

# **Bradner Elementary School PAC**

## **Constitution for the Parent Advisory Council**

### **Section 1 - NAME**

The name of the organization shall be the Bradner Elementary School Parent Advisory Council, as per the School Act - Bill 67 - Division 2 - Section 8 (1)

### **Section 2 - PURPOSE**

The purpose of the organization shall be to promote and support education at Bradner Elementary School. The Bradner Elementary School parent advisory council may also promote and support initiatives which enhance the quality of education within School District #34 and within the provincial public educational system.

### **Section 3 - OBJECTIVES**

The objectives of the organization will be to enhance communication between:

The Parents		The Board
Community	AND	School Administration
The Students		The Staff

To provide for a formal means of consultation and recommendations for:

- budgetary matters
- curriculum offerings
- new instructional programs
- facilities and equipment
- learning resources
- programs and services, and
- safety matters

To promote cooperation between the home and the school in providing the education of children.

To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

To organize and provide additional resources to the school through approved volunteer activities.

### **Section 4 - MEMBERSHIP**

All parents and guardians of students registered at Bradner Elementary shall be voting members of Bradner Elementary School. Administration and staff (teaching and non-teaching) of Bradner Elementary shall be non-voting members of the Bradner Elementary School Parent Advisory Council. Members of the community may also be non-voting members of the Council.

## **Section 5 – EXECUTIVE**

All Parent Advisory Council shall elect a slate of officers from the voting members for each school year. The number and position of Executive members should be determined by local organizational needs, but should include the following:

### **PRESIDENT**

- shall convene and preside at all membership, special and executive meetings
- shall in consultation with the Principal, ensure that an Agenda is prepared and presented
- will issue and receive correspondence on behalf of the organization, in conjunction with the Secretary
- may dispense with formal voting procedures on internal matters
- shall appoint committees where authorized to do so by the Executive Membership
- shall take such actions to ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- shall ensure representation to District #34 DPAC meetings

### **VICE PRESIDENT**

- will assume the responsibilities of the President in the Presidents absence
- will assume the responsibility of setting up the meeting room
- may submit PAC updates & info for school newsletter in conjunction with the President

### **SECRETARY**

- will record the minutes of membership, special and executive meetings
- will issue and receive correspondence on behalf of the organization, in conjunction with the President
- to contact and inform Executive members about meetings

### **TREASURER**

- will be responsible for and report on the account of the organization at monthly meetings.
- will ensure that all monies are deposited to the general PAC Account
- will prepare a financial report for publication in the school newsletter as per Section Section 14
- will assist the Executive with a draft budget and tentative plan of expenditures per Section 14

### **OTHER OFFICERS**

- Possible Titles of additional officers (i.e. DPAC Representative, SPC, Fundraiser, class of grade representatives, etc.)
- Representatives to outside committees and organizations shall be appointed annually by the Executive as needed. (**Bradner May Royalty Committee**, Block Parent Rep.)

### **5.1 EXECUTIVE MEETINGS**

- Meeting times may be prescribed by the Executive
- Extraordinary meetings may be called by the President

### **5.2 VACANCY ON THE EXECUTIVE**

- If any officer resigns during a term of office or if any office is not filled at the time of elections the PAC Executive may appoint someone to fill the vacancy until the next election

### **5.3 EXECUTIVE RECALL**

- If a member of the Executive fails to attend meetings and/or fails to meet the requirements of that position after a period of three months, the Executive may appoint another individual to fulfill the requirements of that position.

## **Section 6 - COMMITTEES**

- Committees are responsible to the Executive
- School staff may be afforded representation on Committees
- Members may be appointed to special Committees by the President (after consultation with the Executive). For example standing committees, such as the May Day Royalty Committee

## **Section 7 - ELECTIONS**

- Election term - the length of term for Executive position shall be one year
- All elected and appointed members of the Executive shall resign at the end of the term - such resignation to take place during the June election, effective at the end of the school term
- Retiring officers are eligible for nomination and re-election during the June election

## **Section 8 - ELECTION PROCEDURES**

- Election of the Executive will take place during a General meeting which will be held each and every June

## **Section 9 - NOMINATIONS**

- A "Nomination Committee" may be formed at each May General Meeting or as required by the Executive
- Nominations may be received up to and during the June general meeting until declared closed by the President
- A letter of notice for nominations should be distributed to all families in the school prior to the June General Meeting

## **Section 10 - GENERAL MEETINGS**

- The number of General Meetings will be set by the Executive
- Extraordinary meetings may be called by the Executive with the minimum of seven days notice
- Staff representation is encouraged at each General Meeting.

## **Section 11 - CONSTITUTIONAL AMENDMENTS**

- Amendments to the Constitution and Bylaws of the Bradner Elementary School Parent Advisory Council may be made at any General Membership meetings at which business is conducted provided:
  - written notice of the meeting has been given to all members (14 days minimum)
  - the notice of the meeting included notice of the specific amendments proposed
  - a 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws
- amendments to the Constitution and Bylaws should be submitted to the Board of Trustees of School District #34 for the amendments to be considered to have effect

## **Section 12 - QUORUM**

- The voting members present at any duly called General Meeting shall constitute a quorum when three executive officers and 3 or more voting members are present

### **Section 13 - PROCEDURE**

- Meetings will be conducted efficiently and with fairness to the members present
- 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 used in this constitution-The constitution and Bylaws of the PAC shall be filed and approved by the Board of School Trustees for School District #34 upon application for recognition.

### **Section 14 - FINANCES**

- 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 November each year.
- The funds of the organization will be maintained in the PAC's general account.
- All monies spent above and beyond a pre-determined petty cash amount will be presented and voted on at a General Meeting, and approved by a majority vote.
- A treasurer's report to all members should be available (published in PAC Newsletter) at least once during the school term.
- The treasurer must keep an accurate record of all receipt and expenditures in accordance with generally accepted accounting principles

### **Section 15 - CODE OF CONDUCT**

- The Bradner 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
- 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 information as confidential and refer that individual to the administration hierarchy The School Districts Parent Advisor's Help Line may also be of assistance.

### **Section 16 - DISSOLUTION**

- In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership with funds to provide benefit to the school within the spirit and intent of the objectives (section 3)
- All records of the organization shall be placed under the jurisdiction of School