

Edith McDermott Parent Advisory Council Bylaws

Revision Date: June 2 2004

1. Purpose of the Council

The purpose of the Council is to support and promote the involvement of parents in the education of their children.

2. Role of the Council

The Council will endeavor to achieve this purpose by:

- a) Advising parents about school programs and services;
- b) Involving parents in school activities;
- c) Making recommendations to the Principal on school programs and services;
- d) Organizing, in conjunction with the Principal, volunteer programs and activities which support the school;
- e) Working with the Principal, staff, parents, and community organizations to provide a healthy, safe, and supportive environment;
- f) Ensure meetings, votes and PAC sponsored events are run with respect for all participants;
- g) Ensuring one person on PAC is knowledgeable enough about the BCCPAC Advocacy Project, that they can make recommendations or referrals to parents in need of counsel;
- h) Assisting parents in providing educational opportunities for their children;
- i) Providing a forum for the discussion of educational programs and services;
- j) Promoting a spirit of cooperation within the school community.

3. Membership

Parents:

A parent of a student attending the school is a member of the Council unless the parent otherwise indicates in writing to the Secretary of the Council.

Definition of a Parent:

A parent means, in accordance with Section I of the School Act, the guardian of the person of a student, the person legally entitled to custody of a student, or the person who usually has the care and control of a student attending the school.

Principal:

The Principal shall be a non-voting member of the Council.

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4. Responsibilities of Members

The Council member should:

- a) Attend as many Council meetings as possible;
- b) Become knowledgeable about the educational programs and resources of the school;
- c) Promote positive attitudes about the school and educational programs and services;
- d) Support the Council's purposes and objectives.
- e) Present themselves and their views in a non-defamatory manner, and respectful attitude at all meetings and events

5. Responsibilities of the Principal

A Principal should:

- a) Facilitate the organization and operation of the Council;
- b) Encourage the participation of parents in the Council;
- c) Assist in the development of Council objectives;
- d) Provide information to the Council contained in the annual report on the general effectiveness of educational programs in the school;
- e) Attend Council meetings or designate another staff member to attend.

6. Meetings

Regular Meetings

The Chairperson shall call meetings of the Council at least once per month.

Calendar

The Calendar of regular meetings for the school year shall be set at the first regular meeting of the Council in the school year and shall be sent to all parents and the Principal.

Special Meetings

Special meetings shall be called by the Chairperson at the written request of seven members, or at the discretion of the Executive, or such number as the Council may set at a regular meeting. The written request shall contain the reasons for the meeting and only that business may be dealt with at the Special Meeting. If there shall be insufficient time in which to hold a Special Meeting, the Chairperson may conduct such Special Meeting of the Executive and such persons who attended the last general meeting by email or telephone in order to conduct such business and bring back the results of such business to the next scheduled regular meeting.

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Notice

The notice of regular meetings contained in the Calendar shall serve as notice to all members of all regular meetings of the Council.

Notice of a Special Meeting shall be sent to all parents and the Principal at least seven days prior to a Special Meeting, except in a case of urgency as determined by the Chairperson, and shall contain a statement of the general nature of the business to be dealt with at the Special Meeting.

Failure to Give or Receive Notice

The inadvertent omission to give notice of a meeting or the failure to receive notice by a parent does not invalidate proceedings at that meeting

Rules

The rules set out in Robert's Rules of Order shall govern all procedural matters not addressed in these Bylaws

Right to Attend

Each member may attend any meeting of the Council.

Other persons (non-PAC members), at the discretion of the Council, may attend meetings of the council but shall not be eligible to vote on matters before the Council.

Right to Vote

Each member present at the meeting of the Council, including Co-Chairs, shall be entitled to one vote. Should it be necessary to revote on any issue previously voted on (even if in that same meeting) it shall first be put to all PAC members in attendance before proceeding with another vote, to ensure the democratic rights of all parties are observed.

Manner of the Vote

Voting shall be by a show of hands or, at the discretion of the Chairperson, by a secret ballot.

Majority Vote

All business or matters coming before the Council shall be decided by a simple majority of the votes cast by the members who are present at the meeting, except as otherwise provided therein. Should the vote result in a tie, a second vote will take place with the Chairperson abstaining.

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Postponement of Vote

The Chairperson may postpone a vote for one meeting to allow additional participation of members.

Minutes

Minutes of the previous meeting shall be prepared by the Secretary of the Council for approval at the next regular meeting.

7. Financial

Right to Raise and Spend Money

The Council may raise and spend money in furtherance of its purposes and objectives.

Passing of Budgets and Expenditures

No single expenditure of funds over \$50.00 (fifty dollars) shall be made by the PAC Executive without the consent of the Members in which case such expenditure shall be passed at a regular or Special Meeting. This includes goods and services necessary for the running of the PAC, as well as gestures of Thank You, Condolences, small fundraising schemes, and other items and occurrences as deemed necessary for the good of the whole by the PAC Executive.

All budgets for planned fundraising shall be brought to the Members at a General (or in special circumstances, a Special Meeting) and shall be voted upon prior to the commencement of the activity.

8. Record Keeping

All minutes of PAC meetings and records pertaining to any financial matters shall be kept for seven years. All other PAC correspondence, including documents related to fundraising activities, are to be kept for two years. A central location at the school will be assigned for record storage. All PAC Treasurer/Financial information shall be reviewed ('audited') by someone familiar with accounting/bookkeeping every 2 (two) years. This can be done by a volunteer.

9. Officers

Officers

Two Chairpersons, (often referred to as the 'Co-Chairs') Secretary, Treasurer and DPAC Representative shall be elected as officers from amongst the members. All Officers must be willing to share their phone numbers with School Board Trustees, DPAC representatives and school board representatives.

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Elections

Officers shall be elected by majority vote at the May meeting (which will be called the Annual General Meeting) and will hold office for the following School Calendar year (September through June), unless they should resign, cease to be a member or be removed from office. If a full Executive is not voted in at the May meeting, a second call for nominations is made at the June meeting. If the Executive is not complete at the start of school in September, the September PAC meeting will be officially called by the Principal to try and fully elect and Executive.

Vacancies

Should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the members.

Removal of Officers

Should an officer fail to attend the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at the meeting and vote on the resolution.

Committees

The Chairperson may establish committees and appoint members to serve on committees and delegate tasks to those committees.

A Nominating Committee shall be appointed annually before the Annual General Meeting.

The Chairpersons shall share the responsibilities as Chairperson at all Council meetings, represent with the Principal, and consult with the Principal as requested by the Principal.

Chairpersons (often referred to as 'Co-Chairs')

The Co-Chairs (or Chairpersons) shall:

- a) Prepare the agenda for and chair the monthly PAC meeting.
- b) Perform their duties at PAC meetings in an impartial manner, serving as mediator and moderate in discussions and votes;
- c) Remain 'neutral' at all times. The Co-Chairs views and opinions may be stated as 'My feelings, or views are...' but they should never be imposed, or felt to be imposed, on the body as a whole. They must adhere to the fact that every PAC is a "We the parents" organization of volunteers.
- d) Should remain respectful for Due Process as outlined in these Bylaws, or as outlined in Robert's Rules of Order;
- e) Should remain respectful of all PAC members, teachers, administrators & guests;
- f) Coordinate and oversee all PAC activities and events, delegating PAC Committee duties and functions to volunteers where Executive and parents feel it is appropriate (NB: All volunteer committee organizers must regularly communicate with the Co-Chairs and follow PAC's directions).

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Secretary

The Secretary shall:

- a) Record and prepare minutes and prepare and distribute notices for all Council meetings;
- b) Have custody of all records and documents of the Council.

Treasurer

The Treasurer shall:

- a) Keep financial records and render financial statements to the officers, members and others as required.

DPAC Representative

The DPAC Representative shall:

- a) Attend all regular and Special Meetings of DPAC;
- b) Report to Chairpersons and PAC members;
- c) Seek input from the PAC and parents as requested.

School Planning Council

By September 30th of each school year, three parent representatives, to the School Planning Council must be elected by the Parent Advisory Council. One of the representatives must be and elected Officer of the PAC.

10. Dissolution

The Council shall be dissolved in the event that:

- a) There are fewer than two members, excluding the Principal;
- b) The school is permanently closed;
- c) There are insufficient parents willing to serve as Chairpersons, Secretary and Treasurer.

Upon winding up or dissolution of Edith McDermott PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to the YES Foundation in British Columbia (Income Tax No. 107961385RR0001) and through the YES Foundation these funds shall be stipulated to go to Edith McDermott Elementary in Pitt Meadows, British Columbia. This provision shall be unalterable.

11. Bylaws

Amendments

The Bylaws of the Council may be amended, after consultation with the Principal, by an affirmation vote of two-thirds of the members who are present at and vote on the amendment at a regular meeting of the Council, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

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Copy Of

Each member is entitled to and the Council shall give the member, without charge, one copy of the Bylaws of the Council.