

**PRESPATOU
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

SECTION 1 NAME

The name of the organization shall be the Prespatou Parent Advisory Council.

SECTION 2 MISSION STATEMENT

The purpose of the Prespatou Parent Advisory council shall be to promote and support education, and to contribute to a sense of school community and the well-being of the child. The council shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of the families in education and schooling, and to foster meaningful parent participation. The Prespatou Parent Advisory Council shall not be commercial, partisan or sectarian and shall be governed by requirements of Federal and Provincial Human Rights Legislation.

SECTION 3 OBJECTIVES OF THE ORGANIZATION

1. The objectives of the organization will be to enhance communication between the parents, students and school staff and administration.
2. To review, discuss and make recommendations to the school staff and administration on:
 - school policy and procedures
 - programs and services
 - facilities and equipment
 - parent/community education
 - learning resources

The council may not, at any time, discuss school personnel, individual students, or individual parents.

3. To promote co-operation between the home and the school in providing for the education of the children.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
5. To organize and provide additional resources to the school through approved volunteer activities.
6. To assist, when warranted, in the resolution of problems occurring between the member parents and administration and/or staff. For the purpose of this document the term "warranted" shall be deemed to refer to educational issues of a greater interest to the member parents and not to include simple personality conflicts occurring within the school. Furthermore, every effort must be made to use all appropriate avenues for resolution within School District 60.

SECTION 4 MEMBERSHIP

- 1. All parents and legal guardians of students registered at Prespatou Elementary Secondary School shall be voting members of the Prespatou Parent Advisory Council.**
- 2. Administration and staff of Prespatou Elementary Secondary School shall be non-voting members. However, if a staff member has a child/children in the school, the restriction on voting shall not apply.**
- 3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the Prespatou Parent Advisory Council.**

SECTION 3 EXECUTIVE

1. President:

- shall be the official spokesperson for the organization**
- shall convene and preside at all regular, special and Executive meetings**
- shall ensure that an agenda is prepared and presented, and shall request input from school staff and administration**
- shall appoint committees where authorized to do so by the Executive membership**
- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization**
- shall report to the District PAC as required**
- shall be a signing officer**

2. Vice President:

- shall assume the responsibilities of the President in the President's absence**
- shall accept extra duties as required**
- shall be a signing officer**

3. Secretary:

- shall record the minutes of the regular, special and Executive meetings**
- shall issue and receive correspondence on behalf of the council.**
- shall keep an accurate and up-to-date copy of the constitution and bylaws, and if or when changes are made, they should be done so in red and amendments shall be dated and initialed.**
- shall report to the district PAC as required**

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Secretary continued:

- shall keep an up-to-date record of contact information of elected PAC representatives**
- ensure that members are notified of meetings**
- shall safely keep all records of the council**
- may be a signing officer**
- shall co-operate with the President in providing information to local news media**
- shall have previous meeting minutes available to be read and approved of at the meeting and for anyone that requests a copy**

- shall prepare an agenda for each meeting
- shall prepare and send out a notice for AGM 2 weeks prior to AGM
- shall prepare a sign in sheet for each meeting

• 4. **Treasurer:**

- must be one of the signing officers of the Executive
- receive all funds for the council
- disburse funds authorized by the executive or members
- maintain an accurate record of all expenditures of the council
- give a financial report at the council's regular meetings
- deposit all funds collected on behalf of the council, in an account at a recognized financial institution, approved by the PAC
- make books available for viewing by members upon request
- have books ready for inspection or audit annually
- with the assistance of the Executive, draft a budget and tentative plan of expenditures
- ensure that another signing officer has access to the books in the event of his/her absence
- submit an annual financial statement at the Annual General Meeting
- apply for any additional grants when the council requires
- apply yearly for the PAC Gaming Grant (must be submitted April -June)
- submit the Gaming Grant Summary report each fiscal year

• 5. **School Administrator:**

- shall be a non-voting member of the Executive
- shall assist the president, vice-president, secretary and treasurer to carry out their duties
- shall organize and conduct the nominating and voting of council members at the first general meeting of the school year

• 6. **Eight additional officers:**

- shall be present at regular meetings, whenever possible

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• **SECTION 5A EXECUTIVE MEETINGS**

- Executive meetings times may be prescribed by the Executive.
- Extraordinary meetings may be called by the President.

• **SECTION 5B VACANCY ON THE EXECUTIVE**

- If an officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may appoint a member to fill the vacancy until the next election.

• **SECTION 6 ELECTIONS**

- The term of office shall commence immediately following the elections at the Annual General Meeting and shall be for 2 years.

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- **No person may hold any one position for more than 3 terms, (six consecutive years). This will go into effect immediately with the six newly elected persons of Nov. 2012, and will commence for the six newly elected persons as of the Annual General Meeting of 2013.**
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- **A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.**
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- **SECTION 7 ELECTION PROCEDURES**
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- **Election of the Executive positions shall take place at the first regular meeting, following the Annual General Meeting, which shall be in September or October of each year. All PAC members present may participate in these elections.**
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- **Interim executive vacancies are to be filled by election at the next regular meeting subsequent to the vacancy occurring.**
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- **SECTION 8 NOMINATIONS**
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- **Nominations may be received up to and during the Annual General Meeting, until declared closed by the School Administrator.**
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- **A letter of notice for nominations shall be distributed to all families with the regular monthly newsletter prior to the Annual General Meeting.**
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- **The school administrator will make every attempt to acquire two times the nominations required to fill the vacancies.**
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- **SECTION 9 CONSTITUTIONAL AMENDMENTS**
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- **Amendments to the Constitution and Bylaws of the Prespatou Parent Advisory Council may be made at any regular meeting at which business is conducted, providing:**
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- ***written notice of the meeting has been given to all members at least 7 days in advance.**
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- ***the notice of the meeting include notice of specific amendments proposed.**
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- **SECTION 10 CODE OF CONDUCT**
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- **The Prespatou Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. Any concerns brought to the PAC will be directed to the appropriate channel.**
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- **An Executive member who is approached by a parent with a concern relating to Section 10 (paragraph above) or section 2.3 is in a privileged position and must treat such discussions as confidential.**
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• **Date**

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• **President's Signature**

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• **Vice-President's Signature**

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• **Administrative Officer's Signature**

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• **Revised December 2016**

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• **Constitution of the Prespatou Parent Advisory Council**