
SOUTH RUTLAND ELEMENTARY PARENT ADVISORY COUNCIL

*Constitution and Bylaws
Revised January 2014*

200 Mallach Road
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250-765-7785

CONSTITUTION

Section 1 – NAME

The name of the Society shall be the South Rutland Elementary Parent Advisory Council (SRE PAC).

Section 2 – OBJECTIVES

- a) To promote open communication among parents, school personnel and students.
- b) To support and promote our school's goals:
 - To engage and support all students to improve their critical thinking and problem solving.
 - To enhance school culture by instructing, encouraging, and acknowledging all students for demonstrating personal responsibility.
- c) To promote and encourage parent and community participation in the school.
- d) To raise funds for materials, equipment and activities and provide services that enhance the school experience for students in keeping with School District No. 23 Policy.
- e) To provide input into the development of educational priorities for the school.

Section 3 – DISSOLUTION

- a) Notice of intent to dissolve shall be presented to all PAC members in writing with at least 30 days notice.
- b) In the event of dissolution, all records and financial assets of the general account shall be turned over to the school.
- c) Upon winding up or dissolution of the Society, the assets of the gaming account which remain after the payment of cost, charges and expenses which are properly incurred in the winding up shall be distributed to The United Way. This provision shall be unalterable.

Section 4 – POLICIES

The South Rutland PAC shall:

- a) Non-commercial, non-partisan, non-sectarian and non-racial.
- b) Not be operated for personal financial gain.
- c) Not discuss individual members in the community.
- d) Should keep monies separate from the school and be responsible for its own bank account.
- e) Operate according to Roberts Rules of Order unless otherwise stated in these Bylaws.
- f) All complaints about the PAC operations shall be submitted in writing to the school's main office, addressed to the PAC Executive Officers. All complaints will be confidential and will be addressed accordingly.

Section 5 – CONSTITUTIONAL AMMENDMENTS

- a) A Notice of Motion for Constitutional amendments shall be presented to PAC members at least one general meeting prior to the general meeting at which a vote shall be taken
- b) All motions to amend require a two-thirds majority vote of members present.

BYLAWS

Section 6 – MEMBERSHIP

The Parent Advisory Council includes all parents/guardians, relative(s) whose children attend South Rutland Elementary School.

Section 7 – PAC GENERAL MEETINGS

- a) The PAC meets at least 5 times per year.
- b) Special meetings may be called by the President at any time to deal with an issue. Robert's Rules of Order shall be used to resolve the issue.

Section 8 – QUORUM AND VOTING

- a) The voting executive committee members, less 2, present at any duly called General Meeting shall constitute a quorum.
- b) Motions are passed by simple majority vote of parents/guardians attending the meeting.
- c) The President votes in a tie.
- d) Voting by proxy shall not be permitted.
- e) All PAC Executive expenditures exceeding \$100.00 require the approved vote of members at a general meeting.
- f) Provisions allow for the Principal/Vice-Principal and a teacher representative to sit on the PAC, but they have no vote.

Section 9 – ELECTION OF PAC EXECUTIVE OFFICERS

- a) PAC Executive Officers are elected annually in April, May or June for a one year term beginning the following September.
- b) Any member of the Executive Officers may serve on the executive for as many years as he/she is elected, but no person may hold any one position for more than three years.

Section 10 – PAC EXECUTIVE OFFICERS

- President
- Vice-President
- Secretary
- Treasurer
- Committee Chairpersons (at least 2)
- School Planning Council Members (SPC, 3)
- COPAC Representative

Section 11 – EXECUTIVE RESPONSIBILITIES

President

- a) Calls meetings
- b) Is responsible for preparing the agenda for general and executive meetings
- c) Chairs meetings

- d) Knows Bylaws and Constitution
- e) Reads all materials sent out by PAC
- f) Distributes information to PAC members
- g) Consults PAC regularly
- h) Acts as PAC spokesperson
- i) Has cheque signing authority
- j) Is member ex-officio to all committees

Vice-President

- a) Chairs meetings in president's absence
- b) Fulfills back-up role for president
- c) Distributes information to PAC members
- d) Has cheque signing authority

Treasurer

- a) Will be in attendance to count and take charge of monies for major fundraising events or if unable to attend, will appoint another executive member to do so.
- b) Does banking
- c) Keeps financial records
- d) Reports financial status to meetings
- e) Has cheque signing authority

Secretary

- a) Records minutes of all meetings
- b) Makes minutes available to PAC
- c) Keeps minutes on file
- d) Is responsible for correspondence
- e) Keeps an accurate copy of the Constitution and Bylaws
- f) Keeps up to date a list of council members
- g) Has cheque signing authority
- h) Keeps and maintains an up-to-date volunteer contact list.

Committee Chairpersons

- a) Provide general support
- b) Organize special projects

School Planning Council Representatives

- a) SPC will consist of the principal and elected teacher representative and three elected representatives of the PAC. One of the PAC representatives must be an elected executive member.
- b) The term of office on the SPC will be no longer than one year.
- c) In the event that all three positions are not filled, the school board may appoint a person to fill a vacancy
- d) Shall attend SPC meetings
- e) Shall represent South Rutland PAC views at SPC meetings
- f) Shall report back to South Rutland PAC.

- g) Shall see input from South Rutland PAC.

COPAC Representative

- a) Shall attend COPAC meetings
- b) Shall represent South Rutland PAC views at COPAC meetings
- c) Shall report back to South Rutland PAC.

Section 12 – PAC EXECUTIVE MEETINGS

- a) PAC Executive Officers meets as required to organize general meetings and coordinates other PAC activities.
- b) Quorum consists of 50% of Executive Officers + 1 member and motions cannot be passes without a quorum of officers.

Section 13 – COMMITTEES & COORDINATORS

The executive may appoint special committees and/or coordinators. These committees and/or coordinators are responsible to the executive.

For example:

- a) Fundraising
- b) Hot Lunch Coordinator

Section 14 – COPAC

The PAC votes in February or March of each school year to remain, become or remove the SRE PAC as a member of the Central Okanagan Parent Advisory Council (COPAC). If a motion is passed for the PAC to remain or become a member, the group shall designate a District PAC Representative to attend District Council meetings and report monthly to the school PAC.

Section 15 – BYLAW AMENDMENTS

- a) A Notice of Motion for Bylaw amendments shall be presented to PAC members at least one general meeting prior to the general meeting at which a vote shall be taken.
- b) All motions to amend require a two-thirds majority vote of members present.

INTERPRETATION OF TERMS

- **“COPAC”** refers to the Central Okanagan Parent Advisory Council – the umbrella organization of District PAC members which is recognized by the Board of Trustees of SD No. 23.
- **“COPAC Representative”** refers to the individual parent volunteer designated to represent the PAC at COPAC monthly meetings.
- **“Executive Officers”** refers to the group of elected PAC Officers.
- **“Ex-officio”** refers to the membership on a committee by virtue of holding an office on the PAC Executive.
- **“Notice of Motion”** refers to the proposal for an action to be brought forth to all members for discussion and vote.
- **“Officer”** refers to an individual elected to a PAC Executive position.
- **“Parent Advisory Council” (PAC)** refers to the council of parents recognized under the British Columbia School Act.
- **“Parent(s)”** refers to the parent(s)/guardian(s), relative(s) of a child attending a school in School District No. 23.
- **“Proxy”** refers to the term used when members are permitted to vote although not in attendance.
- **“Quorum”** refers to the number of members present at the time of voting in order for the business to be considered binding or legal.
- **“School”** refers to any public institution, elementary, middle or secondary, within School District No. 23.
- **“School Act”** refers to the School Act of British Columbia and all amendments thereto.
- **“SD No, 23”** refers to School District No. 23 – Central Okanagan.
- **“Voting Members”** refers to executive members and committee chairperson(s).