
2. All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.
3. The Executive shall name three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Any two (2) of the signatures will be required for these documents.
4. All monies spent above and beyond two hundred (\$200.00) dollars will be first presented to and voted on by the membership at a general meeting.
5. A treasurer's report to all members should be published prior to the end of each school year.
6. Any payments should be covered by receipts or memos.
7. An annual audit will be done at the end of the school year.
8. All fundraising monies collected will be counter and verified by two people.

9. Ecole Riverdale PAC may establish and maintain two(2) bank accounts
  - a) One account is to be held for the gaming funds
  - b) One account is to held for general revenue

## **SECTION 12      CONSTITUTION & BYLAW FILING/AMENDMENTS**

### Filing

The Constitution and Bylaws of Ecole Riverdale PAC shall be filed with the Surrey School District #36 upon application and recognition.

### Amendments

1. Amendments to the Constitution and Bylaws of Ecole Riverdale PAC may be made at any general membership meeting at which business is conducted, providing:
  - A) Written notice of the meeting has been given to the members, fourteen (14) days minimum.
  - B) The notice of the meeting includes notice of the specific amendments 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.
  - D) Amendment(s) to the Constitution and Bylaws should be submitted to the Board of Trustees of School District #36(Surrey).
2. Amendment(s) to the Constitution and Bylaws should be submitted to the Board of Trustees of the School District #36 (Surrey) for such amendment(s) to be considered effect.

## **SECTION 13                      CODE of CONDUCT**

1. Ecole Riverdale PAC is not a forum for the discussion of individual school personnel, students, 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/guardian who accepts a position as a PAC Executive Member must:
  - a) Uphold the Constitution and Bylaws, policies and procedures of the PAC.
  - b) Perms his/her duties with honesty and integrity.
  - c) Work to ensure that the well being of students is the primary focus of all decisions.
  - d) Respect the rights of individuals.
  - e) Take direction from members, ensuring that representation processes are in place.
  - f) Encourage and support parents and students with individual concerns to act on their behalf, and provide procedural assistance.
  - 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 correct
  - i) Respect all confidential information
  - j) Support public education.

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**PAC President**

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**Vice – President**

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**Secretary**

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**Treasurer**

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**DPAC Representative**