

Constable Neil Bruce Middle School Parent Advisory Committee Constitution

SECTION 1 - NAME

The name of the organization shall be the Constable Neil Bruce Middle School Parent Advisory Council (hereafter called the PAC), as per the School Act- Bill 67, Div. 2, Sect. 8(1), and recognized by the Board of Trustees, School District # 23, Kelowna, B.C.

SECTION 2 - MISSION STATEMENT

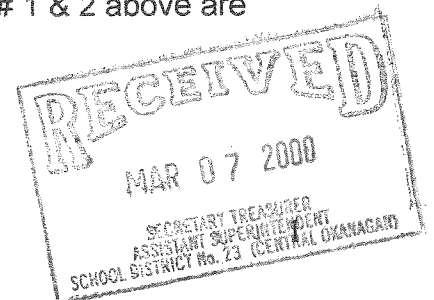
The purpose of this PAC shall be to promote and support education, to contribute to a sense of school community, to encourage effective communication between home and school, to foster meaningful parent participation, and to strengthen the role of families in educational activities and decision making.

SECTION 3 - OBJECTIVES

1. To enhance communication among parents, students, school administration and staff, and community members.
2. To review and make recommendations to school staff and administration, (and the School Board and/or Ministry of Education if required) on:
 - Student progress reporting, discipline issues, and extra-curricular activities
 - School policy and procedures
 - Programs and services
 - Facilities and equipment
 - Parent/community education
 - Learning resources
 - Classroom visitations and volunteer activities
3. To contribute to the effectiveness of the school by promoting volunteer involvement and co-operation between the home, the school and the community relative to educational issues.
4. To raise funds in order to assist with extra-curricular and/or school programs or resources.

SECTION 4 - MEMBERSHIP

1. All parents and legal guardians of students currently enrolled in the school are considered Voting Members. Parents of incoming students are also voting members for the purpose of electing a new executive.
2. Staff members are non-voting members of the PAC unless they qualify for voting membership under # 1 above.
3. Members of the school community who are not included in # 1 & 2 above are also non-voting members.



SECTION 5 - MEETINGS

1. Regular meetings will be held at the discretion of the executive, approximately once per month.
2. Extraordinary meetings may be called by the executive or upon the advice of the principal, ideally with a minimum of 5 days notice or by personally contacting all members of the executive in extreme circumstances.
3. An annual general meeting will be held in May each year to elect a new executive.
4. Parents and guardians will be notified of upcoming meetings by a notice posted at the school and via a school newsletter or special notice sent home with students.
5. Meetings will be conducted efficiently with fairness to members present.
6. Robert's Rules of Order will be used to resolve procedural problems.
7. The Chairperson may reschedule any topic to an extraordinary meeting or dissolve any meeting with the approval of at least 2 voting members.

SECTION 6 - EXECUTIVE

The executive will consist of 5 Core Positions, which must be filled for the PAC to exist, and Additional Executive Positions to be filled providing volunteers are available.

Sub-committees may be appointed by the executive as required and will report to a member of the executive.

Core Executive:

1. President or 1st Co-President
 - Convenes and presides at all meetings, or delegates the responsibility for Chairing the meeting to another executive officer if the need arises
 - Ensures that the agenda is prepared in consultation with the Principal and the Communication Secretary
 - Appoints special sub-committees as required
 - Serves as one of the signing officers as per section 8
 - Ensures representation to the COPAC in the absence of a COPAC Rep
 - Serves as the official spokesperson for the PAC
2. Vice President or 2nd Co-President
 - VP assumes the duties of the President in the President's absence
 - VP accepts/ solicits nominations for incoming PAC executives prior to the general meeting scheduled for the election of a new executive
 - Co-presidents alternate in chairing meetings and share the presidential and VP duties
3. Treasurer
 - responsible for maintaining and reporting on the accounts of the PAC
 - submits a written monthly statement of financial activity to be briefly summarized at each regular meeting and included in full in the minutes of regular meetings

- deposits all monies paid to the PAC
 - serves as one of the signing officers as per section 8
 - drafts the annual budget with the assistance of the executive
 - prepares cheques for payment of any debts incurred by the PAC
 - prepares an annual report of financial activities for presentation at the general meeting electing the new executive
4. Recording Secretary
- Records the minutes of regular and extraordinary meetings of the PAC executive
 - Prepares a formal copy of meeting minutes within 2 weeks of each meeting
 - Files a copy of the minutes of all meetings in the official PAC records
 - Posts a copy of minutes at the school for parent perusal
5. Communications Secretary
- Issues and receives correspondence on behalf of the PAC, including notification of upcoming meetings
 - Assists the President in preparing an agenda for each meeting
 - Solicits input from school staff and administration for agenda items
 - Prepares and organizes distribution of the agenda and meeting notification
 - Ensures the safe keeping of all PAC records and keeps an accurate copy of the PAC constitution

Additional Positions:

6. COPAC Rep
- Attends meetings of the Central Okanagan Parent Advisory Council
 - Reports on current COPAC issues at regular PAC meetings
 - Represents our school at COPAC meetings dealing with specific issues
7. Volunteer Coordinator
- Maintains a list of parents and community members who may be available to assist with school and extra-curricular activities
 - Coordinates and maintains any paperwork associated with the official approval process for school volunteers
 - Serves as a contact person for teachers planning events which require volunteer assistance
 - Establishes phone trees (with the assistance of one or more volunteers from each class) to contact the parent/guardian body as required
8. Members at Large
- Serve in capacities to be determined by the executive
 - For example, as room parent/teacher contacts, sub-committee coordinators, special fundraising organizers, school store contact, etc.
 - The PAC executive will determine number of member at large positions at the time of elections.
9. Past President
- When available, provides guidance and consultation to the current PAC executive

- Assists the VP/Co-presidents in gathering nominations for executive office

SECTION 7 ELECTION AND VOTING PROCEDURES

1. Election of executive will take place at a general meeting scheduled by the current executive in May each year.
2. Individuals volunteering to stand for office in the executive may do so in writing or in person up to and during the annual general meeting until the Chairperson declares the positions closed.
3. The term of office will be 13 months from June 1st of the election year until June 30th of the following year.
4. The incoming executive will conduct the June meeting with the assistance and guidance of the outgoing executive.
5. Vacancies occurring during the school year may be filled by executive appointment. The new officer shall hold the position until the next election.
6. No one may hold more than one core executive position at one time, and positions may be held for one year. Executive officers may be re-elected for a second consecutive term in the same office if they chose to stand for re-election.
7. No one may hold the same office for a third consecutive term, but executive officers are eligible to stand for election in a different position.
8. Voting will be by show of hands unless the executive or a majority of voters requests a secret ballot.
9. Four voting members, at least two of whom are PAC executive, must be present at any duly called meeting to constitute a quorum.
10. In case of a tie vote, the motion shall be lost, and at the Chairperson's discretion, the item may be recommended for discussion at a subsequent meeting. Any voting member can also bring the item to the agenda for subsequent meetings via the normal channels for New Business.

SECTION 8 FINANCES

1. A budget and list of proposed expenditures will be drawn up by the executive and presented for approval at a regular meeting before the end of November each year.
2. The Treasurer is responsible for keeping all funds belonging to the PAC secure, and will use the services of a recognized financial institution.
3. All expenditures exceeding \$100.00 must be approved by a majority vote at a regular meeting.
4. Treasurer will report on the previous month's income and expenditures at each regular meeting.
5. A review of the books will ideally be done jointly by the outgoing and incoming Treasurers each year at the change of, or reappointment of Treasurers. Results of the review will be presented at the next regular meeting after the request or as soon thereafter as possible.
6. The executive will appoint 3 signing officers, one of whom will be the treasurer and the second will be the President or Vice President. Any 2 signatures are required for legal and banking documents.

7. PAC fundraising activities will be undertaken with the approval of the executive and may be carried out by a subcommittee reporting to any member of the executive.

SECTION 9 - CODE OF CONDUCT

1. This PAC is not a forum for the discussion of individual school personnel, students, parents, or other individuals within the community.
2. An executive 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.

SECTION 10 AMENDMENTS AND DISSOLUTION

1. Amendments to the constitution of this PAC may be made at any regular or extraordinary meeting provided :
 - a) Written notice of the meeting is given to voting members at least 2 weeks prior to that meeting.
 - b) A majority of 2/3 of voting members present approves the amendment.
2. Amendments must be recorded by the secretary and forwarded to the COPAC and School District # 23 offices.
3. In the event of dissolution of this PAC, disbursement of funds remaining after all debts are paid will be decided at the final meeting of the PAC.
4. All records of the defunct PAC will be placed under the jurisdiction of School District # 23 in the person of the Principal of the school.