

Constitution

Ecole Elementaire
Glenmore
Elementary School



Parent Advisory Council

School-District No. 23 (Central Okanagan) Revised April 2000

Also known as 'the Council' in this document, as per the School Act, Division 2, Section 8. The Council will operate as a non-profit, unincorporated organization with no personal financial benefit.

The business of the Council shall be conducted without unfair discrimination in accordance with the laws of the Province of British Columbia and in particular with the Human Rights Act (B.C) and the Canadian Charter of Rights and Freedoms.

SECTION II: PURPOSES

1. To help promote and support Ecole Elementaire Glenmore Elementary School education.
2. To advise the school principal and staff on parental views about school programs, policies and activities.
3. To communicate with parents and to promote co-operation between the home and the school in providing for the education of children.
4. To help promote parental education and awareness of educational issues.
5. To assist parents in accessing the education system and to advocate on behalf of parents and students.
6. To organize Council activities and events.
7. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

BYLAWS

SECTION III: MEMBERSHIP

1. All parents and-guardians of students registered at Ecole Elementaire Glenmore Elementary School shall be voting members of the Parent Advisory Council as per the School Act.
2. Administration and staff (teaching and non-teaching) of Ecole Elementaire Glenmore Elementary School may be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

SECTION IV: MEETINGS

1. There shall be an annual general meeting for the purpose of election of officers held in May of each year and, in addition, a minimum of five (5) general meetings shall be held during the school year to conduct business.
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 (50) voting members.
3. The date, time and place of every general meeting will be set by the executive in consultation with the principal and the membership.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. Robert's Rules of Order (latest edition) shall govern all procedures, unless they are in conflict with the guidelines in this Constitution. Failing that, recourse may be sought in all relevant terms and provisions of the Society Act hereby incorporated into this Constitution.

SECTION V: VOTING

1. A quorum for general meetings shall be six (6) voting members of which three (3) will be executive members. The president and/or co-presidents may be included as (a) voting member(s) only for the purposes of achieving a quorum.
2. Unless otherwise provided, motions arising at any meeting shall be decided upon by a simple majority vote.
3. In 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 a show of hands with the exception of the election of 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. A call for nominations shall be made prior to and at the annual general meeting.
3. In the event of a vacancy on the executive during the year, the Council shall elect the new officer(s) for the remainder of the term.
4. Elections shall be conducted by the nomination committee chairperson.
5. Scrutineers shall be appointed as required by the nominations committee chairperson at the time of the elections.
6. A motion shall be taken to destroy the ballots.

SECTION VII: TERMS OF OFFICE

1. The term of office shall commence immediately following the May annual general meeting of each year and shall be for one year.
2. The outgoing executive shall assist in the transfer of responsibilities to the new executive.
3. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position, but no person may hold any one position for more than two (2) consecutive years. However, retiring elected council members may be re-elected for that same position for one year at the time if no other member comes forward for that position.
4. No person may hold more than one (1) elected executive position at any one time.
5. The past president and/or past co-presidents shall hold that office for a maximum of two (2) years.

SECTION VIII: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate past president or past co-presidents.
2. The executive officers will be as follows:
 - A. President or Co-Presidents
 - B. Vice-president or Co-Vice-Presidents
 - C. Treasurer
 - D. Secretary
 - E. Central Okanagan Parent Advisory Council (COPAC) Representative
 - F. Member(s)-at-Large
 - G. Past President or Past Co-Presidents

SECTION IX: DUTIES OF THE OFFICERS

A. President or Co-Presidents:

- i)* shall convene and preside at all general, special and executive meetings.
- ii)* shall ensure that an agenda is prepared with input from the principal and is presented at the beginning of every meeting.
- iii)* Shall appoint committees where authorized to do so by the executive or membership.
- iv)* shall be (an) ex officio member(s) to all committees except the Nomination Committee.
- v)* shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the Council.
- vi)* shall be the official spokesperson(s) for the Council.
- vii)* shall be (a) signing officer(s)..
- viii)* shall submit an annual report.

B. Vice-President or Co-Vice Presidents:

- i)* shall assume the responsibilities of the president(s) in the

president's absence.

- ii)* shall accept extra duties as required.
- iii)* shall ensure representation to the Central Okanagan Parent Advisory Council in the COPAC Representative's absence.
- iv)* shall provide a copy of this Constitution and Bylaws to each newly elected officer at the annual general meeting.
- v)* may be (a) signing officer(s).

C. Secretary:

- i)* shall record the minutes of all general, special and executive meetings.
- ii)* shall distribute minutes to Council members in a timely fashion, no later than three (3) days prior to the following general meeting.
- iii)* shall keep an accurate copy of this Constitution and Bylaws; all revisions shall be done in red, dated and initialed by the secretary and a current copy shall be submitted to School District No. 23 Board Office.
- iv)* shall issue and receive correspondence on behalf of the Council.
- v)* may be a signing officer.
- vi)* shall safely keep all records of the Council.

D. Treasurer:

- i)* shall be responsible for a report on the accounts of the Council at every general meeting.
- ii)* shall be a signing officer.
- iii)* shall prepare a financial report for publication in the school newsletter as per Section XII.
- iv)* shall draft a proposed budget of revenue and expenses in consultation with the executive as per Section XII.
- v)* shall ensure that an alternative signing officer has access to the accounting records in the event of his/her absence.
- vi)* shall submit an annual report.

E. COPAC Representative:

- i)* shall attend all COPAC meetings throughout the year.
- ii)* shall report back to the Council at all general meetings and be responsible for keeping the president(s) apprised of urgent and/or time sensitive matters arising from the COPAC and other government levels.

iii) shall seek input from the Council and represent the will of the Council majority in his/her liaison duties at all COPAC and other government levels.

F Member(s)-at-Large:

shall serve in a capacity to be determined by the Council at the time of their election and at other times throughout their tenure, as required by the Council.

G. Past President or Past Co-Presidents

i) shall help smooth the transition between presidents.

ii) shall assist and advise the Council.

iii) shall act as (a) consultant(s) to the president or co-presidents.

iv) shall chair the nominating committee. However, in the event the Past President or the Past Co-Presidents is/are no longer (a) voting member(s) of the Council or is/are prevented from conducting the elections at the Annual General Meeting, the President may appoint in consultation with the executive another voting member who will not hold any other elected executive position in the next term of office than Member-at-Large as chair of the nominating committee.

SECTION X: REMOVAL OF OFFICERS

1. All members shall receive a written Notice of Motion fourteen (14) days prior to a "non-confidence" vote in a member of the executive.
2. A two-thirds (2/3) majority of "non-confidence" at a meeting of the Council constituting a quorum, shall result in the immediate resignation or removal from office of same officer and he/she shall return to the Council forthwith any and all records in his/her possession.

SECTION XI: COMMITTEES

1. Standing and ad-hoc committees shall be formed when deemed necessary by the executive or Council membership.
2. A nominating committee shall be appointed no later than one general meeting prior to the annual general meeting.
3. Committees are responsible to the executive and the membership.
4. Members may be appointed annually to committees by the president or co-presidents in consultation with the executive.

5. The dissolution of a committee shall be authorized by the Council membership only.

SECTION XII: FINANCES

1. A proposed budget of revenue and expenses shall be voted on by the Council membership at a general meeting (usually done in the fall).
2. All funds of the Council will be deposited into a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least two (2) signing officers, one of whom shall be the treasurer, for all banking and legal documents as required. Two (2) signatures shall be required for said documents.
4. Any expenditure above the petty cash amount of \$ 300.00 (three hundred dollars) shall require a majority vote by the Council membership at a general meeting.
5. A treasurer's report to all Council members should be published in the school newsletter prior to the end of each school term.
6. An independent audit of the Council's finances shall be authorized by the Council membership following a majority vote at any general meeting.
7. The executive shall set aside "start-up" operating costs of no less than \$500.00 (five hundred dollars) for the beginning of the following new school year.
8. The fiscal year shall be from July 1st up to and including June 30th.

SECTION XIII: CONSTITUTION AND BYLAWS AMENDMENTS

Amendments to the Constitution and Bylaws of Ecole Elementaire Glenmore Elementary School Parent Advisory Council may be made at any general meeting provided:

1. Fourteen (14) days written notice of the meeting has been given to all members.
2. The notice of the meeting shall include the specific amendments proposed and/or include the specific location where the written proposed amendments shall be prominently displayed in the school for a minimum of fourteen (14) days.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.

SECTION XIV: CODE OF CONDUCT

1. Ecole Elementaire Glenmore Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. Any concern brought to the Council regarding the same shall be directed to the appropriate channel.
2. An executive member who is approached by a parent with a concern relating to Section XIV, 1., is in a privileged position and must treat such discussion with discretion and confidentiality.
3. A parent who accepts a position as a Council executive member:
 - a) shall uphold the Constitution and Bylaws, policies and procedures of the Council.
 - b) shall perform his/her duties with honesty and integrity.
 - c) shall contribute to the Council and school in a spirit of cooperation, fairness and respect towards others.
 - d) shall be a volunteer and not receive any financial or personal gain.
 - e) shall notify the executive of any possible conflict of interest.
 - f) shall ensure that the well-being of students is the primary focus of all decisions.
 - g) shall take direction from the Council members, ensuring that matters are resolved through due process.
 - h) shall encourage, support and provide procedural information to parents and students with individual concerns, so they may act on their own behalf.
 - i) shall strive to be informed and pass on information that is reliable and correct.
 - j) shall respect all confidential information.
 - k) shall support public education.

SECTION XV: DISSOLUTION

1. Upon winding up or dissolution of the Council, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose as may be determined by the members of the Council at the time of winding up or dissolution. This provision shall be unalterable.
2. In the event of dissolution of the Council; all records shall be placed under the jurisdiction of School District No. 23 (Central Okanagan) Board Offices and written notification of the same to the Central Okanagan Parent Advisory Council and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Revised and adopted this eighth day of June 2010.