

## CONSTITUTION

### SECTION 1: NAME

The name of the organization is *Sundance-Bank Parent Advisory Council* as per the School Act – Bill 67 – Division 2 – Section 8(1).

The organization will operate as a non-profit organization with no personal financial benefit.

### SECTION 2: PURPOSE

The Sundance-Bank PAC is dedicated to the education and well being of students. Its mission is to foster cooperation and promote effective communication between home and school in the teaching and guidance of students, in order to provide the best educational environment for each student at Sundance-Bank Elementary school according to physical, emotional, and social needs.

### SECTION 3: OBJECTIVES

The objectives of the Sundance-Bank PAC will be:

1. To enhance communication between parents, students and the school community, and school staff and administration.
2. To promote family involvement in Sundance-Bank Elementary.
3. To examine, discuss and make recommendations to school staff and administration on:
  - School policy and procedures
  - Learning resources
  - Parent/community education
  - School planning processes
  - Extracurricular programs and services
  - Facilities and equipment
  - Extra programs and services
4. To support and enrich the activities of students at Sundance-Bank Elementary through school financial assistance.

### SECTION 4: CREATION OF BYLAWS AND CODE OF CONDUCT

1. The Council shall create bylaws and codes of conduct to govern its affairs.

### SECTION 5: DISSOLUTION

1. Upon dissolution of the organization, assets which remain after payment of all costs, charges and expenses properly incurred in dissolution shall be distributed to such charitable organizations having a similar charitable purpose, as may be determined by the members of the PAC at the time of winding up or dissolution.
2. All records of the organization shall be placed under the jurisdiction of School District #61 (Greater Victoria) in the person of the principal of the school.

**BYLAWS****1 MEMBERSHIP**

- 1.1 All parents and guardians of children registered at Sundance-Bank Elementary shall be voting members of the Council.
- 1.2 Administration and staff (teaching and non-teaching) of Sundance-Bank Elementary shall be non-voting members of the Council.
- 1.3 Members of the school community who are not parents or guardians of students registered at Sundance-Bank Elementary shall be non-voting members of the Council.

**2 ELECTED EXECUTIVE POSITIONS**

- 2.1 The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair (to assist transition of leadership).
- 2.2 The elected officers of the Council shall be as follows:
  - 2.2.1 Chair or Co-chairs
  - 2.2.2 Vice-Chair (in the event there is no Co-Chair)
  - 2.2.3 Secretary
  - 2.2.4 Treasurer
  - 2.2.5 Past Chair (to assist transition of leadership)
- 2.3 The executive officers shall be elected by the voting members at the Annual General Meeting.
- 2.4 No Staff member of the administration of Sundance-Bank Elementary shall be eligible to hold an executive position.
- 2.5 The term of office shall commence at the close of the Annual General Meeting and shall be for one year.
- 2.6 Any office becoming vacant during the school year shall be filled by executive appointment.
- 2.7 The executive shall submit an annual report.

**3 DUTIES OF ELECTED OFFICERS****3.1 Chair or Co-chairs:**

- 3.1.1 Shall preside at all general, executive and special meetings of the Council.
- 3.1.2 Shall ensure that an agenda is prepared and presented.
- 3.1.3 Shall be an ex officio member to all committees except a Nominating Committee.
- 3.1.4 Shall take actions or ensure that such actions are taken by others to achieve the goals and purpose of the Council.
- 3.1.5 Shall be the official spokesperson of the Council.
- 3.1.6 May be a signing officer.

**3.2 Vice-Chair:**

- 3.2.1 Shall assume the duties of the Chair or Co-Chair in their absence.
- 3.2.2 Shall assist the Chair as requested.
- 3.2.3 May be a signing officer.

**3.3 Secretary:**

- 3.3.1 Shall keep the minutes of all executive, special and general meetings.
- 3.3.2 Shall distribute minutes to Council members.
- 3.3.3 Shall keep an accurate copy of the Constitution and Bylaws.
- 3.3.4 May be a signing officer.

### **3.4 Treasurer:**

- 3.4.1 Shall be responsible for and report on the accounts of the Council.
- 3.4.2 Shall be a signing officer.
- 3.4.3 Shall receive and take charge of all funds belonging to or payable to the council.
- 3.4.4 Shall make approved payments on behalf of the Council.
- 3.4.5 Shall reimburse members in a timely manner for approved expenses.
- 3.4.6 Shall, with the assistance of the executive, draft an annual budget to be ratified by the general and year-end financial statements.
- 3.4.7 Shall prepare monthly and year-end financial statements.
- 3.4.8 Shall ensure that another signing officer has access to the books in the event of absence.

### **3.5 Past Chair:**

- 3.5.1 May help smooth the transition between Chairs.
- 3.5.2 May assist and advise the Council.

## **4 COUNCIL MEETINGS:**

- 4.1 General meetings of the Council can be held monthly at the discretion of the Council, during the school year, with additional meetings to be scheduled when deemed necessary.
- 4.2 Executive and special meetings of the Council shall be held at the discretion of the executive or upon request by members of the Council.
- 4.3 Robert's Rules of Order will be used to conduct the business of the meetings unless they conflict with guidelines within this Constitution.
- 4.4 The Annual General Meeting shall be held no later than May to elect executive members for the forthcoming school year.

## **5 VOTING:**

- 5.1 The voting members present at any general, executive or special meeting shall constitute a quorum.
- 5.2 Questions arising at any meeting shall be decided upon by simple majority vote.
- 5.3 In case of a tie, the motion will be lost.

## **6 FINANCES:**

- 6.1 The treasurer shall keep an account in the name of Sundance-Bank PAC with a reputable financial institution.
- 6.2 The executive shall name three signing officers, one of whom will be the treasurer. Two signatures will be required for transactions.
- 6.3 A budget and tentative plan of expenditures shall be prepared by the Treasurer for approval at the Annual General Meeting.
- 6.4 The executive shall be permitted to authorize expenditures of up to \$100.00 for items not outlined in the budget.
- 6.5 The members at any General Meeting will agree upon a need for audits, whereupon an independent auditor will be appointed as needed.

## **7 CODE OF CONDUCT:**

- 7.1 The Sundance-Bank PAC is not a forum for the discussion of individual school staff members, students, parents or other members of the school community.
- 7.2 An executive member who is approached by another member with a concern is in a privileged position and shall treat such discussion with discretion, protecting the confidentiality of those involved.

- 7.3 An executive member is expected to attend most executive and general meetings. Absenteeism may lead to forfeit of a position.
- 7.4 No member shall use the Sundance-Bank PAC to promote or endorse a private enterprise.
- 7.5 All executive members shall work on a consultative basis in all matters pertaining to Council business. Consent by a majority of the executive is needed before an executive member can speak or act on behalf of the group, on issues not clearly outlined in the Constitution.
- 7.6 The professional jurisdiction and responsibilities of teachers and administration should be understood and respected.
- 7.7 Executive officers agree to:
  - 7.7.1 Uphold the Constitution and Bylaws, policies and procedures of the Council.
  - 7.7.2 Perform their duties with honesty and integrity.
  - 7.7.3 Work to ensure the well being of students as the primary focus of all decisions.
  - 7.7.4 Respect the rights of all individuals.
  - 7.7.5 Take direction from members to ensure their representation.
  - 7.7.6 Encourage and support members and students with individual concerns to act on their own behalf and provide information on the process for taking forward their concerns.
  - 7.7.7 Work to assure that issues are resolved through due process.
  - 7.7.8 Strive to be informed and only pass on information that is reliable and correct.
  - 7.7.9 Respect all confidential information.

## **8 COMMITTEES**

- 8.1 Standing and Ad-hoc committees shall be established annually and shall be responsible to the Executive.
- 8.2 The chair/co-chair, in consultation with the Executive, may appoint members to Ad-hoc committees.
- 8.3 Committees shall be responsible to the Executive and members of the PAC.

## **9 CONSTITUTION AND BYLAW AMENDMENTS**

- 9.1 An amendment to the Constitution and Bylaws may be presented to the general membership at a General Meeting at any time during the school year.
- 9.2 Notice of the proposal of an amendment to the Constitution at a general meeting shall be given to the general membership at least one week before the meeting.
- 9.3 The approval by 2/3 of the executive is required to propose an amendment to the Constitution to the general membership.
- 9.4 The majority of those present at the general meeting to which the amendment is proposed can approve the change.