

École Clearbrook Elementary School
Constitution and By-Laws



École Clearbrook
Elementary School

Table of Contents

Constitution

Section 1. NAME

Section 2. Purpose of the Council

Section 3. Objective of the Council

By-Laws

Section 1 Membership

Voting

Non-Voting

Section 2 Voting

Section 3 Eligibility

Section 4 Executive Council

Section 5 Duties of the Executive

President

Past President

Vice President

Secretary

Treasurer

District PAC Representative

Section 6 Executive Meetings

Section 7 Committees

Section 8 Vacancy on Executive

Section 9 Nominations for Executive Positions

Section 10 Elections

Section 11 Election Procedures

Section 12 General Meetings

Section 13 Meeting Procedures

Section 14 Quorum

Section 15 Constitutional Amendments

Section 16 Finances

Section 16 Code of Conduct

Section 18 Dissolution

École Clearbrook Elementary School Constitution

Section 1. NAME

The name of this Council /Organization is the École Clearbrook Elementary Parents Advisory Council, as per the *School Act*, Bill 67, Div.2, Section 8, from this point forward referred to as 'the PAC'.

The PAC will operate as a non-profit organization with no personal financial benefit accruing to any member.

The business of the PAC will be unbiased in race, religion, gender, politics, sexual orientation and physical or mental ability.

Section 2. Purpose of the Council

The purpose of this council is to promote parent involvement in our school community thus assisting and contributing to the education of students as well as supporting the school administration and educators.

Section 3. Objective of the Council

- To promote education and welfare for the students in the school
- To encourage parent involvement in the school
- To participate in work with the School Planning Council
- To promote leadership in the school community
- To provide parent education when requested
- To provide a forum for parent discussion
- To support parents in communicating with the principal and staff about their children's progress
- To support the staff in maintaining high safety standards
- To organize and support activities and events for the school community
- To promote fundraising activities in support of the students' education and personal growth

École Clearbrook Elementary School By-Laws

Section 1 Membership

Voting Members

- All parents and guardians of students registered at École Clearbrook Elementary School are voting members of the PAC.

Non-Voting Members

- Administration and staff (teaching /nonteaching) of École Clearbrook Elementary, may be invited to be non-voting members of the Council
- At no time may the Council have more non-voting members then voting members.

Section 2 Voting

- Majority rules voting (50% + 1).
- In case of a tie, the Chair does not have a casting vote and the motion is defeated.

Section 3 Eligibility

Any voting member of the Council is eligible to serve on the Executive, except employees or elected officials of the School District or the Ministry of Education.

Section 4 Executive Council

- The Executive will manage the PAC affairs between general meetings
- The Executive includes the President, Vice President, Secretary, Treasurer and any other key positions deemed by the Executives.

Section 5 Duties of the Executive

President

- shall speak on behalf of the Council
- shall preside over general and executive meetings
- shall ensure an agenda is prepared and presented to the principal before each general meeting
- shall appoint committees where authorized by the PAC membership
- shall in consultation with principal, prepare PAC Newsletters, bulletins and information sheets
- shall ensure council is represented at school functions and activities
- shall ensure the objectives of the PAC are met by monitoring school events and fundraisers
- shall act as one of the three signing officers as per Section 16 of the By-Laws.

Past President

- Shall serve as a consultant to the President
- Shall assist and advise executives

Vice President

- Will assume the responsibilities of President in the President's absence
- Shall be one of the three signing officers as per Section 16 of the By-Laws

Secretary

- Will record the minutes of PAC membership special and executive meetings
- Will issue and receive correspondence on behalf of the organization
- Shall be one of the three signing officers as per Section 16 of this Constitution

Treasurer

- Will be responsible for and report on the accounts of the organization
- Will prepare a financial report for publication prior to June, as per Section 16 of this Constitution
- Will assist the executive with a draft budget and tentative plan of expenditures as per Section 16 of this Constitution every September
- Prepares monthly written report for the PAC
- Makes accounting records available for viewing upon request of a PAC member
- Makes accounting records available for annual audit/review

- Shall be one of the three signing officers as per Section 16 of this Constitution

District PAC Representative

- Shall ensure representation at each District PAC meeting
- Shall update the PAC on any pertinent information
- Shall keep the DPAC handbook up to date

All executive positions will be required to maintain and update any pertinent information to each position.

Section 6 Executive Meetings

Executive meetings should be held prior to each General Meeting to discuss and prepare the agenda.

Internal matters will be discussed and voted on during these meetings. All members of the Executive are encouraged to attend.

Section 7 Committees

As required, the Executive will establish Committees and supply specific guidelines to perform certain tasks. Committee members will be appointed by and are to report directly to the Executive. Length of term will vary depending on the purpose of the Committee. School staff may be afforded representation on Committees.

Section 8 Vacancy on Executive

If any Executive Officer resigns during their term of office or if any position is not filled at the time of election, the PAC Executive may appoint someone to fill the vacancy until the next election.

Section 9 Nominations for Executive Positions

- Members can volunteer rather than be nominated
- Nominations may be received up to and including the General Meeting until declared closed by the President.

Section 10 Elections

- The length of term for an Executive position shall be two years
- All elected and appointed Executive positions shall resign at the end of their term
- Such resignations shall take place during the Election effective at the end of the school term.
- Retiring officers are eligible for re-election during the Election

Section 11 Election Procedures

Election of Executive and Chair positions will take place during the General Meeting. The Election portion of the General Meeting shall be chaired by the PAC executives. If required, a ballot system can be implemented.

Section 12 General Meetings

The number of General Meetings will be set by the Executive but shall not be less than five meetings annually excluding the election Meeting.

Section 13 Meeting Procedures

Meetings will be conducted efficiently and with fairness to all members present. If procedural problems should arise, "Roberts Rules of Order" will be used to resolve the situation unless they are in conflict with the guidelines of this Constitution.

Section 14 Quorum

The voting members present at any duly called General Meeting shall constitute a quorum.

Section 15 Constitutional Amendments

The Constitution and By-Laws of the PAC should be reviewed annually by the PAC Executive. Amendments may be made at any General Meeting, provided:

- a minimum of seven (7) days prior to the meeting, written notice of the meeting is given to all members
- a minimum of seven (7) prior to the meeting, the proposed amendments must be posted in a conspicuous place in the school or made accessible to all members
- approval is shown by a two thirds(2/3) majority of the voting members present.

The amended Constitution and By-Laws should be submitted to the Board of Trustees of the School District #34 (Abbotsford) for such amendments to be considered in effect.

Section 16 Finances

- 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 September each year.
- All funds of the organization will be deposited in a chartered Bank, Credit Union or any financial establishment registered under the *Bank Act*.
- The Executive shall name three signing officers namely the President, Vice President, Treasurer and/or Secretary for banking and legal documents. Any two signatures will be required for all legal documents.
- Any two initials will be required for all deposits.
- All monies spent on items exceeding \$300.00 will be first presented to and voted on by the Executive and approved by a majority at a General Meeting.
- The PAC Executive shall ensure that a minimum of \$250.00 is available at the end of each school year as a start-up fund for the following school year.
- The members at any General Meeting shall agree upon the need for audits, whereupon an independent auditor will be appointed. (Note: The School District #34(Abbotsford) has agreed to provide audit services if requested).

Section 17 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 relating to Section 17 of this Constitution is in a privileged position and must treat such discussion as confidential.

Section 18 Dissolution

In the event of dissolution, and following payment of outstanding debts, disbursements of remaining funds will be decided by the Membership at the final General Meeting.

All records of the organization shall be placed under the jurisdiction of School District #34 (Abbotsford) with the Principal of École Clearbrook Elementary School.

This Constitution and By-Laws for the École Clearbrook Elementary School Parents Advisory Council was hereby accepted on this 27 day of January, 2020.