

# CONSTITUTION

## SECTION I NAME

The name of the council shall be **Quesnel Junior School Parent Advisory Council** (School District #28)

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

The business of the Council shall be unbiased towards race, religion, gender orientation, sexual orientation, or politics.

## SECTION II PURPOSE

The purpose of the PAC is to support and promote the involvement of parents in the education of their children and provide an opportunity for the parents and teachers to work co-operatively. This will be achieved by:

1. Working with the Principal, staff, parents, and community organizations to provide a healthy, safe, and supportive environment;
2. Assisting parents in providing educational opportunities for their children;
3. Providing a forum for the discussion of educational programs and services;
4. Advising parents about school programs and services;
5. Involving parents in school activities;
6. Making recommendations to the Principal on school programs and services;
7. Organizing, in conjunction with the administration, volunteer programs and activities which support the school;
8. Assisting and directing parents in accessing the systems available which could include e.g. conflict resolution and advocacy;
9. Advising the Principal on ongoing issues and/or reoccurring problems.
10. Promoting a spirit of tolerance and cooperation within the school community.

# BYLAWS

## SECTION III DEFINITIONS

DEFINITIONS in these bylaws:

1. "QJSPAC" or "Council" means Quesnel Junior School Parent Advisory Council.
2. "Parent" means: in respect of a student or child registered under Section 1 of the School Act
  - the guardian of the student/child.
  - the person legally entitled to the custody of the student/child.

- the person who usually has the care and control of the student/child.
3. “Advise” means:
    - to give an opinion, inform, consider
    - to council, consult
    - to give information
    - to recommend
  4. “Board” means Board of School Trustees, School District # 28 (Quesnel)
  5. “District” means School District # 28 (Quesnel)
  6. “Conflict of Interest” refers to a situation in which an individual of his/her immediate family could benefit monetarily from a decision of the Council, which that individual can influence or vote upon.
  7. “Perception of Bias” refers to a situation that may exist if an individual who represents the PAC is also an employee or elected official of any school district. There may be a perception that he or she is not speaking solely in the interests of parents and this may diminish the power of what is said.

#### **SECTION IV MEMBERSHIP**

1. Voting members:
  - A parent of a student attending the school is a member of the PAC unless the parent otherwise indicates in writing to the Secretary of the PAC. Voting members shall abstain from voting if there is a conflict of interest or perceived bias pertaining to the issue at hand.
2. Non-voting members:
  - Administration, teachers, and staff of Quesnel Junior School. In cases where administration, teachers and staff may also be parents of children in the school, they may only vote in situations where there is not conflict of interest or perceived bias.
  - Members of the school community who are not parents of students currently in the school may also be non-voting members of the group.

#### **SECTION V RESPONSIBILITIES**

1. Responsibilities of Members:
  - To attend as many PAC meetings as possible;
  - To become knowledgeable about the educational programs and resources of the school;
  - To promote positive attitudes about the school and its educational programs and services;
  - To support the PAC’s purposes and objectives.

2. Responsibilities of the Principal:
  - To embrace and support the Parent Advisory Council concept;
  - To encourage the participation of the parents in the PAC;
  - To assist in the development of PAC objectives;
  - To provide information to the PAC contained in the annual report on the general effectiveness of educational programs in the school;
  - To attend PAC meetings or designate another staff member to attend.
  - To keep the PAC informed as to any upcoming changes in curriculum.
  
3. Responsibilities of Teachers and Staff:
  - All teachers and staff are welcome and encouraged to come and participate in all QJSPAC meetings and activities.

## **SECTION VI            MEETINGS**

1. Regular meetings:
  - The Chairperson shall call regular meetings of the QJSPAC.
  - It is desirable that QJSPAC hold monthly meetings.
  
2. Annual General Meeting:
  - Shall be held within the month of September.
  
3. Special Meetings:
  - May be called by the Chairperson at the discretion of the Chairperson.
  - Executive meetings are recommended for planning purposes.
  
4. Rules of Order:
  - Robert’s Rules of Order shall govern all procedural matters not addressed in these Bylaws.
  
5. Voting:
  - The quorum for a meeting shall be at least four voting members, two of whom are executive members.
  - Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
  - In the case of a tie vote, the motion will be lost.
  - Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
  - Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.

## **SECTION VII            ELECTION OF OFFICERS.**

1. Executive members will be elected at the September meeting.
  
2. Positions of Secretary and Treasurer are to be held for two years, with elections of each position to be offset by one year.

3. Position of Vice President is to be held for one year. The Vice President will then take on the position of President for one year. Elections for the position of Vice President will be held every year.
4. Any elected member of the PAC may serve on the executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.
5. No person may hold more than one elected executive position at one time, unless it is absolutely necessary to fill the executive positions. There must be a minimum of three executive members.
6. By-elections will be called when necessary.
7. PAC Executive Officers consist of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Quesnel & District PAC Representative
8. Other Officers shall be any other committee Chairperson appointed as required.
9. Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of 75% of the members who are present at a meeting and vote on the resolution.

## **SECTION VIII DUTIES OF EXECUTIVE OFFICERS**

1. **President:**
  - Shall convene and preside at all membership, special, and executive meetings.
  - Shall ensure that an agenda is prepared and presented.
  - Shall appoint committees where authorized to do so by the executive or membership.
  - Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC.
  - Shall be the official spokesperson for the PAC.
  - Shall be a signing officer.
2. **Vice President:**
  - Shall assume the responsibilities of the president in the president's absence.
  - Shall accept extra duties as required.
  - Shall be a signing officer.
3. **Secretary**
  - Shall record the minutes of membership, special, and executive meetings.
  - Shall record attendance at meetings.

- Shall distribute minutes to PAC members.
- Shall keep an accurate copy of the Constitution and Bylaws.
- Shall issue and receive correspondence on behalf of the PAC.
- Shall be a signing officer.

**4. Treasurer**

- Shall keep financial records and render financial statements to the PAC at each regular meeting,
- Shall receive and bank monies due to the PAC.
- Shall pay bills from officers, when receipts are attached.
- Shall give complete financial report at the end of each fiscal year.
- Shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- Shall be a signing officer.

**3. QDPAC Representative**

- Shall attend DPAC meetings.
- Shall report back to the PAC.
- Shall seek input from the PAC on DPAC issues.

**SECTION IX FINANCIAL**

1. The PAC may raise money in furtherance of its purposes and objectives.
2. The PAC will establish and maintain a bank account for the deposit of funds at a Chartered Bank, Credit Union or any financial establishment registered under the Bank Act.
3. The President, Vice President, Secretary, and Treasurer shall be the authorized signatories on the PAC's bank account. Any two of these signatures shall be required to transact banking business.
4. The Treasurer will manage a separate bank account for Gaming Proceeds.
5. Expenditures over \$100.00 must receive the prior approval of the members at a general or special meeting.

**SECTION X CONSTITUTION & BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the Quesnel Junior School PAC may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been advertised to all members (7 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. 75% of the voting members present at the meeting vote in favor of the amendment.

## **SECTION XI            CODE OF ETHICS**

1. The Quesnel Junior School PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school 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.
3. A parent who accepts a position as a PAC Executive Member:
  - Upholds the Constitution and Bylaws, policies and procedures of the PAC.
  - Performs his/her duties with honesty and integrity.
  - Works to ensure that the well being of students is the primary focus of all decisions.
  - Respects the rights of all individuals.
  - Takes direction from the members, ensuring that representation processes are in place.
  - Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - Works to ensure that issues are resolved through due process.
  - Strives to be informed and only passes on information that is reliable and correct.
  - Respects all confidential information.
  - Supports public education.

## **SECTION XI            DISSOLUTION**

The PAC shall be dissolved in the event that:

1. The School is permanently closed. Upon dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. There are insufficient parents willing to serve as PAC executive. Upon dissolution of the PAC, and following payment of all outstanding debts, any assets shall be paid, transferred or delivered to Quesnel Junior School, to be held in trust for a period of one year. At that time, if no PAC executive is formed, the monies shall be used for the benefit of the majority of the student body.

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