

NGE PAC CONSTITUTION

(Amended and PAC approved January 13, 2003 to include the School Planning Council)

SECTION I NAME

The name of the organization shall be the North Glenmore Elementary Parent Advisory Council, also known as North Glenmore Elementary PAC.

SECTION II MISSION STATEMENT

The North Glenmore Elementary Parent Advisory Council is dedicated to the education and the well-being of the child. The PAC's primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in educational activities and decision making, to strengthen the role of families in education and schooling and to foster parent participation.

SECTION III OBJECTIVES

1. The objectives of the organization will be to enhance communication between:

The Parents Community The Students	AND	School Staff and Administration
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2. To review, discuss and make recommendations to the school staff and administration on:
 - school policy and procedures
 - programs and services
 - facilities and equipment
 - parent/community education

3. To promote cooperation between the home and the school in providing for the education of children.

4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION IV DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.

2. All property and assets of the organization shall be transferred to another organization in British Columbia having similar objectives or purposes, which will be decided by the members at the final General Meeting, with consideration given to the School District #23 in the person of the principal of North Glenmore Elementary School. This provision shall be unalterable.

BY-LAWS

SECTION V MEMBERSHIP

1. All parents and guardians of students currently registered and attending at North Glenmore Elementary School shall be voting members of the group.

2. Administration and staff (teaching and non-teaching) of North Glenmore Elementary School shall be non-voting members of the group.

3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the group.

SECTION VI

EXECUTIVE

1. Executive Positions

The group shall elect a slate of officers from the voting members for each school year. Number and position of Executive should be determined by local organizational needs, but should include the following:

a) President

- shall convene and preside at all membership, special, and executive meetings
- shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented
- shall appoint committees where authorized to do so by the executive or membership
- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- shall be the official spokesperson for the organization

b) Past President

- shall help make smooth transition between presidents
- shall act as a consultant for the president
- shall chair the nominating committee

c) Vice-President

- shall assist the president
- shall assume the responsibilities of the president in the president's absence
- shall accept extra duties as required

d) Secretary

- shall record the minutes of membership, special and Executive meetings
- shall take attendance at membership, special and Executive meetings
- shall issue and receive correspondence on behalf of the organization
- shall assist with PAC newsletters

* e) Treasurer

- shall be responsible for and prepare monthly reports on the accounts of the organization
- shall be one of the three signing officers of the Executive as per Section XV
- shall prepare a financial report for publication in the PAC newsletter as per Section XV
- shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XV

* f) The School Planning Council (SPC) representative

- be one of three elected SPC representatives
- represent and speak on behalf of the PAC at SPC meetings
- take direction from the general PAC membership
- report back to the PAC at general meetings

g) COPAC Representative

- shall attend COPAC meetings
- shall report back to the PAC
- shall seek input from the PAC when requested

h) Lunch Coordinator(s)

- shall organize and maintain a regular lunch program
- shall create and print the menu for the month
- shall collect and organize the classroom orders
- shall order and arrange food delivery
- shall schedule volunteers

i) Fund Raising Coordinator

- shall gather fund raising information
- shall present possible ideas to the membership at General Meetings
- shall arrange various fund raising events by coordinating various committees for these events

2. Executive Meetings

- a) Executive meetings will be held at least once a month and within ten days prior to the General Meeting date.
- b) The President may call extraordinary meetings.

3. Vacancy on Executive

If any officer resigns during a term of office or if any office is not filled at the time of elections, the elected Executive of PAC may appoint a voting member of the PAC to fill the vacancy until election.

SECTION VII COMMITTEES

1. Committees are responsible to the Executive.
2. The President may appoint members to committees after consultation with the Executive.
3. School staff will be afforded representation on committees.

SECTION VIII ¶ ELECTIONS

1. Election term – the length of term of PAC Executive positions shall be one year.
2. Such terms shall take effect July 1 and end on June 30.
3. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. (School Act, s. 8.1(3)(c), 8.1(4), and 8.1(7))
4. The term of office for School Planning Council representatives shall be one year. (School Act, s. 8.1(6))

SECTION IX ELECTION PROCEDURES

1. Election of the Executive will take place during an Annual General Meeting that will be in May or June of each year.
2. A member of the Nominations Committee must be present at all ballot casting.
3. On Election Day, the voting will be open one half hour before and after school commencement time, one half hour school dismissal time and the first hour of the Annual General Meeting.
4. The election of representatives to the School Planning Council must be by secret ballot. (School Act, s. 8(6))

SECTION X NOMINATIONS

A "Nominations Committee" chaired by the Past President will be formed at a General Meeting or as required by the Executive.

SECTION XI GENERAL MEETINGS

1. The number of General Meetings will be set by the Executive.
2. Extraordinary meetings may be called by the Executive with a minimum seven (7) days notice by student-delivered notices and postings on the PAC bulletin board.
3. General Meetings require a minimum of fifty percent (50%) of the Executive.

SECTION XII CONSTITUTION AMENDMENTS

A copy of the North Glenmore Parent Advisory Council Constitution and By-laws is to be placed with the Secretary/Treasurer of the school district for safe-keeping purposes only and this will ensure that a copy is always available. Any amendments to the Constitution and By-laws should also be sent to the Secretary/Treasurer of the school district.

Amendments to the Constitution and By-laws of the North Glenmore Elementary School Parent Advisory Council may be made at any General Meeting at which business is conducted, providing:

1. Written notice of the meeting has been made available to all members (14 days minimum), by student-delivered notices and postings on the PAC bulletin board.
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 By-laws.

SECTION XIII QUOROM

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

SECTION XIV PROCEDURE

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

SECTION XV FINANCES

1. 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 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 three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.

4. All money spent above and beyond a petty cash amount of \$250.00 will be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.
5. The restriction on expenditures shall not include fund raising and/or lunch activities, which may require issuance of funds prior to the deposit of the receipts.
- * 6. A Treasurer's Report to all members should be published in the PAC newsletter prior to the end of each school term.
7. A need for audits will be agreed upon by the members at any General Meeting, whereupon an independent Auditor will be appointed by the Executive as needed.

SECTION XVI CODE OF CONDUCT

1. The North Glenmore 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 discussion with discretion, protecting the confidentiality of the people involved. The executive member may ask another executive member for input or information to assist with the situation.

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➤ **President**

- shall convene and preside at all membership, special, and executive meetings
- shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented
- shall appoint committees where authorized to do so by the executive or membership
- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- shall be the official spokesperson for the organization

➤ **Vice-President**

- shall assist the president
- shall assume the responsibilities of the president in the president's absence
- shall accept extra duties as required

➤ **Special Events Coordinator**

- shall gather special events information and ideas from the community, school, teachers, parents
- shall maintain a rough program list of special events for the school year
- shall present possible ideas for Special events to the membership at General Meetings
- shall arrange various special events by coordinating various committees for these events

➤ **Fund Raising Coordinator**

- shall gather fund raising information
- shall present possible ideas to the membership at General Meetings
- shall arrange various fund raising events by coordinating various committees for these events

➤ **Secretary**

- shall record the minutes of membership, special and Executive meetings
- shall take attendance at membership, special and Executive meetings
- shall issue and receive correspondence on behalf of the organization
- shall assist with PAC newsletters

➤ **Treasurer**

- shall be responsible for and prepare monthly reports on the accounts of the organization
- shall be one of the signing officers of the Executive
- shall prepare a financial report for publication in the PAC newsletter as per
- shall, with the assistance of the executive, draft a budget and tentative plan of expenditures

➤ **The School Planning Council (SPC) representative**

- be one of three elected SPC representatives
- represent and speak on behalf of the PAC at SPC meetings
- take direction from the general PAC membership and report back

➤ **Fun Lunch Coordinator**

- shall organize and maintain a regular fun / hot lunch program
- shall create and print the menu for the month
- shall collect and organize the classroom orders
- shall work with the PAC Treasures on:
 - order forms and money (cash and cheques)
 - orders with appropriate suppliers and funds for orders in a timely manner related to deliveries
 - cheques and pass to pay supplier
 - receipts from suppliers
- shall schedule volunteers to assist in the school to distribute the students food orders

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of _____ (name of your council) have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

This page can be photocopied and used annually for all executive members and representatives.

Administration of the Code of Ethics can be found in Tab 8, Code of Ethics and Conflict of Interest, page 4.