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**KITCHENER SCHOOL
PARENT ADVISORY COUNCIL**

CONSTITUTION

SECTION 1 **NAME:** The name of the organization shall be the Parent Advisory Council, as per the School Act, Division -Section 8.

SECTION 2 **The objectives of the Parent Advisory Council shall be:**

- 2-1 To advise the principal and staff on parents' views on any matter relating to the school - programs, policies, plans, and activities.
- 2-2 To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
- 2-3 To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
- 2-4 To organize PAC activities and events to improve the well-being of students in the school.
- 2-5 To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION 3 **DISSOLUTION**

- General Account - 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;
- Gaming Account - upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to:

a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act* (Canada), as may be determined by the members

of the Society at the time of winding up or dissolution. This provision shall be unalterable.

- All records of the organization shall be placed under the jurisdiction of School District #41 (Burnaby) in the person of the Principal of the School.

SECTION 4

MEMBERSHIP:

- 4-1 The Principal may be an Executive member, but only in a non-voting, ex-officio capacity.
- 4-2 All parents and guardians of students registered at Kitchener School shall be voting members of the group.
- 4-3 Administration and staff (teaching and non-teaching) of Kitchener School shall be non-voting members of the group.
- 4-4 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 group.

SECTION 5

THE EXECUTIVE - meaning the governing body of the Kitchener School Parent Advisory Council shall consist of:

- 5-1 The principal of Kitchener School or his/her designate.
- 5-2 The officers - meaning a member of the Parent Advisory Committee who has been elected to a position:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- 5-3 The directors - meaning an appointed member of the Parent Advisory Council.
 - a) District Council Representative
 - b) Fund-raising Committee Chair

SECTION 6

COMMITTEES

- 6-1 Committees are responsible to the Executive.
- 6-2 Members may be appointed to special committees by the Chairperson (after consultation with the Executive).

Note: Special Committees (including the Nominations Committee) 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 and where possible in writing.

SECTION 7

TENURE OF OFFICE

- 7-1 The length of term for Executive positions shall be one year.
- 7-1(a) Each Executive member must resign after one year in office, however, and may stand for re-election for an additional year (s).
- 7-2 The term of office commences immediately after the General Meeting in May.
- 7-3 The Directors are volunteer members of the Parent Advisory Committee and may serve any number of times.
- 7-4 The term of office for School Planning Council representatives shall be one year. (School Act, s.8.1(6))

SECTION 8

FUNCTIONS OF THE EXECUTIVE

- 8-1 To provide efficient management of the Kitchener School Parent Advisory Council's endeavours during the school year.
- 8-2 To study and make recommendations on all matters submitted to them as an executive body.
- 8-3 To inform the members of the Advisory Council of policies and the activities of the Executive.

- 8-4 Executive members shall conduct themselves with diplomacy in dealing with the membership and shall not act independently on issues concerning Kitchener Elementary School.

SECTION 9

FUNCTIONS OF THE EXECUTIVE MEMBERS

- 9-1 President:

Shall preside at the General and Executive meetings.

May establish special committees from time to time as deemed necessary by the Executive.

Shall be ex-officio member of all standing and special committees.

Shall become familiar with the events and proceedings in previous years by the Kitchener School Parent Advisory Council.

Shall call the Executive Committee together as early as possible to discuss plans for the coming year.

- 9-2 Vice-President:

Shall act in co-operation and support of the President and shall take over his/her duties in his/her absence.

- 9-3 Secretary:

Shall be responsible for maintenance of accurate records of the proceedings of all Executive and General meetings including an accurate record of attendance of each meeting and shall be responsible for the clarification of the wording of all motions before a vote is taken.

Minutes to be sent to all P.A.C. members at least 14 days prior to next meeting.

- 9-4 Treasurer:

Shall keep an accurate record of all funds and expenditures approved and acted on by this council.

SECTION 10 FUNCTIONS OF THE DIRECTORS

10-1 District Council Representatives

Shall be a representative link between parents educators and all levels of elected representatives. Shall personally attend district council meetings and report to the Parent Advisory Council. Shall attend all meetings of the Executive.

10-2 Committee Chairpersons

Shall Chair all committee meetings. Shall report to the Parent Advisory Council Executive.

10-3 The School Planning Council (SPC) representative shall:

- a) Be one of three elected SPC representatives
- b) Represent and speak on behalf of the PAC at SPC meetings
- c) Take direction from the general PAC membership
- d) Report back to the PAC at general meetings.

SECTION 11 MEETINGS

11-1 The Parent Advisory Council shall meet at least four times a year or as otherwise called by the President.

11-2 A quorum for a meeting shall be at least five members, at least two being executive.

11-3 The Parent Advisory Council shall organize at least one general meeting.

11-4 Notice for all meetings shall be sent home fourteen days prior to a meeting.

11-5 All meetings shall provide adequate discussion and question periods.

SECTION 12 ANNUAL GENERAL MEETINGS

- 12-1 The Parent Advisory Council shall hold an Annual General Meeting during the month of May to include the election of officers whose term starts in September. (This allows for the present term of officers to be completed, training to be provided, and budgets to be developed).
- 12-2 Officers' reports, committees' reports and the election of officers will be carried out at the meeting.
- 12-3 All voting for election of positions shall be conducted by secret ballot except in the case where elected by acclamation.
- 12-4 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).

SECTION 13

VOTING

- 13-1 Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1)
- 13-2 In the case of a tie vote, the motion is defeated.
- 13-3 Members must vote personally on all matters; voting by proxy shall not be permitted.
- 13-4 Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
- 13-5 The election of representatives to the School Planning Council must be by secret ballot (School Act, s. 8 (6).

SECTION 14

GENERAL PROVISIONS

- 14-1 Deliberations at all meetings shall be governed by "Roberts' Rules of Order".

14-2 The Parent Advisory Council's fiscal year shall be from July 1st to June 30th.

14-3 The books and records of the Parent Advisory Council shall be open for inspection by any member upon request.

SECTION 15

AMENDMENTS

Amendments to the Constitution and by-laws of the Kitchener Parent Advisory Council may be made at the Annual General Meeting providing:

Written notice of the meeting has been given to all members fourteen (14) days in advance.

The notice of the meeting includes notice of the specific amendments proposed.

A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and by-laws.

Amendment(s) to the Constitution and by-laws should be submitted to the Board of Trustees of School District (41) Burnaby to be considered.

SECTION 16

FINANCES

16-1 A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.

16-2 The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.

16-3 All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.

16-4 The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

16-5 A Treasurer's Report shall be presented at each general meeting.

16-6 Members at a general meeting may appoint an auditor.

SECTION 17

CODE OF CONDUCT

- The Kitchener Parent Advisory Council 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 15 is in a privileged position and must treat such discussion as confidential.
- All meetings are considered closed door except for General P.A.C. meetings. All information is confidential and should not be discussed outside any meetings until brought to the General Meeting.

SECTION 18

REMOVAL OF AN EXECUTIVE MEMBER

- 18-1 The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect a successor to complete the term.
- 18-2 Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION 19

PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by Kitchener PAC at Burnaby, British Columbia

On May 22, 2003.

Chris Martin
Chairperson

Paulette E. Andersen
Secretary