

NARAMATA  
ELEMENTARY  
SCHOOL

**PARENT ADVISORY COUNCIL**

**CONSTITUTION & BYLAWS**

As amended and adopted  
May 26, 2008

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Jill Doroshuk, President

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## **CONSTITUTION**

### **SECTION I NAME**

The name of this Council is the Naramata Elementary School Parent Advisory Council.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

### **SECTION II PURPOSES OF THE PAC**

The purpose of the Council is:

1. To support, encourage and improve the quality of students' educational and social experience in Naramata Elementary School
2. To advise the Principal and staff on parents' views on any matter relating to the school, its programs, policies, plans and activities.
3. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To promote open communication and build trust between parents, Council, administration and school staff.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community organizations and members.
7. To assist in organizing and providing additional resources to the school through approved volunteer activities.
8. To assist the Principal and staff in promoting student respect and responsibility for the school, school grounds and the school's community.

9. To promote and help ensure safety and security for all students.
10. To organize PAC activities and events, which may be structured so as to raise financial support for the budgetary goals of the Council.
11. To participate in the work of the School Planning Council through the PAC's elected representative

### **SECTION III INTERPRETATION OF TERMS**

**Parents** - the parent(s) or guardian of a child or children in School District No. 67 (Okanagan - Skaha).

**Parent Advisory Council** - any organized group of parents recognized under the British Columbia *School Act*.

**School** - any public elementary or secondary educational institution within School District No. 67 (Okanagan - Skaha).

**District** - School District No. 67 (Okanagan - Skaha).

**SD** - School District No. 67 (Okanagan - Skaha).

**DPAC** - the Okanagan - Skaha District Parent Advisory Council, which is recognized by the Board of Education of School District No. 67, to be the umbrella group of the Parent Advisory Councils formed or to be formed in each local school.

**Community Organizations** - groups which demonstrate an interest in education and are not already included in the scope of this Constitution and Bylaws.

**SPC** – the School Planning Council created for Naramata Elementary School according to the *School Act*

## **BYLAWS**

### **SECTION IV MEMBERSHIP**

1. All parents and guardians of students registered at Naramata Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Naramata Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.
5. Every member will uphold the constitution and comply with these by-laws.

### **SECTION V MEETINGS of MEMBERS**

1. Meetings will be conducted efficiently and with fairness to all members.
2. There will be an Annual General Meeting (AGM) for the purpose of election of Officers held in May of each year.
3. General meetings will be held not less than eight times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of Executive meetings is to carry on business between general meetings.
5. A Council meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
7. Members will be given reasonable notice of general meetings.

8. If procedural problems arise on an issue not addressed in this Constitution and Bylaws, Robert's Rules of Order (copyright 1992, 1999 by Jane Watson) will be used to resolve the issue.

## **SECTION VI PROCEEDINGS AT MEETINGS**

### ***A. QUORUM***

A quorum for general meetings, including the AGM, will be three voting members, at least one of whom is an Executive Officer.

If at any time during a general meeting, a quorum ceases to be present, then no further decisions or votes may be made for the remaining duration of the meeting other than a motion to adjourn.

### ***B. VOTING***

1. Unless otherwise provided in this Constitution and Bylaws, all matters requiring a vote arising at any meeting will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote in person on all matters; voting by proxy is not permitted.
4. Voting is done by a show of hands, with the exception of the election or removal of an Officer(s), which may be done by secret ballot.
5. The election of representatives to the School Planning Council must be done by secret ballot.
6. A vote will be taken to destroy any secret ballots after every election.

## **SECTION VII ELECTION OF EXECUTIVE OFFICERS**

1. The Executive Officers will be elected from the voting members of the Council, at the AGM.
2. No employee or elected official of the school district or the Ministry of Education may hold an Executive position.

3. Call for nominations will be made at the two meetings before the AGM.
4. In the event of a vacancy on the Executive during the year, the Executive may appoint a new Officer who will hold office until the next election.
5. Three parent representatives to the School Planning Council will be elected annually from parents of students enrolled in the school, which parents are not employees of any school district. One of those parent representatives must be an elected Officer of the Parent Advisory Council.

## **SECTION VIII TERM OF OFFICE**

1. The term of office will commence after the conclusion of the school year (i.e. July 1 onward) and continue to the conclusion of the following school year (i.e. June 30). Therefore, the current Executive effective at the AGM in May will continue in their term until June 30. From July 1 onward, the newly-elected Executive will commence office.
2. No person may hold any one position for more than three (3) consecutive years.
3. No person may hold more than one elected position at any one time, except for the Past President (who may hold one additional elected Office, but who will only have one vote).
4. The Past President/Chairperson will hold that office for one year.
5. The term of office for the School Planning Council representative will be for one year.

## **SECTION IX EXECUTIVE OFFICERS**

1. The affairs of the Council will be managed by a board of elected Officers and the immediate Past President/Chairperson.
2. The Executive Officers may be as follows:
  - President (Chairperson)\*
  - Vice-President
  - Treasurer\*
  - Secretary\*
  - District Parent Advisory Council (DPAC) Representative

- Two or more Members-At-Large
- Past President (Chairperson)
- School Planning Council Representative

\* The duty to act with prudence would require to fill the positions of President, Secretary and Treasurer, as a minimum.

## **SECTION X DUTIES OF OFFICERS**

### **A. *The President will:***

- a. convene and preside at membership, special and Executive meetings
- b. ensure that an agenda is prepared and presented
- c. know the Constitution and Bylaws and meeting rules
- d. know where to find resources to assist members
- e. appoint committees when necessary (after consultation with the Executive)
- f. establish specific guidelines for each committee
- g. consult PAC members regularly
- h. ensure that the PAC is represented in school and school district activities
- i. ensure that PAC activities are aimed at achieving the purposes of the organization
- j. be the official spokesperson for the organization
- k. be a signing Officer
- l. read material sent to the PAC and distribute information to members
- m. understand committees and communicate with committee chairs
- n. submit an annual report at the AGM

### **B. *The Vice-President will:***

- a. assume the responsibilities of the President in the President's absence or upon request
- b. assist the President in the performance of her/his duties
- c. accept extra duties as required
- d. be a signing Officer
- e. submit an annual report at the AGM

### **C. *The Secretary will:***

- a. ensure that members are notified of meetings
- b. record the minutes of general, special and Executive meetings
- c. keep an accurate and up-to-date copy of the Constitution and Bylaws, with any amendments noted and dated

- d. have copies of the Constitution and Bylaws available for members upon request
- e. issue and receive correspondence on behalf of the organization
- f. safely keep all records of the Council
- g. record members in attendance at all general, special & Executive meetings
- h. know the Constitution and Bylaws and meeting rules
- i. circulate minutes and present them at meetings for adoption
- j. ensure all reports from the committees are filed
- k. submit an annual report at the AGM

***D. The Treasurer will:***

- a. be one of the signing Officers of the Executive
- b. receive all funds for the Council
- c. disburse funds authorized by the President or acting President
- d. maintain an accurate record of all expenditures of the Council
- e. give a report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g. make books available for viewing by members upon request (members may view them when accompanied by the treasurer or a designated Executive Officer)
- h. have the books ready for inspection or audit annually
- i. ensure that another signing Officer has access to the books in the event of her/his absence
- j. maintain and submit necessary recordkeeping and applications for the annual Gaming Grant or other grants
- k. submit an annual financial statement and report at the AGM

***E. The DPAC Representative will:***

- a. attend PAC and DPAC meetings
- b. report to the PAC President and members
- c. seek and give input on behalf of the PAC to the DPAC
- d. forward school-based issues to DPAC on request of the PAC
- e. submit an annual report at the AGM

***F. Members at Large (Directors) will:***

- a. serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- b. submit an annual report at the AGM

**G. Past President (Chairperson) will:**

- a. help smooth the transition between Presidents
- b. assist, advise and support the Council
- c. provide information about resources, contacts, and other essential information to the Council
- d. act as a consultant for the President
- e. assume specific tasks or responsibilities as requested by the President
- f. chair the Nominating Committee
- g. submit an annual report at the AGM

**H. School Planning Council (SPC) Representative will:**

- a. be one of three elected SPC representatives
- b. represent, speak, and vote on behalf of the PAC at SPC meetings
- c. take direction from the general PAC membership
- d. report back to the PAC at general meetings

## **SECTION XI CODE OF ETHICS**

### ***Description***

A voting member, upon election or appointment as an Executive Officer, agrees to:

1. Uphold the Constitution and Bylaws, policies and procedures of the electing body.
2. Perform her/his duties with honesty and integrity.
3. Work to ensure that the well being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the members, ensuring representation processes are in place.
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
7. Work to ensure those issues are resolved through due process.
8. Strive to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Support public education.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Naramata Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Dispute Resolution**

If there is a concern that an Executive Member, committee member, or representative may have failed to observe the Code of Ethics, it is agreed that the dispute resolution process utilized will be that as described on the BC Confederation of Parent Advisory Council’s (BCCPAC) website under “Administration of the Code of Ethics”. This process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

**SECTION XII COMMITTEES**

1. Standing and ad hoc committees will be formed by the Executive when necessary.
2. Committees are responsible to the Executive and members.
3. The PAC Executive may appoint members to committees annually.
4. A Nominating Committee will be appointed annually before the AGM.
5. Each separate committee must submit an annual report.

**SECTION XIII FINANCES**

1. A draft budget and tentative plan of expenditures will be drawn up by the Executive and presented for approval before the current budget expires.

2. The Executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the Council will be kept on deposit in a bank or financial institution registered under the Bank Act (member of CDIC) or at a recognized Credit Union (member of CUDIC).
4. The Executive will name at least three signing Officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's report will be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.
7. The financial year of the Council will be from July 1 to June 30.

Note: It is advisable that a certain sum of money be set aside for the following year's start-up costs.

## **SECTION XIV CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the Constitution, the members may, by a majority of not less than 75% of the votes cast, amend the Constitution and Bylaws of the Council.
2. Written notice of a meeting at which a resolution will be considered to amend the Bylaws will be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting will include the proposed amendments.
4. A Constitution or Bylaw amendment will be dated, signed, and forwarded to the School Board Office for safe keeping only.

## **SECTION XV REMOVAL OF AN EXECUTIVE OFFICER**

1. 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.

2. Written notice specifying the intention to make a motion to remove the Executive Officer will be given to the members not less than 14 days before the meeting.

## **SECTION XVI PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept by a member Executive Officer, or committee member in connection with the Council will be deemed to be property of the Council and will be turned over to the President when the member, Executive Officer, or committee member ceases to perform the task to which the papers relate.

## **SECTION XVII DISSOLUTION**

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council will be distributed to another Parent Advisory Council or Councils in School District No.67 (Okanagan - Skaha) having purposes similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause is unalterable.
2. In the event of dissolution of the Council, all records of the organization will be placed under the jurisdiction of the School District No. 67 (Okanagan - Skaha) in the person of the Principal of the school.

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This Constitution and Bylaws adopted by Naramata Elementary School PAC at Naramata, British Columbia, on May 26, 2008

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President, Jill Doroshuk

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Secretary, Jodi Trovao