

**SUMMIT LEARNING CENTRE PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

TABLE OF CONTENTS

Constitution

Section 1 - Name

Section 2 - Purpose

Bylaws

Section 1 - Membership

Section 2 - Meetings

Section 3 - Voting

Section 4 - Executive Officers

Section 5 - Duties of the Officers

Section 6 - Committees

Section 7 - Finances

Section 8 - Constitution and Bylaw Amendments

Section 9 - Property in Documents

Section 10 - Dissolution Clause

Section 11 - Code of Ethics

CONSTITUTION

Section 1 Name

The name of this Council is Summit Learning Centre Parent Advisory Council
(School District #75)

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, politics, sexual orientation or physical or mental ability.

Section 2 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 organize PAC activities and events.
4. To encourage parent involvement in the school, and to support programs that promote parent involvement.
5. To provide a forum for discussion of educational issues.

BYLAWS

SECTION 1 - MEMBERSHIP

Voting members

1. All parents and guardians of students registered at Summit Learning Centre may be voting members of the Council

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Summit Learning Centre may be invited to become non-voting member of the Council.

3. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

SECTION 2 - MEETINGS

General meetings

1. General meetings will be conducted with fairness to all members present.

2. General meetings will be held at least four times a year during the school year and one of those meetings will be the annual general meeting for the purpose of election of the officers.

3. Participation in general meetings can be done in person or through E-Live.

Conduct

4. 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.

5. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guide lines in the Constitution.

Notice of meetings

6. Members will be given reasonable notice of general meetings.

SECTION 3 - VOTING

1. A minimum of five voting members must be present at any duly called general meeting for voting to take place.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In case of a tie vote, the motion is defeated. All participants in the meeting have a vote including the Chair.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
5. Decisions may be made by consensus, however, all members may request a vote on a matter.

SECTION 4 - EXECUTIVE OFFICERS

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the President, Vice President, Secretary, Treasurer, and such other members of the Council as the membership decides.

Election of Executives

3. The executive officers shall be elected from the voting members at the Fall General Annual Meeting, except that no Teacher, Management Staff or elected official of School District #75 or Ministry of Education shall hold an executive position.

Terms of Office

4. The executive will hold office for a term of one year beginning immediately following the election.
5. No person may hold the same executive position for more than four years.

Vacancy

6. 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.
7. The newly elected members shall meet with the past executives before taking office.

School Planning Council

8. Three parent representatives to the school planning council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the PAC. In the case of the positions not being filled by election, the Principal may appoint a parent to fill that position. The term of office for representatives shall be for one year.

SECTION 5 - DUTIES OF OFFICERS

President/Chairperson

- shall speak on behalf of the Council
- shall consult with Council members
- shall preside at membership and executive meetings
- shall ensure that an agenda is prepared and presented
- shall appoint committees where authorized by the membership or executive
- shall ensure that Council activities achieve the purposes set out in the constitution
- shall be the official spokesperson for the organization
- shall be a signing officer
- shall submit an annual report

Vice-President

- shall assume the responsibilities of the president in the president's absence
- shall assist the president in the performance of his or her duties
- shall accept extra duties as required
- may be a signing officer
- shall assist in the submitting of an annual report

Secretary

- shall ensure that members are notified of meetings
- shall record and file minutes of all meetings and distribute minutes to Council members
- shall keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- shall issue and receive correspondence on behalf of the Council
- shall safely keep all records of the Council
- shall assist with submitting the annual report
- may be a signing officer

Treasurer

- shall be one of the three signing officers
- shall be responsible for and report on the accounts of the organization
- shall disburse funds as authorized by the members or executive
- shall ensure that proper financial records and books of account are maintained
- shall report on all receipts and disbursements at general and executive meetings
- with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the records in the treasurer's absence
- shall submit an annual financial statement at the annual general meeting

Members at Large

- shall assist other officers in establishing ad hoc committees when deemed necessary

Past President

- shall help smooth transition between Presidents
- shall assist and advise Council
- shall act as the consultant for the president

School Planning Council

- attend all meetings of the school planning council (SPC)
- represent and speak on behalf of the PAC at the SPC
- request and take direction from the general PAC membership
- report back to the PAC at general meetings

SECTION 6 - COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.

SECTION 7 - FINANCES

Financial year

1. A budget and a tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting in September of each year.
2. A financial statement from the previous fiscal year shall also be presented at a general meeting in September.

Power to raise money

3. The Council may raise and spend money to further its purposes.

Bank accounts

4. All funds of the Council will be on deposit in a bank or financial institution registered under the Bank Act.

Signing authority

5. The executive will 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.

Annual budget

6. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non budgeted expenditures

7. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

8. A treasurer's report will be presented at each general meeting.

Auditor

9. 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 8 - CONSTITUTION AND BYLAW AMENDMENTS

1. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

SECTION 9 - PROPERTY IN DOCUMENTS

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

SECTION 10 - DISSOLUTION CLAUSE

1. Upon winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 75, having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of School District No. 75 in the person of the Principal of Summit Learning.

SECTION 11 - CODE OF ETHICS

A Parent who accepts a position as a Council executive member, committee member or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information