

# **CONSTITUTION**

## **SECTION I            NAME**

The name of the Association shall be the MOUNT BENSON ELEMENTARY SCHOOL ADVISORY COUNCIL (School District No. 68).

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

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

## **SECTION II            PURPOSES**

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## **BYLAWS**

### **SECTION III            MEMBERSHIP**

1. All parents and guardians of students registered at Mount Benson Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Mount Benson Elementary School may be non-voting members of the group.

3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

## **SECTION IV MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of officers held in January of each year and additional general meetings shall be held at least once a month during the school year to conduct current business, except for the months of December and June.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty (50%) per cent of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

## **SECTION V VOTING**

1. The voting members present at any duly-called general meeting shall constitute a quorum\*.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally, voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands.

## **SECTION VI**

## **ELECTION OF EXECUTIVE OFFICERS**

*(The group shall elect a slate of officers from the voting members for each school year. Number and position of executive members shall be determined by local organizational needs.)*

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting in January.
3. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the school principal.

## **SECTION VII**

## **TERM OF OFFICE**

1. The term of office shall commence in January of each year and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position.
3. No person may hold more than one elected executive position at any one time.

## **SECTION VIII**

## **EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers.
2. The Executive Officers will be as follows:
  - A. President
  - B. Vice-President(s)
  - C. Treasurer
  - D. Secretary
  - E. Fund Raising Coordinator

## **SECTION IX                    DUTIES OF THE OFFICERS**

### **A.     PRESIDENT**

- (a) shall convene and preside at all membership, special and executive meetings
- (b) shall ensure that an agenda is prepared and presented
- (c) shall appoint committees where authorized to do so by the executive or membership
- (d) shall be an ex-officio member to all committees except the Nominating Committee
- (e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- (f) shall be the official spokesperson for the organization
- (g) shall be a signing officer

### **B.     VICE PRESIDENT**

- (a) shall assume the responsibilities of the president in the president's absence
- (b) shall accept extra duties as required
- (c) shall be a signing officer

### **C.     TREASURER**

- (a) shall be responsible for and report on the accounts of the organization
- (b) shall be one of the three signing officers of the executive as per Section XI
- (c) shall prepare a financial report for publication in the school newsletter as per Section XI
- (d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI
- (e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- (f) shall submit an annual report

### **D.     SECRETARY**

- (a) shall record the minutes of membership, special and executive meeting
- (b) shall distribute minutes to Council members
- (c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall

- be dated and initialed and a copy submitted to the school board office for safe-keeping
- (d) shall issue and receive correspondence on behalf of the organization
  - (e) may be a signing officer
  - (f) shall safely keep records of the Council

**E. FUND RAISING COORDINATOR**

- (a) shall coordinate fund raising activities as approved by Council.

**SECTION XI FINANCES**

1. A budget and tentative plan of expenditures shall be drawn up by the executive and presented for approval at a general meeting prior to the end of September of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. A Treasurer's Report to all members shall be published in the PAC/school newsletter prior to the end of each school term.
5. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

**SECTION XII CONSTITUTION & BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the Mount Benson Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all member (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **SECTION XIII            CODE OF CONDUCT**

1.    The Mount Benson Elementary School Parent Advisory Council 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:
  - (a)    Upholds the constitution and bylaws, policies and procedure of the PAC.
  - (b)    Performs her/his duties with honest and integrity.
  - (c)    Works to ensure that the well-being of students is the primary focus of all decisions.
  - (d)    Respects the rights of all individuals.
  - (e)    Takes direction from the members, ensuring that representation processes are in place.
  - (f)    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.
  - (g)    Works to ensure that issues are resolved through due process.
  - (h)    Strives to be informed and only passes on information that is reliable and correct.
  - (i)    Respects all confidential information.
  - (j)    Supports public education.

## **SECTION XIV            DISSOLUTION**

1.    In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2.    In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 68 in the person of the principal of the school.