

Kildala Parent Advisory Council Constitution and Bylaws

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A copy of these Bylaws shall be submitted to the school board office for safe keeping purposes only.

CONSTITUTION

SECTION I NAME

The name of the Association shall be the Kildala Parent Advisory Council (School District No. 82) hereafter known as PAC.

SECTION II PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents and to promote cooperation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. The PAC will operate as a non-profit organization with no personal financial benefit.
7. The business of PAC shall be unbiased towards race, religion, gender or politics.

BYLAWS

SECTION III MEMBERSHIP

1. In accordance with the School Act, all parents and guardians of students registered at Kildala Elementary School may be voting members of the PAC.
2. Members of the school community who are not parents or guardians of students registered at Kildala Elementary School may also be non-voting members of the PAC.
3. At no time shall the PAC have more non-voting members than voting members.

SECTION IV MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. General meetings shall be held a minimum of five times per year, one of those being the Annual General Meeting (AGM) to be held in June.
3. Executive meetings may be held at the discretion of the President or by request of 50% of the Executive. The purpose of executive meetings is to carry on business between general meetings.
4. Additional special purpose meetings shall be held at the discretion of the President or within 30 days of receipt by the Executive of a petition representing 10% of the voting membership requesting a special meeting for a purpose stated in the petition. The only business of that special meeting shall be the purpose for which the meeting is called.
5. Reasonable efforts shall be made to provide adequate notice of general and special meetings to members of the PAC.

SECTION V VOTING

1. a) The voting members present at any duly called general/special meeting shall constitute a quorum.
b) A majority of Executive Officers present at any executive meeting is required for a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of Executive Officers which shall be done by secret ballot.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

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 immediately prior to the AGM.

3. If only one person is nominated for an executive position, that person shall be appointed by acclamation.
4. Any voting member of the PAC is eligible to serve on the Executive, including teachers and other employees of School District No.82, with the exception of President. Teachers, employees or elected officials of School District No.82 or the Ministry of Education are not eligible to serve as President.
5. If an Executive Officer resigns, ceases to hold office or there is a vacancy for any reason, the remaining Executive Officers may appoint an eligible (voting) member of the PAC to fill the vacancy until the next AGM.
6. Election shall be done by secret ballot and after counting a vote shall be taken to destroy the ballots.

SECTION VII TERM OF OFFICE

1. The term of office shall commence in July of each year and shall be for one year.
2. Any elected member of the PAC may serve on the Executive for as many years as he/she is elected to a position.
3. No person may hold more than one elected position at any one time.

SECTION VIII EXECUTIVE OFFICERS

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

SECTION IX DUTIES OF EXECUTIVE OFFICERS

- A. PRESIDENT
 - a. Shall convene and preside at all general, special and executive meetings.
 - b. Shall ensure that an agenda is prepared and presented.
 - c. Shall appoint committees where authorized to do so by the Executive or membership.
 - d. Shall be an ex-officio member to all committees.
 - e. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC.
 - f. Shall be the official spokesperson for the PAC.
 - g. Shall be a signing officer.
 - h. Shall submit an annual report.
- B. VICE PRESIDENT
 - a. Shall assume the responsibilities of the President in the President's absence.
 - b. Shall accept extra duties as required.
 - c. Shall be a signing officer.

C. SECRETARY

- a. Shall record the minutes of general, special and executive meetings.
- b. Shall distribute minutes to the PAC members.
- c. Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done in red and the copy amended shall be dated, initialed and a copy submitted to the school board office for safe keeping.
- d. Shall issue and receive correspondence on behalf of the PAC.
- e. Shall be a signing officer.
- f. Shall safely keep all records of the PAC.

D. TREASURER

- a. Shall be responsible for and report on the accounts of the PAC.
- b. Shall prepare a financial report to be presented at each general meeting.
- c. Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XI.
- d. Shall ensure that a financial signing officer has access to the books in the event of his/her absence.
- e. Shall make the books available for viewing by a voting member upon request.
- f. Shall submit an annual report.

E. DPAC REPRESENTATIVE

- a. Shall attend DPAC meetings.
- b. Shall report back to the PAC.
- c. Shall seek input from the PAC.

SECTION X COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the Executive and members.
3. Members may be appointed annually to committees by the President (after consultation with the Executive).

SECTION XI FINANCES

1. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General Meeting prior to the end of November of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The Executive shall name at least two signing officers for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a predetermined amount (\$75) shall require the approval of the PAC.
5. A need for audits will be agreed upon by the members at any General Meeting, where upon an independent auditor will be appointed as needed.

SECTION XII CONSTITUTION AND BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Kildala Parent Advisory Council may be made at any General meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XIII CODE OF CONDUCT

1. The Kildala 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 relating to an individual is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.
3. A parent/guardian who accepts a position as a PAC Executive Member:
 - a. Upholds the constitution, bylaws, policies and procedures of the PAC.
 - b. Performs her/his duties with honesty and integrity.
 - c. Works to ensure that the wellbeing 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.

SECTION XIV DISSOLUTION

1. In the event of dissolution of the PAC and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting in accordance with current Gaming policies.
2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No.82 in the person of the principal of the school.