

**The Constitution of  
Edwin S. Richards Elementary School  
Parents Association**

**NAME**

The name of the group shall be the Edwin S. Richards Elementary School Parents Association or ESR PAC (Parents Advisory Council).

**STATEMENT OF PURPOSE**

The Edwin S. Richards Parents Association, also known as ESR PAC is an association of the parents and guardians of children who attend E. S. Richards Elementary School. The objects of the group are:

- a. To support, encourage and improve the quality of education and the well being of students in E. S. Richards Elementary School.
- b. To act as a bridge between the school and the home by communicating with parents and promoting cooperation for an effective relationship between parents and staff.
- c. To advise the principal and staff on parents' views on any matter relating to the school.
- d. To work cooperatively with the principal, vice-principal and staff on relevant school policies, programs, plans, activities and concerns.
- e. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
- f. To further school/community relations by organizing PAC activities and events, encouraging parents to volunteer for various activities.

**UNALTERABLE DISSOLUTION CLAUSE**

- a. Upon winding up or dissolution of the ESR PAC, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to:

a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Association at the time of winding up or dissolution. This provision shall be unalterable.

**OR**

such charitable organization(s) in British Columbia having a similar charitable purpose. This provision shall be unalterable.

## **BY-LAWS**

### **1. MEMBERSHIP**

- a. All parents and guardians of students registered at E.S.R. Elementary School are voting members of the Parent Advisory Council.
- b. Administration and Staff of E.S.R. Elementary School are non-voting members of the Council.

### **2. MEETINGS**

- a. Meetings will be held each month excluding December, June, July and August.
- b. The executive will conduct meetings efficiently and with fairness to the members present.
- c. The Annual General Meeting (AGM) for the purpose of election of officers is held in September of each year.
- d. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
- e. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.
- f. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- g. A Council meeting shall be unbiased towards race, religion, gender or politics.

### **3. QUORUM & VOTING, CONSTITUTION & BYLAW AMENDMENTS**

- a. No part of these by-laws may be repealed, amended, or enlarged upon except by consent of 75% of the voting membership in attendance with a quorum of at least 15.
- b. The voting members present at any duly called meeting shall constitute a quorum.
- c. Questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- d. In the case of a tie vote, the motion is tabled for further discussion.
- e. Voting by proxy is not permitted, members must vote personally on all matters.
- f. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot.

### **4. EXECUTIVE**

- a. The executive shall be elected by the voting membership in September at the first PAC meeting of the school year, also known as the Annual General Meeting (AGM).
- b. The newly elected members shall meet with the current executive in September, prior to taking office in October.

- c. The executive shall consist of a President or Co-chair, Vice-president, Secretary, Treasurer, up to two DPAC representatives and up to five members-at-large.
- d. The position of President is equivalent to that of Co-chair.
- e. The principal and vice-principal shall be an ex-officio member of the executive.
- f. The executive shall consult with the principal/vice-principal a minimum of three executive meetings.
- g. No person may hold more than one elected executive position at any one time.
- h. In case of a mid-term vacancy in the executive, the executive shall be elected by the voting membership at the next PAC meeting and will hold office until the next election.

## **5. EXECUTIVE OFFICERS**

A board of elected officers shall manage the affairs of the council.

### **The President shall:**

- a. convene and preside at membership, executive and special meetings
- b. maintain impartiality by not participating in any voting at a general meeting while acting as chair
- c. have equal voice and vote at executive meetings
- d. ensure that an agenda is prepared and presented
- e. know where to find resources to assist members
- f. appoint committees where authorized to do so by the executive or membership
- g. consult PAC members regularly
- h. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i. may be a signing officer
- j. organize the PAC mail box, distributing the mail in a timely manner
- k. issue and receive correspondence on behalf of the organization
- l. ensure that activities of the association are regularly reported to the members
- m. present a report at the AGM following his/her year as President
- n. know the constitution and bylaws and meeting rules

### **The Vice-president shall:**

- a. assume the responsibilities of the President in the Presidents absence or upon request
- b. assist the President in the performance of his/her duties
- c. accept extra duties as required
- d. know the constitution and bylaws and meeting rules

### **The Secretary shall:**

- a. ensure that members are notified of special 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 and have copies available for members upon request
- d. safely keep all meeting minutes
- e. post the current minutes of meetings on the PAC bulletin board
- f. assist the President with correspondence
- g. know the constitution and bylaws and meeting rules

**The Treasurer shall:**

- a. be a signing officer
- b. receive and deposit all funds for the Council in an account at a recognized financial institution approved by the PAC
- c. disburse funds authorized by the executive or members
- d. account for all expenditures to the general membership by maintaining accurate records of all expenditures of the Council
- e. give a “Treasurers Report” at all general meetings
- f. make books available for viewing by members upon request
- g. ensure that another signing officer has access to the books in the event of his/her absence
- h. prepare and present an annual financial statement
- i. prepare and submit forms to the Provincial Government to ensure the PAC’s charitable status
- j. signing officers shall include four PAC members of which at least one should be an administrative staff member
- k. Expenditures in excess of \$150.00 require the approval of a simple majority of the general membership
- l. the term of office shall be limited to three consecutive years
- m. know the constitution and bylaws and meeting rules

**The DPAC Representative(s) shall:**

- a. attend PAC and DPAC meetings
- b. seek and give input of behalf of the PAC to the DPAC
- c. report back to the PAC information from DPAC meetings
- d. know the constitution and bylaws and meeting rules

**Members At Large shall:**

- 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. assist on committees and PAC directives
- c. know the constitution and bylaws and meeting rules

## **6. REMOVAL OF AN EXECUTIVE 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/her term of office and may elect a successor to complete the term.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

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

## **7. COMMITTEES**

- a. Standing and ad hoc committees shall be formed when necessary
- b. Standing committees shall be appointed annually at the Annual General Meeting
- c. Committees are responsible to the executive and members
- d. The PAC executive may appoint members to committees annually
- e. All proceeds from lunch meal sales shall go to the PAC. Individual classroom fundraising shall not include lunch meal sales.
- f. Shall keep the President informed and up to date of all committee activities

## **8. CODE OF ETHICS**

A parent who accepts a position as a PAC Executive member will:

- a. uphold the constitution and bylaws, policies and procedures of the PAC
- b. perform 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. strive to be informed and only pass on information that is reliable
- g. respect all confidential information
- h. support public education

**STATEMENT OF UNDERSTANDING**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Edwin S. Richards Parents Association Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process (as outlined in the BCCPAC Leadership Manual) that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

DATED: NOVEMBER, 2002