

**GORDON TERRACE ELEMENTARY SCHOOL
PARENTS' ADVISORY COUNCIL
CONSTITUTION & BYLAWS
2024**

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~~GORDON TERRACE ELEMENTARY SCHOOL~~

~~PARENTS' ADVISORY COUNCIL~~

CONSTITUTION

SECTION 1 The name of the organization shall be the Gordon Terrace Elementary Parents' Advisory Council, as per the school Act – Bill 7 – Division 2 Section 8 (1).

SECTION 2 **MISSION STATEMENT**

~~The council is a school community organization, dedicated to the education and well being of effective communication between home and school.~~

The Gordon Terrace Parent Advisory Committee is dedicated engaging, empowering and supporting parents for the success of all learners through collaboration, partnership and education, in a culture of acceptance, inclusion and equity.

~~The Council shall encourage parents to participate in meaningful educational activities and decision-making, and to strengthen the role of families in education and schooling.~~

SECTION 3 **OBJECTIVES**

The objectives of the organization will be:

- ~~1. To enhance communication between the parents/students AND school staff/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 discuss school personnel, individual students or individual parents.

- ~~3. To promotes co-operation between the home and the school in providing for the education of children.~~
- ~~4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members~~

- ~~5. To raise funds for various school projects, e.g., sport equipment, foster child, or whatever project deemed appropriate and beneficial to the school community.~~
- ~~6. To represent Gordon Terrace Elementary School parents in the District Parents' Advisory Council.~~
1. To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
2. To organize PAC activities and events and endeavour to provide parent education.
3. To encourage parent involvement in the school, and to support programs that promote parent involvement.
4. To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
5. To assist parents in accessing the system and to advocate on behalf of parents and students.
- ~~7-6. To provide financial support for the goals of the PAC, as determined by its membership.~~
7. To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).

BY-LAWS

SECTION 4

MEMBERSHIP

- All parents and guardians of students registered at Gordon Terrace Elementary School shall be voting members of the Council.
- Administration and staff (teaching and non-teaching) of Gordon Terrace Elementary School shall be non-voting members of the Council.
- Members of Gordon Terrace Elementary School community who are not parents or guardians of registered students shall also be non-voting members of the Council.

SECTION 5

EXECUTIVE

The Council shall elect a slate of officers from the voting members for each school year. The number and positions of the Executive should be determined by local organization needs but should include the following:

1. Chairperson

The Chairperson:

- Shall convene and preside at all general, annual, special and executive meetings;

- Shall, in consultation with the school staff and administration, ensure that an agenda is prepared and ~~presented~~ distributed no less than 2 days prior to each general meeting;
 - Shall appoint committees where authorized to do so by the Executive or membership;
 - Shall take such actions or ensure that such actions are taken by others, to achieve the objectives and purpose of the organization.
2. Vice-Chairperson
- The Vice-Chairperson:
- Will assume the responsibilities of the Chairperson as required;
 - Will accept extra duties as required
3. Secretary
- The Secretary:
- Will record the minutes of general, annual, special and Executive meetings and distribute the minutes to a publicly accessible location for all members, including the school website;
 - Will issue and receive correspondence on behalf of the organization.
4. Treasurer
- The Treasurer:
- Will be responsible for and report on the account(s) of the organization. Such duties shall include the monthly reconciliation of the bank balance(s) and the reporting of these balance(s) at the ~~monthly~~ meetings and/or whenever such balances are requested by the Executive members.
 - Will be one of the ~~two~~ signing officers of the Executive as per Section 14;
 - Will prepare a financial report for publication ~~in the school newsletter~~ as per Section 14.

NOTE: An administrative officer may serve as a non-voting member of the Executive

NOTE: Representatives to committees and outside organizations shall be appointed, as required, by the Executive.

NOTE: Titles and duties of additional officers (Past-Chairperson, Member at Large, Committee Chairperson, etc.) may be added as determined by the needs of the council.

5. Executive Meetings

Executive meeting times may be prescribed by the Executive. Extraordinary meetings may be called by the Chairperson.

6. Vacancy on Executive

If any officer resigns during a term of office or if any office is not filled at the time of elections the PAC Executive may subsequently appoint someone to fill the vacancy until the next Annual General Meeting.

7. Removing an Executive

If an Executive is determined to be in breach of the Code of Conduct/Ethics, they can be removed by a majority vote of the remaining Executive.

SECTION 6

COMMITTEES

- Committees are responsible to the Executive
- Members may be appointed to special committees by the Chairperson (after consultation with the Executive).
- Special committees (including the nominations committee) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee.

SECTION 7

ELECTIONS

- Election term – the length of term for executive positions shall be one year, ~~with no more than two consecutive years, unless by unanimous consent of the Annual General Meeting.~~
- Such terms shall take effect ~~October 1st and end on September 30~~ immediately following the AGM in May, and end immediately following the next AGM in May of the following year.

SECTION 8

ELECTIONS PROCEDURES

Election of the Executive will take place during the Annual General Meeting to be held in the month of May and voting will be conducted by way of secret ballot.

SECTION 9

NOMINATIONS

- A “nominating committee” may be formed at a general meeting or as required, by the Executive
- Nominations may be received up to and during the Annual General Meeting until declared closed by the Chairperson.
- Notice for nominations should be distributed to all families in the school at least 15 days prior to the Annual General Meeting.

SECTION 10

GENERAL MEETINGS

- The schedule of General Meetings will be set by the Executive
- Extraordinary meetings may be called by the Executive with a minimum of seven (7) days’ notice.
- Any and all meetings will be duly called by means of specific, written, published notice.
- The Annual General Meeting will be held in May.

SECTION 11

CONSTITUTIONAL AMENDMENTS

- Amendments to the Constitution and By-Laws of the Gordon Terrace Elementary Parents’ Advisory Council may be made at any General Meeting at which business is conducted, providing:
 - Written notice of the meeting has been given to all members fourteen (14) days minimum;
 - The notice of the meeting includes notice of the specific amendments proposed.
- A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.
- ~~Amendment(s) to the Constitution and By Laws should be submitted to the Board of Trustees of School District #2 for such amendment(s) to be considered~~

SECTION 12

QUORUM

The voting members present at any duly called General Meeting shall constitute a quorum.

Members present via video call shall be allowed to vote in General Meetings as long as they meet the criteria set out in Section 4.

SECTION 13

PROCEDURE

- Meetings will be conducted efficiently and with fairness to the members present
- If procedural problems should arise, “Roberts Rules of Order” will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.
 - Roberts Rules of Order:
 - Motion must be made and seconded for an idea to be brought up before the group
 - Motion may then be discussed and/or amended
 - Majority vote must take place to pass a motion
 - Note: the motion can be amended, referred to a committee, postponed, tabled, reconsidered, etc. prior to a vote
- In the event of a tie during a vote, the motion is lost.
- The Executive may vote on expenditures outside of the General Meetings for expenditures that come up between meetings, to a maximum amount of \$500.
- Email voting amongst the Executive will be for items that need to be addressed before the next General Meeting.
- Any items voted on by the Executive outside of the regular meetings must be brought forward at the next scheduled meeting in order to inform members and be included in the meeting minutes.

SECTION 14

FINANCES

- All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act.
- The Executive shall name at least two signing officers, to a maximum of 4, one of whom will be the Treasurer, for banking and legal documents. ~~Both of these Two~~ signatures will be required for these documents.
- E-transfers will be permitted as long as there is one signing officer creating the e-transfer with at least one other signing officer approving each e-transfer.
- All expenditures will ~~be first presented to and voted on by the Executive and then approved~~ brought forward and voted on with a by a majority vote at a General Meeting.

- It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
- A Treasurer’s report to all members should be published in the AGM meeting minutes, ~~in the school newsletter~~ prior to the end of each school year.
- A need for audits will be agreed upon by the members at any General Meeting, whereupon an independent Auditor will be appointed as needed.

SECTION 15

CODE OF CONDUCT/ETHICS

A Parent who accepts a position as an Executive, committee member, or representative:

- Upholds the constitution and bylaws, policies and procedures of the electing body
- Performs their duties with honesty and integrity and in the interests of the Council
- Works to ensure that the well-being of students is the primary focus of all decisions
- Respects the rights of all individuals
- Takes direction from the membership and Executive
- 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
- Works to ensure that issues are resolved through due process
- Strives to be informed and only passes on information that is reliable
- Respects all confidential information
- Supports public education
- ~~The Gordon Terrace Elementary Parents’ Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.~~
- ~~An Executive member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such discussion as confidential.~~

SECTION 16

DISSOLUTION

- In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds may be decided upon by the membership at the final General Meeting.
- In the event that such decision is not made, the same funds will remain in trust with the records of the organization for future use by the school community.
- All records of the organization shall be placed under the jurisdiction of School District No. 5 in the person of the principal of the school.