

**Parent Advisory Council /
École Intermédiaire Lansdowne Middle School**

CONSTITUTION

SECTION 1: NAME

1.1. The name of the organization shall be Parent Advisory Council / École Intermédiaire Lansdowne Middle School, also referred to as Lansdowne PAC, or PAC.

1.2. The PAC will operate as a non-profit organization with no personal financial benefit for the PAC or its members.

1.3. The business of Lansdowne PAC shall be conducted with no bias towards race, religion, gender or politics.

SECTION 2: PURPOSES OF THE PAC

The purposes of the PAC include:

2.1. To support, encourage and improve the quality of education and the well being of students in École Intermédiaire Lansdowne Middle School.

2.2. To advise the principal and staff on parents' views on any matter relating to the school programs, policies, plans, and activities.

2.3. To communicate with parents, and to promote cooperation between the home and school in providing for the education of children.

2.4. To assist parents in accessing the resources within the educational system.

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

2.6. To organize PAC fundraising activities for activities, items, and events to enrich the educational experiences of all children at École Intermédiaire Lansdowne Middle School.

SECTION 3: DISSOLUTION CLAUSE

3.1. The Parent Advisory Council / École Intermédiaire Lansdowne Middle School may be dissolved at any time by a special resolution passed by two-thirds majority vote of entitled members at any duly convened meeting. A special resolution to dissolve the PAC requires 14 days written notice to the membership. In the event of dissolution, the funding from the Gaming account and assets that remain after payment of all costs, charges and expenses which are properly incurred in winding up the organization, shall be distributed to such charitable organization(s) in British Columbia having a similar charitable purpose. All records of the organization shall be placed under the jurisdiction of School District No. 61 in the person of the principal of the school. This provision shall be unalterable.

BYLAWS

SECTION 4: MEMBERSHIP

- 4.1.** All parents and guardians of students attending at École Intermédiaire Lansdowne Middle School are voting members of the Parent Advisory Council.
- 4.2.** Administration and staff (teaching and non-teaching) may be non-voting members of the PAC.
- 4.3.** Members of the community who are not parents or guardians of students attending in the school may be invited to become non-voting members of the PAC.
- 4.4.** At no time shall the PAC have more non-voting than voting members.
- 4.5.** Every voting member of the Parent Advisory Council / École Intermédiaire Lansdowne Middle School shall be eligible to be on a committee or the executive.
- 4.6.** Every member shall do their best to uphold the constitution and comply with these bylaws. The Constitution and Bylaws are to be available to all members. This may include posting a copy, having a copy available at each meeting, or by electronic means. The Constitution and Bylaws are the guiding principles of the PAC.

SECTION 5: MEETINGS

- 5.1.** Executive meetings will be held at least once monthly during the school year . The purpose of executive meetings is to carry on business between general meetings, implement decisions of the membership, and plan for future meetings. At an executive meeting, any three (3) executive members shall constitute a quorum.
- 5.2.** There shall be an Annual General Meeting (AGM) for the purpose of electing Executive Officers and Executive Members at Large to an Executive. The AGM will be held no later than the end of May.
- 5.3.** General meetings shall be held once a month, at an agreed upon date and time during the school year.
- 5.4.** Robert's Rules of Order shall apply if this Constitution and Bylaws does not provide a solution to a situation that may arise with regards to PAC business.
- 5.5.** All meetings will be conducted efficiently and with fairness to the members present.
- 5.6.** A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- 5.7.** The Executive may call an extra-ordinary meeting with a minimum seven (7) days notice to the members. The method of notice will include at least two of the following: posting on the PAC bulletin board, electronic, newsletter, handout.
- 5.8.** An extra-ordinary meeting may be called for by the membership upon presentation of a petition to the Executive representing 50 families attending in the school.

SECTION 6: QUORUM and VOTING

6.1. All general and Annual General Meetings must have a quorum present in order to conduct business. A quorum is six (6) voting members present at any duly called meeting.

6.2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members present.

6.3. Voting by proxy is not permitted.

6.4. In the case of a tie, the motion will be lost.

6.5. Except as provided elsewhere in these bylaws, voting is by a show of hands, or where requested by two voting members present, by secret ballot.

6.6. The election of the representatives to the School Planning Council (SPC) must be by secret ballot (School Act, Section 8(6)). The SPC election will take place early in the school year.

6.7 The election of a member to represent the PAC on the district parents' advisory council (VCPAC Representative) must be by secret ballot (School Act, Section 8(6)). The election of the VCPAC Representative will take place during the AGM or during the course of the school year if a vacancy is to be filled

SECTION 7: ELECTION OF EXECUTIVE OFFICERS AND EXECUTIVE MEMBERS AT LARGE

7.1. The executive officers shall be elected from the voting members at the Annual General Meeting by secret ballot. The Executive Officers are the President, Vice-President, Treasurer, and Secretary.

7.2. When other elected Executive Members at Large take on positions/portfolios as listed in section 9 they will join the Executive Officers to form the Executive. They will work as a team to carry on business between general meetings, implement decisions of the membership, and plan for future meetings.

7.3. The term of office will commence after the AGM and continue until the next AGM. A person shall not be eligible for the same office for more than two consecutive terms.

7.4. If there is a vacancy on the Executive, or an executive member resigns or ceases to hold office or a position for any other reason, the remaining executive members may appoint a PAC member to fill the vacancy. PAC members will then be asked at the next scheduled PAC meeting to ratify the appointment through a vote. If a vacancy is to be filled at a PAC meeting, then a call for nominations will be made at the table and a vote will be taken to elect a member to the position.

7.5. Any employee or elected official of School District 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an executive position.

7.6. A Nomination Committee Chair will be designated by the Executive and will call for nominations at least two times prior to the Annual General Meeting. The Nomination Committee Chair may be an Executive member. This call may be made at a general meeting, by newsletter, electronically, or by separate handout. The Nomination Committee Chair will inform the Executive of any interested members who wish to stand for PAC elections.

7.7. The Nomination Committee Chair will conduct the election at the PAC AGM.

7.8. Up to three parent representatives of the School Planning Council will be elected annually from parents of students currently enrolled in the school. The election will be by secret ballot (see 6.6). One of the representatives must also be an elected member of the PAC Executive. Parents who are employees of any school district are not eligible to be on the School Planning Council.

SECTION 8: EXECUTIVE OFFICERS

8.1. Elected Executive Officers and elected Executive Members at Large will form the Executive and will work as a team to carry on business between general meetings, implement decisions of the membership, and plan for future meetings.

8.2. The Executive will comprise of the Executive Officers and Executive Members at Large. Executive Officers include President, Vice-President, Secretary, and Treasurer. Up to five Executive Members at Large will take on positions/portfolios as listed in, but not limited to, section 9.

8.3. The Past President, if available, may serve as a Member at Large.

SECTION 9: RESPONSIBILITIES OF ELECTED EXECUTIVE OFFICERS and ELECTED EXECUTIVE MEMBERS AT LARGE

The Executive shall manage the business of the Parent Advisory Council / École Intermédiaire Lansdowne Middle School.

The Elected Executive Officers' duties include:

9.1. PRESIDENT:

- a) Convenes and presides at general, special and executive meetings;
- b) ensures that an agenda is prepared and presented;
- c) knows the constitution and bylaws and meeting rules;
- d) finds resources to assist members;
- e) appoints committees where authorized to do so by the executive or membership;
- f) consults PAC members regularly;
- g) ensures that the PAC is represented in school and school district activities;
- h) ensures that PAC activities are aimed at achieving the objectives and purposes of the Parent Advisory Council;
- i) shall be the official spokesperson for the Parent Advisory Council;
- j) shall be a signing officer;
- k) shall write and submit an annual report with input from the executive;
- l) in the absence of a Communications Coordinator, the President is responsible for this role.

9.2. VICE PRESIDENT:

- a) Assumes the responsibilities of the President in the President's absence or upon request;
- b) assists the President in the performance of his/her duties;
- c) accepts extra duties as required;
- d) may be a signing officer.

9.3. SECRETARY:

- a) Ensures that members are notified of meetings;
- b) records the minutes of general and special meetings. Minutes at Executive meetings are optional.
- c) posts the minutes of all general meetings on the PAC bulletin board in a timely manner.
- d) keeps an accurate and up-to-date copy of the Constitution and Bylaws and provides copies for members upon request;
- e) issues and receives correspondence on behalf of the PAC;
- f) safely keeps records of the PAC;
- g) may be a signing officer;
- h) provides the Communications Coordinator, if available, with PAC information and minutes which may be distributed to members.
- i) routinely checks the PAC mail box and distributes mail to the correct person.

9.4. TREASURER:

- a) Shall be one of the signing officers of the executive;
- b) receives all funds for the PAC;
- c) deposits all funds collected on behalf of the PAC in an account(s) at a recognized financial institution approved by the PAC;
- d) provides a standard request form (ie. Request for PAC Funds), and establishes deadlines and procedures for the submission for such requests;
- e) disburses funds authorized by the executive or members;
- f) maintains an accurate record of all expenditures of the PAC;
- g) gives a report of all receipts and expenditures at all general meetings;
- h) makes books available for viewing by members upon request;
- i) has the books ready for inspection or audit annually;
- j) drafts an annual budget and tentative plan of expenditures with the assistance of the Executive.
- k) ensures that another signing officer has access to the books in the event of his/her absence;
- l) submits an annual financial statement at the Annual General Meeting of the PAC;
- m) shall be responsible for the separate accounting of gaming funds received by the PAC.

Elected Executive Members at Large:

Up to five Elected Executive Members at Large will take on positions/portfolios as listed in, but not limited to, the following.

9.5. FUNDRAISING COORDINATOR:

- a) Proposes fundraising projects to the executive ensuring that they meet the guidelines established in the Constitution and Bylaws;
- b) coordinates and delegates activities related to a fundraising event and acts as liaison between fundraising committee and the Executive.

9.6. VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS (VCPAC) REPRESENTATIVE: (See 6.7)

- a) Represents and votes for the Parent Advisory Council / École Intermédiaire Lansdowne Middle School at monthly and/or general VCPAC meetings;
- b) reports back to the PAC.

9.7. SCHOOL PLANNING COUNCIL (SPC) PAC REPRESENTATIVE:

- a) Shall be one of the elected SPC representatives;
- b) represents and speaks on behalf of the PAC at the SPC meetings;
- c) takes direction from the general PAC membership;
- d) reports back to the PAC executive at PAC executive meetings and to the PAC general membership at PAC monthly meetings.

9.8. CLASS REPRESENTATIVE COORDINATOR:

- a) establishes a list of parents who agree to act as liaison between the class parents and the PAC in order to facilitate the distribution of timely and important PAC information.

9.9. COMMUNICATIONS COORDINATOR

9.10. CANADIAN PARENTS FOR FRENCH (CPF) REPRESENTATIVE:

- a) Reports on events and information from CPF to the PAC membership;
- b) acts as a liaison for issues of interest to the school French immersion community;
- c) attends CPF meeting and reports back to the PAC.

9.11. LANSDOWNE MUSIC PARENTS ASSOCIATION (LMPA) REPRESENTATIVE:

- a) Reports on events and information from LMPA to the PAC membership and from PAC membership to LMPA.
- b) acts as a liaison for issues of interest to the school music community.

9.12. SAFETY/HEALTH COORDINATOR

9.13. PAST PRESIDENT:

- a) Assists with the transition between presidents;
- b) serves in an advisory capacity to the executive;
- c) may cast a vote if she/he is an eligible PAC member.

9.14. MEMBER AT LARGE

SECTION 10: COMMITTEES

10.1. Standing and ad hoc committees shall be formed when necessary.

10.2. Committees are responsible to the executive and members.

10.3. The PAC executive may appoint members to committees annually.

10.4. A Nominations Committee Chair may be appointed annually before the Annual General Meeting. (SEE 7.6 AND 7.7)

10.5. A Constitution and Bylaws Committee will periodically review the École Intermédiaire Lansdowne Middle School constitution and bylaws as directed by the executive.

SECTION 11: CODE OF CONDUCT

11.1. Each PAC Executive member or committee member will work to:

- a) uphold the constitution and bylaws, policies and procedures of the PAC;
- b) perform her/his duties with honesty and integrity;
- c) work to ensure that the well being of students is the primary focus of all decisions;
- d) respect the rights of all individuals;
- e) take direction from the members, ensuring representation processes are in place;
- f) encourage and support, and provide information to parents;
- g) work to ensure issues are resolved through appropriate processes;
- h) strive to be informed and only pass on information that is reliable;
- i) respect all confidential information;
- j) support public education.

11.2. Breaching the Code of Conduct may be cause for removal of elected member of the Executive or committee member. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect a successor to complete the term.

11.3. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members. The method of notice will include the PAC newsletter preceding the vote and at least one other of the following: posting on the PAC bulletin board, electronic, handout.

11.4. An executive member who is approached 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 12: FINANCE

12.1. An annual budget and tentative plan of expenditures will be drawn up by the executive and presented for approval to the membership before the current budget expires. The new budget will be voted on at the Annual General Meeting. The draft budget will be made available to the membership ***in advance of the vote***. The method of notice will include the PAC newsletter preceding the vote and at least one other of the following: posting on the PAC bulletin board, electronic, handout.

12.2. All funds of the Parent Advisory Council / École Intermédiaire Lansdowne Middle School will be kept in an account(s) in the name of: **(enter official name here)** with an insured financial institution.

12.3. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt.

12.4. All cheques must be signed by two of the three signing authorities.

12.5. Signing authorities cannot be related.

12.6. Members at a general meeting may appoint an auditor to inspect the financial records of the PAC.

12.7. The fiscal year will be in cycle with the Annual General Meeting, which will be held no later than the month of May.

12.8. The PAC or its groups shall not have borrowing powers.

12.9. All monies raised by the PAC will belong to the PAC and will be used for activities, items, and events that are voted on during a general, annual or special meeting.

12.10. The Executive, in consultation with, and approval of, at least 3 executive members outside of meeting time, may spend up to \$200 per expenditure without prior approval from the membership. The membership, by a majority vote, may spend up to \$500 per expenditure at a general meeting without prior notice.

12.11 The Executive shall advertise proposed unbudgeted expenditures greater than \$500. The method of notice will include the PAC newsletter preceding the vote and at least one other of the following: posting on the PAC bulletin board, electronic, handout. A vote on said proposed unbudgeted expenditure shall take place at the next general meeting.

12.12. The Treasurer shall notify the PAC at any general meeting if the bank balance falls below \$1000.

SECTION 13: AMENDMENTS

13.1. The Constitution and /or Bylaws of Parent Advisory Council / École Intermédiaire Lansdowne Middle School may be amended at any general, special or annual meeting.

13.2. Except as provided in the constitution, the members may, by a majority of not less than 75% of the eligible votes cast, amend the constitution and bylaws of the organization.

13.3. Written notice of a meeting at which a resolution will be considered to amend the constitution and bylaws shall be given to all members before the meeting. The method of notice will include the PAC newsletter preceding the vote and at least one other of the following: posting on the PAC bulletin board, electronic, handout.

13.4. The notice of the meeting shall include the proposed amendments.

SECTION 14: PROPERTY IN DOCUMENTS

14.1 All documents, records, minutes, correspondence or other papers, electronic, or digital medium kept by a member, executive member or committee member in connection with the PAC shall be deemed to be the property of the PAC, and shall be turned over to the president when the member, or executive member, or committee member ceases to perform the task to which the above mentioned property relates. PAC documents and property may be stored in the PAC designated storage area in the school.

**Parent Advisory Council / École Intermédiaire Lansdowne Middle School
Constitution and ByLaws:**

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