

CONSTITUTION AND BY-LAWS

FOR

ALEX AITKEN ELEMENTARY
SCHOOL

PARENT ADVISORY COUNCIL

DATED FEBRUARY 4, 1999

AMENDED APRIL 1, 1999

AMENDED APRIL 11, 2000

Amended April 1, 2002

**CONSTITUTION FOR ALEX AITKEN ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

Section 1 **NAME OF ORGANIZATION**

The name of the organization shall be the **Alex Aitken Elementary School Parent Advisory Council.**

Section 2 **PURPOSE OF ORGANIZATION**

The purpose of the organization shall be to promote and support educational goals and activities in co-operation with administration at **Alex Aitken Elementary School.**

Section 3 **DISSOLUTION**

- .1 The **Alex Aitken School Parent Advisory Council may be** dissolved by a two-thirds (2/3) majority vote of members at a general meeting. Formal notice that dissolution is being considered must be given fourteen (14) days prior to the ^general meeting.
- .2 Upon dissolution, and following payment of any outstanding^g debts, the assets of the **Parent Advisory Council** will be held in trust by the Board of **Trustees of School District # 79**, for the balance of the school year, or until such time as a new **Parent Advisory Council** is formed.
- ,3 If a new Council is not reformed in the first three (3) months of the following school year, the funds will be used by the **Trustees** to support the educational goals of **Alex Aitken Elementary School**, or in the event that **Alex Aitken Elementary School** is not in a position to benefit from said funds, the funds are to be given to a registered charity. Funds will be distributed by two (2) **Trustee Liaison Officers for Alex Aitken Elementary School**, and the **Secretary Treasurer of District #79.**
- .4 Section 3.3 of this Constitution is unalterable.

ALEX AITKEN ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BY-LAWS

Constitution Table of Contents

Page 1	Name of Organization Purpose of Organization Dissolution
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By-laws Table of Contents

Page 2-10

Section 1	Definitions
Section 2	Objective of Organization
Section 3	Membership
Section 4	Executive (Positions and Responsibilities) <ul style="list-style-type: none">• Chair• Vice-Chair• Secretary• Treasurer• Casino Treasurer
Section 5	Committees
Section 6	Nominations
Section 7	Elections
Section 8	Election Procedures
Section 9	Meetings
Section 10	Meeting Procedures
Section 11	Finances
Section 12	Constitution and By-law Amendments
Section 13	Code of Conduct

Page 11 Appendix A

Sample Agenda

BYLAWS FOR ALEX AITKEN ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL

Section 1 Definitions

- .1 Council is the **Alex Aitken Parent Advisory Council**.
- .2 Executive is the five (5) officers elected at the **Annual General Meeting** of the **Alex Aitken Parent Advisory Council**.
- .3 General Meeting is a regularly scheduled monthly meeting.
- .4 Extraordinary Meeting is any meeting other than a regularly scheduled meeting.
- .5 Member is any parent or guardian of a child registered at Alex Aitken Elementary School, administrators and staff (teaching and non-teaching).
- .6 Voting Member is any parent or guardian of a child registered at **Alex Aitken Elementary School**.
- .7 Non-Voting Members are administrators and staff currently employed at Alex Aitken Elementary School, who are not parents or guardians of a child registered at Alex Aitken Elementary School. At no time shall the PAC have more non-voting than voting members.
- .8 Quorum is constituted when ten (10) voting members are present at any duly called meeting.

Section 2

Objective of Organization

The objective of the organization will be:

- .1 To enhance communications between

The Parents Community Students	AND	The Board of Trustees School Administration Staff:
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- .2 To advise the School Principal and Staff regarding school programs policies and activities, and to express parental concerns and opinions.
- .3 To support volunteer activities, including fundraising as approved by the Principal.
- .4 To contribute to the effectiveness and vitality of the school by promoting the involvement of parents and other community members.

Section 3

Membership

- .1 All parents and guardians of students registered at **Alex Aitken Elementary School** shall be voting members of the Council.
- .2 Non-voting members cannot make motions or hold **an Executive** position.

Section 4 **Executive**

- .1 The Executive officers of the Council shall be elected at the **Annual General Meeting**.
- .2 The Executive shall carry out such commitments assigned to it by the council and may transact routine and emergency business.
- .3 The Executive may, at any time, appoint committees for specific purposes and responsibilities, as per Section 5 herein.
- .4 With the exception of the Chair, the Executive of the **Parent Advisory Council** has voting rights. The Chair will vote only to make a tie. In the event of a tie, the motion shall be lost.
- .5 The Executive shall consist of the following:
 - a) The **Chair** shall convene and preside at all general, extraordinary and Executive meetings: and
 - i) shall ensure that an agenda is prepared and presented to the members five (5) days prior to any general meeting;
 - ii) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Council;
 - iii) shall enable representation to District Parent Advisory Council meetings;
 - iv) shall be the official spokesperson for the Council.
 - b) The **Vice-Chair** shall assume the responsibilities of the Chair in the Chair's absence: and
 - i) shall accept extra duties as required.
 - ii) Shall accept the duties and responsibilities as the DPAC representative
 - c) The **Secretary** shall record the minutes of general, extraordinary and Executive meetings; and
 - i) shall issue and receive correspondence on behalf of the Council;
 - ii) shall safely keep all records of the Council;
 - iii) shall keep an accurate copy of the **Constitution** and **By-laws**, and when changes are made, shall amend a copy of the **Constitution** and **By-laws**, in red, and the amended copy shall be dated and initialed and a copy filed with the **School Board**.

- d) The **Treasurer** shall be responsible for the reporting on the financial accounts of the Council: and
 - i) shall be one of the three (3) signing officers of the Executive as per Section 11;
 - ii) shall prepare a financial report and make same available to the general meeting prior to the **Annual General Meeting**;
 - iii) shall assist the Executive with a draft budget and tentative plan of expenditures as per Section 11.
 - e) The **Casino Treasurer** shall be responsible for the administration of casino funds.
- .6 If any officer resigns during a term of office or if any office is not filled at the time of elections, opportunity will be given for a by-election within two (2) weeks of a vacancy. If the position is not filled the **Parent Advisory Council** may appoint someone to fill the vacancy until the next **Annual General Meeting**.
- a) Ratification of an appointment shall take place at the next regularly scheduled meeting.

5

Committees

- .1 Committees are responsible to the Executive.
- .2 School staff may be afforded representation on committees.
- .3 Special committees may be established by the Executive or upon recommendation of the general membership for set purposes and shall be automatically dissolved when their duties are completed.
- .4 Members may be appointed to the special committee by the Chair (after consultation with the Executive).
- .5 Chairpersons may be appointed to the special committees as required.
- .6 The Executive shall establish specific guidelines for each committee, in consultation with committee members.

- .7 The Chairperson of each committee is required to present a brief written report to the Executive on the procedures and results of each event organized by that committee.
- .8 Recommendations made by special committees must be endorsed by the **Parent Advisory Council** as a whole, before they will be implemented.
- .9 All funds raised by a committee shall be deposited into the **Parent Advisory Council** bank account in order to benefit the students of **Alex Aitken Elementary School**.

Section 6 **Nominations**

- .1 **A "Nominating Committee"** will be formed and will consist of two voting members not intending to run for office.
- .2 Nominations may be received up to and during the **Annual General Meeting**, until nominations are declared closed by the Chair.
- .3 A notice for nominations shall be distributed to all families in the school, through the school's regular notification procedures.

Section 7 **Elections**

- .1 The length of term for Executive positions shall be one (1) year, beginning August 1st and ending on July 31st of the following year, or until a successor is elected, or appointed.
- .2 No person may hold more than one (1) elected Executive position at any one (1) time.

Section 8

Election Procedures

- .1 Election of the Executive will take place during the **Annual General Meeting**, which will be held each May.
- .2 By-elections may be called as the need arises.

Section 9

Meetings

- .1 The **Annual General Meeting** shall be held in **May** of each year to:
 - a) receive the annual report;
 - b) elect an Executive for the following year;
 - c) discuss the annual reports and budgets.
- .2 There shall be General Meetings, in addition to the **Annual General Meeting**, at least once a month during the school year to conduct current business.
- .3 The agenda for each meeting will be set by the Executive, with reasonable time set aside under new business for items raised by the members.
- .4 Place, time and date of meetings will be determined by the Executive subject to any direction from the members at a general meeting.
- .5 Extraordinary meetings may be called by the Executive as deemed necessary with three (3) days notice circulated to members through the school's regular notification procedures, or equivalent.
- .6 Executive meeting times will be determined by the Executive and should take place at least once a month during the school year.

- .7 The Executive must call a meeting if requested by a petition signed by twenty (20) or more voting members.

Section 10

Meeting Procedures

- .1 Meetings will be conducted efficiently and with fairness to all members.
- .2 If procedural problems arise, "**Robert's Rules of Order**" shall be used to resolve the situation, unless they are in conflict with the provisions contained in this **Constitution and By-laws**.
- .3 The **Constitution and By-laws** of the **Alex Aitken Parent Advisory Council** shall be filed with the **Board of School Trustees for School District #79**.
- .4 Voting of members on all matters must be given personally; voting by proxy is not permitted.
- .5 In the case of a tie vote, the motion shall be lost.
- .6 Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote of fifty-one (51) percent, of members present.
- .7 Voting on the election of officers shall be done by secret ballot. There shall be two (2) scrutineers.

Section 11

Finances

- .1 A budget and tentative plan of expenditures shall be drawn up by the Executive and presented to Council for approval at a general meeting prior to the end of **October** of each year.
- .2 All funds of the Council shall be on deposit in a **Chartered Bank, Credit Union** or any **Financial Institution** registered under the **Bank Act**.
- .3 The three (3) signing officers shall be **Chair, Vice-Chair and Treasurer**, for banking and legal documents. Two (2) of the signing

officers signatures, one (1) of which will be the **Treasurer's**, will be required for these documents.

- .4 A Treasurer's report shall be made available at each general meeting.
- .5 If the need for an audit is agreed upon by the members at any general meeting, an independent **Auditor** will be appointed.
- .6 The **Parent Advisory Council Executive** will have spending discretion of amounts up to and including one hundred and fifty dollars (\$150.00).
- .7 All **Parent Advisory Council** spending over one hundred and fifty dollars (\$150.00), will be decided by a majority vote of members at a general meeting,
- .8 Amounts over eight hundred dollars (\$800.00) shall be decided by a two-thirds (2/3) majority vote. Notification of the proposed vote will be on the agenda of the next general meeting.
- .9 All **Parent Advisory Council** fundraising monies shall be deposited to **Parent Advisory Council** accounts and disbursed by Council as designated by the members.
- .10 The **Parent Advisory Council** fundraising activities shall be clearly outlined by the end of **October** of each year.
- .11 The **Parent Advisory Council** will apply to participate in a **Gaming Commission Casino** on a yearly basis.
 - a) The Casino account will be a separate account from the general account, and will require two (2) signatures. One (1) signature will be that of the Casino Treasurer, and the other Chair or Vice-Chair.
 - b) The current and following year's projected revenues and expense reports will be reviewed by the membership before application to the **Gaming Commission**.

Section 12 **Constitution and By-law Amendments**

- .1 Amendments to the **Constitution** may be made only at the **Annual General Meeting**.

- .2 Amendments to the **By-laws** of the **Alex Aitken Elementary School Parent Advisory Council** may be made at any general membership meeting.
- .3 The proposed amendments shall have been given in writing to the Executive: and
 - a) written notice of the meeting will be given to all members at least fourteen (14) days prior to the meeting and shall include the specific amendments proposed;
 - b) a two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the **Constitution and/or By-laws**;
 - c) amendment(s) to the Constitution and/or By-laws must be filed with the Board of Trustees **of School District #79** in order that such amendment(s) shall be considered to have taken effect.

Section 13

Code of Conduct

- .1 The **Alex Aitken Elementary School Parent Advisory Council** meetings shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

Appendix A

Sample of Agenda

Call to Order

Adoption of Agenda

Reading and Adoption of Minutes

Business arising from Minutes

Reading and Adoption of Treasurer's Report

Correspondence

Report from the Representative to District Parent Advisory Council

Report from Committees

Business arising from Reports

New Business

Principal's Report

Announcements

Adjournment

Program (if any)

Amendment to section 4.5 of the Alex Aitken Elementary School Parent Advisory Council constitution and by-laws.

Amended April 1, 2002

This amendment is an addition to be included at the back of the current constitution and by-laws:

Section 4.5 to read:

The Executive shall consist of the following 9 members:

*The Chair, Vice-Chair, Secretary, Treasurer, *Gaming Treasurer, DPAC Representative, and up to three Directors.*

The position previously referred to as "Casino Treasurer" in the document will now be understood in all references to it as the **Gaming Treasurer.*

Exclude section 4.5-b-ii - as the DPAC Representative now holds all DPAC responsibilities that were previously held by the Vice-Chair.

additions to section 4.5 are:

- f) *The DPAC representative shall be responsible for attending DPAC meetings on a regular basis and reporting back to the members of the PAC.*
- g) The Directors (up to three) shall each be responsible for serving as a coordinator or committee chair to at least one of the PAC's committees, **activities, or events**

NOTES