

GILPIN ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS

Prepared by the Gilpin school parent advisory committee council
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PREAMBLE

It is the policy of the Burnaby Board of School Trustees that,

“THE BOARD WILL SUPPORT AND PROMOTE EFFECTIVE SYSTEMATIC TWO-WAY COMMUNICATION BOTH WITH MEMBERS OF THE BURNABY EDUCATIONAL SYSTEM AND WITH THE CITIZENS OF BURNABY. IT WILL MAKE FREELY AVAILABLE INFORMATION ABOUT PRACTICES, PROGRAMS, AND POLICIES SO THAT THE COMMUNITY CAN EXERCISE ITS RIGHT TO INFLUENCE AND CONTRIBUTE TO EDUCATIONAL DECISIONS REGARDING THE OPERATION OF SCHOOLS AND THE SCHOOL DISTRICT.” (Policy Number 2.10.00)

Each school shall have an ongoing mechanism and process, which provides for consultation with and input from parents of the school's community in regard to the program and general operations of the school.

The Board acknowledges that the education of children is a responsibility to be shared by parents and teachers and that the process is most effective when there is cooperation between home and school in promoting a positive school climate and a productive school experience for students.

Gilpin School's Mission Statement

Gilpin school strives to promote an awareness of self and others and an appreciation of individual differences within a supportive, purposeful environment. Opportunities are provided through varied learning experience for students to develop a love for learning and to be independent thinkers. We believe in nurturing a positive attitude and students which will further their intellectual, social, emotional and physical growth.

CONSTITUTION

FOR THE GILPIN SCHOOL PARENT ADVISORY COUNCIL

SECTION 1. NAME OF ORGANIZATION

The name of the organization shall be the Gilpin Parent Advisory Council, as per the School Act - Bill 67 - Division 2 – Section 8(1)

SECTION 2. PURPOSE OF PARENT ADVISORY COUNCIL

The Parent Advisory Council's primary purpose is to promote effective communication between the home and the school. The Parent Advisory Council (PAC) shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

SECTION 3. OBJECTIVES

- a. To facilitate and enhance parent/community support for the school, its programs, teachers and the Gilpin Mission Statement.
- b. To promote communication and cooperation between the home and school and providing for education of children.
- c. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

BYLAWS

FOR THE GILPIN SCHOOL PARENT ADVISORY COUNCIL

SECTION I. MEMBERSHIP

All parents and guardians of students (registered) at Gilpin School shall be voting members of the organization.

Administration and staff (teaching and non-teaching) of Gilpin School shall be encouraged to attend and shall be non-voting members of the organization.

SECTION II. STRUCTURE/ORGANIZATION

1. EXECUTIVE POSITIONS AND RESPONSIBILITIES

- a. The group shall elect a slate of officers from the voting members. Number and position of Executive should be determined by local organizational needs, but must include the following:

Chairperson – the chairperson shall convene and preside at all membership, special, and Executive meetings.

- shall, in consultation with the school staff and administration and the executive committee, ensure that an agenda is prepared and presented to the membership a minimum of five days prior to each General Meeting
- shall, appoint committees where authorized to do so by the Executive or membership
- shall, in conjunction with the executive committee, take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- having completed term of office, may serve as Past Chairperson
- shall, in the event of a tie vote at an Executive or General meeting, cast the deciding vote

Secretary – will record, and ensure the distribution of, the minutes from the General and Special Meetings.

- Will issue and receive correspondence on behalf of the organization

Treasurer – will be responsible for and report on the accounts of the organization

- Will be one of the three signing officers of the Executive as per Section V
- Will prepare a quarterly financial report for presentation at the General Meeting
- Will assist the Executive with a draft budget and tentative plan of expenditures as per Section V

b. Past Chairperson – where possible, the Past Chairperson remains part of the Executive and shall advise and support the current Executive

District Parent Advisory Council Representatives (DPAC)

- 2 DPAC reps shall be elected and will attend a monthly DPAC meeting

- A written report on DPAC issues will be presented at the monthly PAC meetings

C. Vacancy on the 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 appoint a voting member to fill the vacancy until the next PAC meeting, at which time the appointment shall either be ratified by the membership or other nominations shall be put forward and voted upon. As per section II.1.a, the membership shall be informed of the vacancy prior to the meeting so that nominations can be put forward.

2. COMMITTEES

- Special committees (including the Nominations Committee) shall be established by the Executive or upon recommendation of the general membership for set purposes.
- Members may be appointed to special committees by the Chairperson (after consultation with the Executive)
- Committees are responsible to the Executive

SECTION III. ELECTION PROCEDURES

1. ELECTIONS

- a. Election of the Executive will take place during an Annual General Meeting, *which will be in April of each year.*
- b. The length of term for Executive positions shall be for one year.
- c. *Such terms shall take effect May 1 and end on April 30.*

Each executive member must resign after one year in office;
However, he or she may stand for re-election of an additional year.

2. NOMINATIONS

- a. A Nominations Committee may be formed at a General Meeting or as required by the Executive
- b. Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chairperson
- c. A letter of notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.

SECTION IV. MEETINGS

1. EXECUTIVE MEETINGS – The Executive will meet at least one week before any General Meeting

- The Executive will meet with the administration at least one week prior to a General Meeting
- Extraordinary meetings may be called by any executive officer, or the principal, at any time
- Any executive decision must be made known to the PAC at the next council meeting.

2. GENERAL MEETINGS – *There shall be a minimum of five (5) General Meetings per year as set by the Executive.* Notice of such meetings shall be given to all members with a minimum of five (5) days notice.

- a. Extraordinary General Meetings may be called by the Executive with a minimum of five (5) days notice to all members.

3. QUORUM – *A minimum of five (5) voting members present at any duly called General Meeting or Extraordinary General Meeting shall constitute a quorum.*

4. PROCEDURE

- a. Meetings will be conducted efficiently and with fairness to the members present
- b. If procedural problems should arise, 'Robert's Rules of Order' will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution.
- c. The constitution and by-laws of the PAC shall be filed with the School District 41
- d. The order of business will be as follows unless a motion is passed to change the order:
 1. Call to order
 2. Adopt Agenda
 3. Reading and adoption of minutes
 4. Reading and adoption of Treasurer's report
 5. Principal's Report
 6. Staff Representative's Report
 7. DPAC Report
 8. Correspondence
 9. Old business and / or Committee Reports
 10. New Business
 11. Announcements
 12. Adjournment
 13. Program (if any)

SECTION V. FINANCES

- a. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General meeting prior to the end of November of each year.
 - b. 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.
 - c. The Executive shall name at least three signing officers for banking and legal documents. Two of the signatures will be required for these documents.
 - d. All monies spent above and beyond \$50.00 will be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.
 - e. A need for audits will be agreed upon by the members of any General meeting, whereupon an independent Auditor will be appointed as needed.
 - f. The books and records of the PAC shall be open for inspection by any member upon request.
- * Note: It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating cost for the following year.

SECTION VI. CODE OF CONDUCT

The Gilpin PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

An Executive Member is in a privileged position and must respect the confidential nature of the discussions they may be privy to.

SECTION VII. CONSTITUTIONAL AMENDMENTS

- a. Amendments to the Constitution and by-laws of the Gilpin PAC may be made at any General or Extraordinary General Meeting at which business is conducted, providing:
 - Written notice of the meeting has been given to all members (fourteen days minimum)
 - the notice of the meeting includes notice of the amendments proposed
 - a two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and by-laws.
- b. Amendment(s) to the Constitution and by-laws shall be submitted to the Board of Trustees of School District 41 for such amendments to be considered.

SECTION VII. DISSOLUTION

If for any reason, the organization is to be dissolved, 30 days written notice of this intent must be given to the General Membership before a meeting to resolve the situation is called. A motion to dissolve may then be put forward at this meeting by a voting member, and must be passed by a 2/3 majority of those members in attendance.

In the event of winding-up or dissolution of the Gilpin Parent Advisory, the disbursement of funds and assets of the organization remaining after the satisfaction of its debts and liabilities will be decided upon the membership at the final General Meeting.

All records of the organization shall be placed under the jurisdiction of School District #41 (Burnaby in the person of the principal of the school).