

Updated 2012

Buckingham
Elementary School
Parent Advisory
Council

CONSTITUTION AND BYLAWS

Table of Contents

Constitution

- Section 1 Name
- Section 2 Mission Statement
- Section 3 Objectives

Bylaws

- Section 4 Membership
- Section 5 Executive
- Section 6 The Election of School Planning Council (SPC) Representatives
- Section 7 Committees
- Section 8 Elections
- Section 9 Election Procedures
- Section 10 Nominations
- Section 11 PAC Meetings
- Section 12 Constitutional Amendments
- Section 13 Quorum
- Section 14 Procedure
- Section 15 Finances
- Section 16 Code of Conduct
- Section 17 Dissolution

Constitution

Name

Section 1

- (1) The name of the organization shall be the Buckingham Elementary School Parent Advisory Council (hereinafter referred to as the "Buckingham PAC"), as per the School Act – Bill 67 – Division 2 – Section 8(1).

Mission Statement

Section 2

- (1) The Buckingham PAC is part of a provincial organization, dedicated to the education and the well being of the child.
- (2) The Buckingham PAC's primary mandate is to promote effective communication between the home and the school, encourage parents to participate in meaningful educational activities and decision making, strengthen the role of families in education and schooling and to foster meaningful parent participation.

Objectives

Section 3

- (1) The objectives of the Buckingham PAC will be to enhance communication between The Parent, The Community, The Students and The School Staff and Administration.
- (2) To review, discuss and make recommendations to the school staff and administration on:
 - a. School policy and procedures
 - b. Programs and services
 - c. Facilities and equipment
 - d. Parent / community education
 - e. Learning resources
- (3) The Buckingham PAC may not discuss school personnel, individual students or individual parents.
- (4) To promote cooperation between the home and the school in providing for the education of children.
- (5) To contribute to the effectiveness of the school by promoting involvement of parents and other community members.
- (6) To provide financial support for the goals of the Buckingham PAC, as determined by the membership.

Bylaws

Membership

Section 4

- (1) All parents and guardians of students registered at Buckingham School shall be voting members of the Buckingham PAC.
- (2) Administration and staff (teaching and non-teaching of Buckingham School) shall be non-voting members of the Buckingham PAC.
- (3) Members of the school community who are not parents or guardians of students currently in the system shall also be non-voting members of the Buckingham PAC.

Executive

Section 5

The Buckingham PAC shall elect a slate of officers, by secret ballot, from the voting members whose term is from February to January, as per **Section 8**. Number and position of the Executive should be determined by local organizational needs, and should include the following:

- (1) **Chairperson** shall:
 - a. Convene and preside at all membership, special and Executive meetings.
 - b. In consultation with the school staff and administration, ensure that an agenda is prepared and presented.
 - c. Appoint committees where authorized to do by the Executive or membership.
 - d. Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Buckingham PAC.
 - e. Be a signing officer of the accounts as per **Section 15**.
- (2) **Vice-Chairperson** shall:
 - a. Assume the responsibilities of the Chairperson in the Chair's absence or take minutes in the secretary's absence.
 - b. Prepare the rooms for PAC meetings.
 - c. Compensate for child minding as required.
 - d. Be a signing officer of the accounts as per **Section 15**.

It is anticipated that the person, upon accepting the Vice Chair position, will expect their name to stand for nomination for the Chairperson position at the appropriate time.

(3) **Secretary** shall:

- a. Record the minutes of PAC, special and Executive meetings.
- b. Issue and receive correspondence on behalf of the Buckingham PAC.
- c. Be a signing officer of the accounts as per **Section 15**.

(4) **Treasurer** shall:

The position of treasurer can be fulfilled by one person or have the responsibilities divided between two people.

- a. Be responsible for and report on the accounts of the Buckingham PAC.
- b. Be a signing officer of the accounts as per **Section 15**.
- c. Prepare a financial report for monthly meetings for the Buckingham PAC.
- d. Prepare a fundraising summary for publication in June.
- e. Assist the Executive with a draft budget and tentative plan of expenditures as per **Section 15**.
- f. Disburse funds as authorized by the membership or Executive.
- g. Submit annual gaming request for funds to gaming commission within required deadlines as well as the annual disbursement of gaming report.
- h. Ensure records are archived appropriately.

(5) **School Planning Representative** (if required, see **Section 6, Part 5a**).

Executive Meetings times may be prescribed by the Executive.

Extraordinary Meetings may be called by the chairperson.

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 Buckingham PAC Executive may appoint someone to fill the vacancy until the next election.

The Election of School Planning Council (SPC) Representatives
Section 6

- (1) Three (3) School Planning Council (SPC) Representatives shall be elected annually by secret ballot by the voting members at a Buckingham PAC General Meeting for which proper notification of the elections has been given.

- (2) Each candidate for SPC Representative must be a parent or legal guardian of a student(s) enrolled in the school, i.e. a voting member of the Buckingham PAC.
- (3) Notification that PAC/SPC Representatives will be elected at a scheduled Buckingham PAC General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to that General Meeting.
- (4) Nominations may be received up to and during the Buckingham PAC General Meeting until declared closed by the Chairperson.
- (5) The election of three (3) SPC Representatives must be conducted by secret ballot and the three positions will be awarded to the three candidates with the most votes. Further:
 - a. The School Act requires that one of the representatives must be an elected officer of the PAC Executive. In the event that none of the three successful candidates is on the Buckingham PAC Executive, then a new Executive position will be created for the SPC Representative with the most votes. (See **Section 5**)
 - b. The fourth top candidate will be declared the Buckingham PAC/SPC alternate. The alternate will have no role on the SPC unless called upon to fill a vacancy on the SPC.
 - c. As provided in the School Act, if three PAC/SPC Representatives are not elected, the Principal, in consultation with parents of the Buckingham PAC, shall make appropriate recommendations to the School Board for appointments that fulfill the required membership of parent representatives for the SPC, by December 1 of each year.
- (6) Terms of Office of SPC Representatives
 - a. The term of office of the Representative will be for one school year with the exact dates of the term of office each year to be specified by the Buckingham PAC Executive at the time of the election to office.
 - b. In the event that a PAC/SPC Representative is unable or unwilling to complete the term of his/her office, the elected PAC/SPC alternate will take that representative's place, and provide notice to the Buckingham PAC Executive of this change. If no PAC/SPC alternate was elected, the Buckingham PAC Executive will give proper notification for the election of a new PAC/SPC representative at the first possible Buckingham PAC General Meeting.
- (7) Role and Responsibilities of SPC Representative
 - a. One PAC/SPC representative will be designated to take minutes of the SPC meetings and provide those minutes to the Buckingham PAC Executive in a timely way, and in any event no longer than 30 days, for inclusion in or attachment to the Buckingham PAC minutes. The representative who takes minutes may be designated by the PAC/SPC representatives or failing this, the Buckingham PAC Executive may appoint the PAC/SPC representatives to take minutes.

- b. The Buckingham PAC Executive member of the SPC is also expected to regularly attend Buckingham PAC Executive meetings, and act as a liaison between the SPC and PAC, and to foster close working relations between the two bodies. The Buckingham PAC Executive may also invite all the SPC representatives to attend a Buckingham PAC Executive meeting from time to time.
- c. All the PAC/ SPC representatives are expected to attend every General PAC meeting and take concerns expressed by parents at these meetings to the SPC.
- d. In the event that an elected PAC/SPC member is not able or willing to fulfill his/her responsibilities as set out above, the Buckingham PAC Executive may provide 30 days' notice to the Buckingham PAC membership and propose that the PAC/SPC representative be replaced by the elected PAC/SPC alternate, if there is one, or by a newly elected PAC/SPC representative.

Committees

Section 7

- (1) Committee membership is open to the general membership (voting as per **Section 4**).
- (2) Committees are responsible to the Executive.
- (3) Each committee will appoint a Chairperson who is responsible for calling committee meetings and keeping the Executive informed of the committee's progress.
- (4) The Committee Chairperson will also submit financial reports to the Treasurer where appropriate.
- (5) Members may be appointed to Special Committees by the Chairperson (after consultation with the Executive).
- (6) Note: Special Committees shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee.

Elections

Section 8

- (1) Election terms – the length of term for Executive positions shall be one year, with further terms acceptable when pursued through the standard nomination procedures as per **Section 10**.
- (2) Such terms shall take effect February 1st and end on January 31st.
- (3) A copy of the constitution and bylaws shall be reviewed by any new Executive members.

Election Procedures

Section 9

- (1) Election of the Executive will take place during an Annual General Meeting, which will be in January of each year.

Nominations

Section 10

- (1) The Executive will form a Nominations Committee at a Buckingham PAC meeting, or as required.
- (2) Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chairperson.
- (3) A letter of notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.
- (4) All nominees must provide verbal or written acceptance prior to voting at the Annual General Meeting. Any person who is eligible to vote at the PAC meeting is eligible for nomination and each nomination will have a seconder from the voting body.

PAC Meetings

Section 11

- (1) The number of PAC meetings will be set by the Executive.
- (2) Extraordinary meetings may be called by the Executive with minimum seven (7) days' notice.

Constitutional Amendments

Section 12

- (1) Amendments to the Constitution and By-Laws of the Buckingham PAC may be made at any PAC meeting at which business is conducted, providing:
 - a. Written notice of the meeting has been given to all members (fourteen days minimum).
 - b. The notice of the meeting included notice of the specific amendments proposed.
 - c. A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.
 - d. Amendments(s) to the Constitution and By-Laws should be submitted to the Board of Trustees of School District 41 for such amendments to be considered.

Quorum

Section 13

- (1) The voting members present at any duly called PAC meeting shall constitute a quorum.

Procedure

Section 14

- (1) Meetings will be conducted efficiently and with fairness to the members present.
- (2) If procedural problems should arrive, Robert Rules of Order will be used to resolve the situation, unless they are in conflict with guidelines in their constitution.
- (3) The Constitution and By-laws of the Buckingham PAC shall be filed with the approved Board of School Trustees for School District 41 upon application for recognition.

Finances

Section 15

- (1) A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the Buckingham PAC meeting prior to the end of November of each year.
- (2) All funds of the organization will be on deposit in a Chartered Bank of Credit Union of any Financial Establishment registered under the Bank Act.
- (3) Two signatures will be required for all general banking and legal documents.
- (4) The Executive will be signing officers of the account.
- (5) Funds received through the BC Gaming Commission will require a separate bank account to be opened; this account will require two signatures. The Executive will be signing officers of the account.
- (6) All monies spent above and beyond a pre-determined petty cash amount will be first presented to and voted on by the Executive, and then approved by a majority at a Buckingham PAC meeting.
- (7) A need for audits will be agreed upon by the members at any Buckingham PAC meeting, where upon an independent Auditor will appoint as needed.
- (8) Note: It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating cost for the following year.

Code of Conduct

Section 16

- (1) The Buckingham PAC 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 Section 16 is in a privileged position and must treat such discussion as confidential.

Dissolution

Section 17

- (1) In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership of the final Buckingham PAC meeting.
- (2) All records of the organization shall be placed under the jurisdiction of school District 41 in the person of the Principal of the school.

June 1990

Amended 1992

Amended November 1999

Amended November 2003

Amended April 2012