

**Frank J. Mitchell Elementary School**  
**Parent Advisory Council**  
**Constitution and Bylaws**  
Revised October 2019

**I – Name**

1. The name of this council shall be Frank J. Mitchell Elementary School Parent Advisory Council, abbreviated as FJMES PAC and referred to herein as the Council

**II – Objectives**

1. To foster co-operation between parents, administrators and teachers in curricular and extra – curricular activities.
2. To offer all parents/guardians an opportunity to understand the school and its work, and to assist in the interpreting the school and all its aspects to the public.
3. To participate, through our designated representative, in presentations to District Administrators and School Trustees.
4. To confer and co-operate with organizations other than schools which concern themselves with the care, protection and education of youth.
5. To consult and collaborate with, and advise the principal, teachers, District Administrators and School Trustees on matters regarding student care, protection and education.

**III – Policies**

1. The Council may not discuss school personnel, individual students or individual parents.
2. The policies of the Council shall be in harmony with those of the School Act.
3. The policies of the Council shall be in harmony with those of School District #5 (Southeast Kootenay).
4. The policies of the Council shall be in harmony with those of Frank J. Mitchell Elementary School.
5. The Council shall not endorse commercial enterprises.
6. The Executive members may without an emergency vote make purchases up to and including \$200.00 as long as it is agreed upon by three Executive members of FJMES PAC. Any expenditures in the amount over \$200.01 must be voted on and a majority vote is required by Executive and non Executive PAC members of FJMES PAC in attendance at the time of the vote.
7. The Council may co-operate with other community groups to develop co-ordinated programs based on common interests concerned with the education and welfare of youth, provided that the Council retains its own identity and program.

**IV – Organization**

1. The Council is organized in accordance with the rules and regulations that may be required by the School Act.

**V- Membership**

1. All parents and guardians of students registered at Frank J. Mitchell Elementary School shall be voting members of the Council.
2. Staff (teaching or non-teaching) of Frank J. Mitchell Elementary School shall be non-voting members of the Council, unless they have a child currently enrolled in the school. Votes shall

still be limited. Only where no conflict of interest is apparent. Administrators of Frank J Mitchell shall be non voting members.

3. Members of the School community who are not parents of students currently in the system shall also be non-voting members of the Council, excepting if a parent/guardian of a student registered at FJMES.
4. There shall be no membership fee.
5. Voting and Non-Voting members will not receive remuneration or other financial benefits from their services to the society.

## **VI – Quorum**

1. 5 Voting members to conduct or cast a binding vote

## **VII– Executive**

1. The executive of the Council shall consist of:
  - a. Chairperson
  - b. Co-Chair
  - c. Secretary
  - d. Treasurer
  - e. DPAC Representative
  - f. Fundraising Lead Coordinator
2. The Executive shall have the power to fill any vacancy which occurs in the officers of the Executive between Annual General Meetings.
3. The Executive shall carry out such commitments as may be assigned by the Council; it may make suggestions and recommendations and may transact routine and urgent business.

## **VIII– Duties of Officers**

1. The Chairperson or Chairperson designate shall be the representative to the District Administrators and Trustees on behalf of the Council.
2. The Chairperson shall preside at meetings of the Council and of the Executive, and shall perform other duties pertaining to this office.
3. The Co-Chair shall assume the responsibility of the Chair person in their absence.
4. The Co-Chair shall accept extra duties as required.
5. The Co-Chair maybe one of the signing officers.
6. The Secretary shall keep minutes of all meetings of the Council and Executive, and keep records of attendance for these meetings. The Secretary shall have charge of all official correspondence of the Council and the Executive.
7. The Treasurer shall be one of at least two signing officers. The treasurer shall be responsible for and report on the accounts of the Council, and will assist the Executive with a draft budget and tentative plan of expenditures. The Treasure will act as a liaison between the fund raising arm of the PAC and Council.
8. The Treasure shall maintain an accurate record of all financial transactions.

## **X – Election of Officers**

1. Election of officers (Chairperson, CO-Chair, Secretary, and Treasurer) shall take place at the Annual General Meeting in June. But duties will begin in September.
2. Call for nominations shall be made at the meeting in June. But duties will begin in September.
3. Nominations shall be from the floor, with the consent of the nominee, and/or the written consent of an absent nominee.

4. No member of the Council may hold more than one office in the Council at one time.
5. Should the FJM Pac be unable to fill any position co-sharing a position would be considered. Duties must be clearly defined and written in the minutes, membership must approve. Only one vote will be allowed between them.
6. Only one member of a household may be elected to office at the same time.
7. Only a voting member may stand for election as Chairperson, Co-Chair, Secretary, and Treasurer.
8. Officers shall be elected for a term of two years. No member may hold the same office for more than two consecutive terms.
9. Voting shall be secret ballot, except in the event that only one candidate is nominated, in which case the election shall be acclamation.
10. The term of office shall be from September 1<sup>st</sup> to mid-September of the following year, with retiring officer working with the new officer from September 1<sup>st</sup> to mid-September.

## **XI – Dissolution**

1. If the Council wishes to wind up or dissolve, it shall notify the Board of School Trustees of School District #5 (Southeast Kootenay), action and surrendering its charter.
2. Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

## **XII– Amendments**

1. These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing to the Executive at the regular meeting previous to the regular meeting of the Council at which the amendment is to be voted on.

## **XIII – Removal of an Executive Member**

1. The members may, by a majority of not less that 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.
2. 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.

## **XIV – Rules of Order**

1. Robert’s Rules of Order shall govern all matters of procedure not specifically covered in the bylaws.

Adopted by Frank J. Mitchell Elementary School PAC at Sparwood BC.

On \_\_\_\_\_, 2009.

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Chair Person

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Secretary

**Frank J. Mitchell Elementary School  
Parent Advisory Council  
Duties of Executives and Representatives**

**Chair**

- Speak on behalf of the Council
- Consult with the Council Members
- Preside at Membership and Executive meetings.
- Ensure that an agenda is prepared.
- Appoint Committees where authorized by the Membership or Executive.
- Ensure that the Council is represented in School District activities.
- Ensure that Council activities are aimed at achieving the purposes set out in the Constitution.
- Signing Officer.
- Submit an annual report.

**Co-Chair:**

- Support the President.
- Assume the duties of the President in the President's absence or upon request.
- Assist the President in the performance of his or her duties.
- Accept extra duties as required.
- Signing Officer.
- Submit and annual report

**Secretary:**

- Ensure that members are notified of meetings.
- Record and file minutes of all meetings.
- Keep on accurate copy of the Constitution and Bylaws, and make copies available to Members upon request.
- Prepare and maintain other documentations as requested by the Membership or Executive.
- Issue and receive correspondence on behalf of the Council.
- Ensure safekeeping of all records of the Council.
- May be a signing Officer.
- Submit an annual report.

**Treasurer:**

- May be one of the signing officers.
- Ensure all funds of the Council are properly accounted for.
- Disburse funds as authorized by Membership or Executive
- Ensure that proper financial records and books of account are maintained.
- Report on all receipts and disbursements at general and executive meetings.
- Make financial records and books of account ready for inspection or audit annually.
- With the assistance of the Executive, draft an annual budget.

- Ensure that another signing Officer has access to the financial records and books of account in the treasurer's absence.
- Submit an annual financial statement at the annual general meeting.

#### **DPAC Representative:**

- Attend all meetings of South East Kootenay District DPAC and represent, speak, and vote on behalf of the Council.
- Maintain current registration of the Council
- Report regularly to the Membership and Executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the Council
- Receive, circulate and post DPAC newsletters, brochures and announcements.
- Liaise with other parents and DPAC representatives.
- Submit an annual report.

#### **Fundraising Lead Coordinator:**

- Support the chair in all fundraising efforts.
- Be the lead on all fundraisers at FJM for the PAC.
- Liaise between the chair and the volunteers regarding all fundraisers.
- Liaise between the companies and the chair regarding all fundraisers.
- Report regularly to the Membership and Executive on all matters relating to the PAC.
- Post and distribute all material regarding fundraisers to all parents at FJM.
- Organize all volunteers for fundraisers.
- Research and report on new fundraisers available.