

**Lady Grey Elementary School
Parents' Advisory Council**

CONSTITUTION AND BYLAWS

Adopted 16 December 2019

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CONSTITUTION

Lady Grey Elementary School is part of British Columbia School District No. 6 (Rocky Mountain School District). The Lady Grey Elementary School Parents' Advisory Council is constituted under the British Columbia School Act.

The purpose of the Parents' Advisory Council is to support, encourage, and improve the quality of education and the well being of students in Lady Grey Elementary School. Specifically, the Parents' Advisory Council exists to:

1. advise the school principal and staff on parental views about school programs, policies, plans, and activities;
2. communicate with parents, and to promote co-operation and communication between the home and the school in providing for the education and well-being of children;
3. to assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns, and to advocate on behalf of parents and students;
4. organize Parents' Advisory Council activities and events; and
5. contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

The Parents' Advisory Council is a non-profit organization and does not provide personal financial benefit.

All business and activities of the Parents' Advisory Council shall be unbiased towards race, colour, religion, family status, gender, sexual orientation, physical ability, mental ability, or politics.

BYLAWS

1. Definition of Terms

Parent	The term parent is inclusive. It covers a parent or other person who has guardianship or custody of a student.
Voting Member	A parent of a student attending Lady Grey Elementary School.
Executive Officer	A voting member elected to one of the Executive positions.
District	British Columbia School District No. 6 (Rocky Mountain).
AGM	Annual General Meeting.
PAC	Parents' Advisory Council.
LGES	Lady Grey Elementary School.
DPAC	District Parents' Advisory Council

2. Membership

1. All parents of students registered in Lady Grey Elementary School may be voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of Lady Grey Elementary School may be non-voting members of the PAC.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the PAC.
4. At no time shall the PAC have more non-voting than voting members.

3. Meetings

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year
2. General meetings shall be held not less than eight times per school year with one of those meetings being the AGM.
3. There may be executive meetings held in addition to the general meetings. These meetings may be held any time or place to carry on business between general meetings. These meetings may be held in digital format.
4. 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 per cent (50%) of the voting members.
5. Meetings will be conducted efficiently and with fairness to the members present. Meetings will be inclusive.

6. Minutes of meeting shall be recorded for each meeting held in a physical place. Minutes of digital executive meetings shall be recorded either in dedicated minutes of said executive meeting or in the minutes of the next general meeting.
7. 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 in the Constitution or these Bylaws.

4. Quorum

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

5. Voting

1. All voting members are entitled to vote at all general meetings.
2. At executive meetings, only elected executive members are entitled to vote. Parents and school staff may attend the executive meetings but are not entitled to vote.
3. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
4. In the case of a tie vote, the motion will be lost.
5. Voting by members on all matters must be given personally; voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.

6. Election of Executive Officers

1. The executive officers shall be elected from the voting members at the AGM.
2. To avoid conflict of interest, no employee/elected official of the school district or Ministry of Education shall hold an executive position.
3. Call for nominations shall be made in September prior to the AGM.
4. In the event of a vacancy on the executive during the year, the PAC shall elect the new officer who shall hold office until the next AGM.
5. Elections shall be conducted by the Nominating Committee chairperson.
6. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
7. When a vote is made by secret ballot, a vote shall be taken to destroy the ballots.

7. Term of Office

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. Any elected executive officer of the PAC may serve on the executive for as many years as s/he is elected to a position but no person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past-President shall hold that office for one year.

8. Executive Officers

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past President.
2. The Executive Officers may be as follows:
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) District Parents' Advisory Council Representative;
 - (f) Member(s) At Large (with or without specific portfolios);
 - (g) Past President.
3. The roles of President, Treasurer, and Secretary shall be filled as a minimum.

9. Duties of the Officers

1. All officers shall submit an annual report to the PAC at the AGM.
2. President:
 - (a) shall convene and preside at all membership, 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 except the Nominating Committee;
 - (e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;

- (f) shall be the official spokesperson for the organization;
- (g) shall be one of the three signing officers of the executive.

3 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 one of the three signing officers of the executive.

4 Secretary:

- (a) shall record the minutes of membership, special, and executive meetings;
- (b) shall distribute minutes to PAC Executive and to any member who requests a copy;
- (c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall submit the revised copy to the school board office for safekeeping;
- (d) shall issue and receive correspondence on behalf of the organization;
- (e) may be a signing officer;
- (f) shall safely keep all records of the PAC.

5. Treasurer:

- (a) shall be responsible for and report on the accounts of the organization;
- (b) shall be one of the three signing officers of the executive;
- (c) shall disburse funds authorised by the executive;
- (d) shall deposit funds to PAC's financial institution;
- (e) shall maintain an accurate record of all expenditures by the PAC;
- (f) shall make the records available for viewing by members or auditors on request;
- (g) shall prepare a financial report for each general meeting;
- (h) shall prepare a financial report for publication in the school newsletter at the end of each term;
- (i) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per the "Finances" section of these Bylaws;
- (j) shall ensure that another financial signing officer has access to the books in the event of their absence.

6. DPAC Representative:

- (a) shall attend DPAC meetings;
- (b) shall report back to the PAC;
- (c) shall seek input from the PAC.

7. Members At Large:

- (a) shall serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC might require;
- (b) may be a signing officer.

8. Past President:

- (a) shall help smooth transition between Presidents;
- (b) shall assist and advise the PAC;
- (c) shall act as a consultant for the President;
- (d) shall chair the nominating committee.

10. Committees

- 1. Standing and ad-hoc committees shall be formed when necessary.
- 2. A Nominating Committee may be appointed annually before the Annual General Meeting (AGM).
- 3. Committees are responsible to both the Executive and the members.
- 4. Committee members may be appointed annually to committees by the President (after consultation with the Executive).

11. 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 October 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 shall be the treasurer, for banking and legal documents. Two signatures will be required for these documents.

4. All money spent above and beyond a predetermined petty cash amount of \$150.00 will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
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.

12. Code of Conduct

1. The LGES PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. Where a voting member has a conflict of interests including educational affiliations, professional designations, and contractual relationships, they will publicly declare this conflict and remove themselves from voting on such matters.
3. An executive officer or committee 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.
4. An executive officer or committee member:
 - (a) upholds the Constitution, Bylaws, Policies, and Procedures of the PAC;
 - (b) performs their duties with honesty and integrity;
 - (c) works to ensure that the well-being 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.

13. Constitution and Bylaws Amendments

1. Amendments to the Constitution and Bylaws of the LGES PAC may be made at any general meeting at which business is conducted, providing:
 - (a) written notice of the meeting has been sent to all members (14 days minimum);

- (b) the notice of the meeting included notice of the specific amendments proposed;
 - (c) the amendment is approved by a two-thirds (2/3) majority vote of those voting members present at the meeting.
2. If and when changes are made to the constitution or bylaws they shall be done so in red and the copy amended shall be dated and initialled and a copy submitted to the school board office for safekeeping.

14. Removal of an Executive Officer

1. The voting members may remove an executive officer before the expiration of their term of office using the same process specified in the "Constitution and Bylaws Amendments" section of these bylaws.

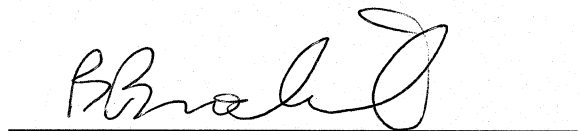
15. Dissolution

1. In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of assets and remaining funds will be decided upon by the membership at the final general meeting.
2. In the event of dissolution of the PAC all records of the organization shall be placed under the jurisdiction of School District No. 6 (Rocky Mountain) in the person of the Principal of the school.

This Constitution and Bylaws adopted at Lady Grey Elementary School, School District No. 6, British Columbia this 16th day of December 2019.



Nicole Kriese
President



Blaine Broderick
Principal