

Shannon Lake Elementary  
Parent Advisory Council  
Constitution and Bylaws  
(Re-Written January 23, 2019)

## **SECTION I**

### **Name**

The name of the Association shall be: Shannon Lake Elementary School Parent Advisory Council, hereafter called "SLE PAC."

## **SECTION II**

### **Aims and Objectives**

1. The business of the SLE PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
2. SLE PAC resolves to promote and enhance effective communication between parents, students and the school staff and administration.
3. SLE PAC shall encourage parents to participate in school events and discuss related topics at PAC meetings to foster meaningful parent participation.
4. To undertake, from time to time to raise funds in order to assist in extra curricular activities and school programs and enhance the educational experience for SLE students.
5. To exchange ideas and information among SLE PAC and School District 23.
6. To have a voice in the development of the new and revised educational programs within School District 23.
7. To assist parents in developing and understanding their rights and responsibilities within the educational system.

## **SECTION III**

### **Interpretations of Terms:**

#### **"Parent"**

The parent/custodial parent or legal guardian of any student currently enrolled at Shannon Lake Elementary

#### **"Student"**

A child currently enrolled at Shannon Lake Elementary.

#### **"Executive Officer(s)"**

Refers to the person(s) elected to the PAC executive position(s) as outlined in the Bylaws Section IV.

#### **"Executive Meeting"**

Any scheduled meeting of the SLE PAC Executive officers.

**“General Meeting”**

Any scheduled open meeting for members of the SLE PAC.

**“Special Meeting”**

Any additionally scheduled meeting, including Executive meetings.

**“Quorum”**

Minimum number of membership required in order to pass a vote. A minimum of 5 delegates to be present in order to pass a vote. In the event of a tie, the president will break the tie.

**BYLAWS**

**SECTION I**

**Membership**

1. All parents and/or guardians of students registered at Shannon Lake Elementary School shall be voting members in the group.
2. No member of the Council shall in his/her individual capacity be liable for any debt or liability of the Council.
3. No member of the SLE PAC shall profit from the organization without full disclosure and approval of the executive membership.

**Meetings**

1. An Annual General Meeting will be held for the purpose of election of officers held in May of each year and additional General meetings shall be held at least once a month during the school year to conduct current business unless otherwise agreed upon.
2. Executive meetings shall be held on a monthly basis or at the discretion of the Executive.
3. Special meetings shall be held at the discretion of the executive, or upon the receipt of a petition representing fifty percent (50%) of the voting members. Every reasonable effort shall be made to provide a minimum of seven (7) days to the general membership of any extraordinary meeting being called.
4. All proceeding of any meeting held within the Council shall be governed by “Robert’s Rules of Order.”
5. The SLE PAC will refrain from partisan political action or other activities that do not serve the interests of the school district or the public school system.
6. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
7. Bank statements will be reviewed and printed at every General Meeting.
8. Any member present at the meeting can be asked to leave at the discretion of the executive.

## **Voting**

1. In order for a motioned vote to pass, a quorum must be present.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In case of a tie vote, the President has the option of breaking that tie.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of officers, which can be cast in secret ballot which shall be at the Executive's discretion.

## **Election of Executive Officers**

1. The Executive shall be elected by the present membership of delegates in May of each year.
2. Call for nominations shall be made at the first meeting in April
3. Elections shall be conducted by the Nominating Committee Chairperson.
4. Scrutineers shall be appointed as required by the Nominating Committee Chairperson at the time of the elections.
5. The term of office shall commence in June of each year.
6. The executive will hold office for a term of one(1) school year beginning June 1st following the election. The outgoing executive will use the month of June to assist the incoming executive in learning the duties and responsibilities of each position.
7. No person may hold the same executive position for more than two (2) consecutive years.
8. No person may hold more than one (1) elected Executive position at any one time.

## **SECTION II**

### **Executive Officers**

1. Executive officers can be elected to share the duties of one position between two (2) individuals.
2. In the event that one person in a shared position steps down, the remaining officer will have the option to call for nominations for the shared position to be filled.
3. Vacancies occurring in any office between annual meetings shall be filled at the next general meeting by a vote or a volunteer wishing to fill in until the next annual meeting.

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

The executive officers will be as follows:

- a. President
- b. Vice-President
- c. Treasurer
- d. Recording Secretary
- e. Two or more Members-At- Large
- f. COPAC Representative
- g. Any parent who holds an office with the British Columbia Confederation of Parent Advisory Councils (BCCPAC) or Central Okanagan District Parent Advisory Council (COPAC) is automatically a member of the executive.
- h. Past President

### **Duties of Officers**

#### 1. PRESIDENT

- Shall preside at all meetings of the Council and Executive.
- Appoint committees where authorized by the membership or executive.
- Shall be a member, ex-officio, of all committees, except the Nominating Committee.
- Shall be one of the signing officers.
- Ensure that an agenda is prepared.
- Submit a written report at the Annual General Meeting.

#### 2. VICE –PRESIDENT

- Shall assume the responsibilities of the President in the president's absence.
- Shall assume the responsibilities of the Secretary in the secretary's absence.
- Shall accept extra duties as required.

- Will be a signing officer.

### 3. SECRETARY

- Shall keep a full and accurate minutes of all meetings.
- Shall have charge and conduct all the correspondence of the Council and keep all papers and mail.
- Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request
- Forward meeting minutes to the appropriate administration for publishing on school website.

### 4. TREASURER

- Shall receive, collect and deposit all funds on behalf of the council in the council bank account.
- Shall keep and accurate account of all receipts and expenditures.
- Shall pay by cheques all bills and accounts which have been approved by the Council
- Shall submit a bank statement at each meeting.
- Shall maintain an account at a recognized financial institution approved by the Executive.
- Shall have a basic understanding of accounting.
- Make financial records and books of account available to members upon request.
- Have the financial records and books of account ready for inspection or audit annually.
- With the assistance of the executive, draft an annual budget.
- Ensure that the application for Community Gaming Grant funds is completed and submitted on a timely basis.
- Prepare and submit as required by legislation, any and all reports regarding the expenditure of Gaming Funds.
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
- Submit an annual financial statement at the annual general meeting.

## 5. MEMBERS AT LARGE

- Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

## 6. COPAC REPRESENTATIVE

- Will represent the school and the council and monthly COPAC meetings.
- Will give a report at monthly general meetings about the COPAC meeting.
- Will pass along information as it relates to the council and its members.

## 7. PAST PRESIDENT

- Will support the Executive and provide guidance and advise as required.

## **Finances**

1. The annual fees for member Parent Advisory Councils set by the Central Okanagan Advisory Council at their June meeting shall be remitted to that council by the following Oct 31.
2. Expenditures up-to and including \$250.00, with the exception of expenses related to the Hot Lunch Program; subject to monthly review by the council, require the council's approval by motion and majority vote.
3. The financial signing authorities shall be vested in the President, Vice-President and Treasurer, with two of the four signatures required.
4. In the event of dissolution of the Council, the funds remaining after all outstanding debts shall remain in the Parent Advisory Councils account until a new Parent Advisory Council is formed and elected.
5. Books must be reviewed annually by a third party.
6. The financial year of the Council will be July 1st to June 30th.
7. The Treasurer, with the assistance of the executive, will prepare a budget and present it to the membership for consideration at or before the October meeting each year. Notice of motion must be provided so that members are prepared to debate and adopt the budget at the next general meeting.

## **Changing the Constitution**

1. Any changes shall require written notice to the Council members at least one meeting prior to the meeting at which the vote will be taken under a special resolution.
2. All motions to amend shall require a two-thirds majority vote of the delegates present.

3. A copy of this Constitutions and Bylaws shall be forwarded to School District No 23 in the person of the Secretary Treasurer, who shall be notified of any changes as they occur.