

Armstrong Elementary School
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CONSTITUTION & BYLAWS
FOR
ARMSTRONG SCHOOL
PARENT ADVISORY COUNCIL

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CONSTITUTION OF THE ARMSTRONG SCHOOL PARENT ADVISORY COUNCIL

SECTION 1 - NAME OF ORGANIZATION

The name of the organization shall be the Armstrong School Parent Advisory Council (hereinafter referred to as the "Armstrong PAC"), as per the School Act (RSBC 1996), Chapter 412, Part 2, Division 2, Section 8(1).

SECTION 2 - MISSION STATEMENT

The Armstrong PAC's primary mandate is to promote effective communication between the home and the school. The Armstrong PAC shall encourage Parents to participate in meaningful educational activities and decision making to strengthen the role of families in education.

SECTION 3 - OBJECTIVES

The objectives of the Armstrong PAC will be:

- a. To support and promote effective systematic two-way communication between Parents and school.
- b. To provide Parents with information and understanding about the school's programs, practices, and policies.
- c. To sponsor worthwhile projects, events, programs, and activities at Armstrong School and improve the well being of students in the school.

SECTION 4 - DISSOLUTION

- a. Upon winding up or dissolution, 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. Such charitable organization(s) shall be as decided upon by the membership at the final general meeting. This provision shall be unalterable.
- b. All records of the Armstrong PAC shall be placed under the jurisdiction of the School District No. 41 in the person of the Principal of Armstrong School.

SECTION 5 - INTERPRETATION OF TERMS

“Parent(s)” is as defined in the School Act and means:

- a. the guardian of the person of the student or child,
- b. the person legally entitled to custody of the student or child, or
- c. the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 41.

“Armstrong PAC” means the Parents organized according to the School Act and operating as a parent advisory council in Armstrong School.

BYLAWS OF THE ARMSTRONG SCHOOL PARENT ADVISORY COUNCIL

SECTION 6 - MEMBERSHIP

- a. All Parents of students registered at Armstrong School shall be voting members of the Armstrong PAC.
- b. Administration and staff (teaching and non-teaching) of Armstrong School shall be non-voting members of the Armstrong PAC.
- c. Members of the school community who are not Parents of students currently in the system shall also be non-voting members of the Armstrong PAC.

SECTION 7 - EXECUTIVE

The Executive refers to the governing body of the Armstrong PAC. The Armstrong PAC shall elect a slate of officers from the voting members for each school year (hereinafter referred to as the “Executive”). The Executive of the Armstrong PAC shall consist of:

- a. The Principal of Armstrong School (a non-voting member).
- b. The Officers - meaning the elected members of the Armstrong PAC:
 - President (or Chair(s))
 - Vice-President

- Secretary
 - Treasurer
 - Fundraising Chair
- c. The Directors - meaning additional members appointed by the Armstrong PAC:
- District Parent Advisory Council (“DPAC”) representatives (a minimum of 1)
 - Members at Large - Primary and Intermediate
 - Committee chairpersons

SECTION 8 - TENURE OF OFFICE

- a. The Executive Officers shall be elected for a term of one year and be eligible for re-election in the same position only once.
- b. Term of office commences on the first day of school of the year of the term and ends the following Labour Day.
- c. The Directors are volunteer members and may serve any number of times.

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

SECTION 9 - FUNCTIONS OF THE EXECUTIVE

- a. To provide efficient management of the Armstrong PAC’s endeavours during the school year.
- b. To ensure that the goals and objectives of the Armstrong PAC are achieved.
- c. To make recommendations on all matters submitted to them as an executive body.
- d. To inform the members of the Armstrong PAC of policies and the activities of the Executive.

SECTION 10 - FUNCTIONS OF THE EXECUTIVE MEMBERS

President:

- a. shall speak on behalf of the Armstrong PAC;
- b. shall consult with Armstrong PAC members;
- c. shall preside at membership and executive meetings;

- d. shall ensure that an agenda is prepared;
- e. shall appoint committees where authorized by the membership or executive;
- f. shall ensure that the Armstrong PAC is represented in school and district activities;
- g. shall ensure that Armstrong PAC activities are aimed at achieving the purposes set out in the constitution;
- h. shall, in the event of a tie vote at an Executive or general meeting, cast the deciding vote;
- i. shall, for effective transitioning, be available to their successor until December 31 of the school year;
- j. may be a signing officer; and
- k. shall submit an annual report.

Vice-President:

- a. shall support the President;
- b. shall assume the duties of the President in the President's absence or upon request;
- c. shall assist the President in the performance of his or her duties;
- d. shall accept extra duties as required;
- e. shall, for effective transitioning, be available to their successor until December 31 of the school year;
- f. may be a signing officer; and
- g. shall submit an annual report.

Should the position of President be occupied by two persons as co-Chairs, the role of Vice-President shall remain vacant.

Secretary:

- a. shall ensure that members are notified of meetings;
- b. shall record and file minutes of all meetings;
- c. shall keep an accurate record of attendance;
- d. shall be responsible for the clarification and wording of all motions before a vote is taken;
- e. shall keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- f. shall prepare and maintain other documentation as requested by the membership or executive;
- g. shall issue and receive correspondence on behalf of the Armstrong PAC;
- h. shall ensure safekeeping of all records of the Armstrong PAC;
- i. shall, for effective transitioning, be available to their successor until December 31 of the school year;

- j. may be a signing officer; and
- k. shall submit an annual report.

Treasurer:

- a. shall be a signing officer;
- b. shall ensure all funds of the Armstrong PAC are properly accounted for;
- c. shall disburse funds as authorized by the membership or executive;
- d. shall ensure that proper financial records and books of account are maintained;
- e. shall report on all receipts and disbursements at general and executive meetings;
- f. shall make financial records and books of account available to members upon request;
- g. shall have the financial records and books of account ready for inspection or audit annually;
- h. shall, with the assistance of the executive, draft an annual budget;
- i. shall ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence;
- j. shall, for effective transitioning, be available to their successor until December 31 of the school year;
- k. shall submit an annual financial statement at the Annual General Meeting.

Fundraising Chair:

- a. shall plan and execute fundraising activities in support of the PAC budget;
- b. shall establish a fundraising committee;
- c. shall maintain records of fundraising activities;
- d. shall, for effective transitioning, be available to their successor until December 31 of the school year;
- e. may be a signing officer; and
- f. shall submit an annual report.

District Parent Advisory Council Representatives:

- a. shall attend all meetings of Burnaby DPAC and represent, speak, and vote on behalf of the Armstrong PAC;
- b. shall, with the assistance of the Treasurer, maintain current registration of the Armstrong PAC;
- c. shall report regularly to the membership and executive on all matters relating to the DPAC;
- d. shall seek and give input to the DPAC on behalf of the Armstrong PAC;
- e. shall receive, circulate, and post DPAC newsletters, brochures, and announcements;
- f. shall receive and act on all other communications from the DPAC;

- g. shall liaise with other Parents and DPAC representatives;
- h. shall be a representative link between Parents and educators and all levels of elected representatives;
- i. shall, for effective transitioning, be available to their successor until December 31 of the school year; and
- j. shall submit an annual report.

Members at Large:

- a. shall assist the Armstrong PAC in their objectives; and
- b. shall accept extra duties as required.

Representatives to committees and outside organizations:

- a. shall be appointed annually by the Executive; and
- b. shall have duties assigned by the Executive.

SECTION 11 - COMMITTEES

- a. Committees are responsible to the Executive.
- b. Members may be appointed to special committees (such as the nominating committee) by the President.
- c. The Executive will establish specific guidelines for each committee (e.g. standing and/or fundraising committee).

SECTION 12 - GENERAL MEETINGS

- a. The number of monthly general meetings will be set by the Executive but should not be less than seven (7).
- b. Notice for all meetings shall be communicated to Parents prior to a meeting.
- c. There must be a minimum of five (5) voting members, including at least three (3) members of the Executive and one (1) Member at Large, present at a general meeting to constitute a quorum.
- d. Meetings will be conducted efficiently and with fairness to the members in mind.
- e. Extraordinary meetings may be called by the Executive with a minimum seven (7) days' notice.

- f. 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 and Bylaws.
- g. Draft minutes of a general meeting will be sent electronically to attendees. Those attendees will have 3 days from that date to provide feedback, following which, the minutes may be approved by email by two (2) members of the Executive. Thereafter, these approved minutes will be made available to all members of the school community, i.e., by posting on the Armstrong School website, by email, or by any other means determined by the Executive.

SECTION 13 - ANNUAL GENERAL MEETINGS

- a. The Armstrong PAC shall hold an Annual General Meeting during the month of April or May to include the election of officers.
- b. Committee and officers’ reports will be presented at this meeting.

SECTION 14 - NOMINATIONS

- a. A call for nominations should be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.
- b. Nominations may be received up to and during the Annual General Meeting until declared closed by the current President or chair of the nominating committee.

SECTION 15 - ELECTION PROCEDURES AND VOTING

- a. All voting for election of positions shall be conducted by secret ballot except in the case where elected by acclamation at the Annual General Meeting.
- b. All motions may be passed with a simple majority.

SECTION 16 - AMENDMENTS

Amendments to the Constitution and Bylaws of the Armstrong PAC may be made by doing the following:

- a. Notice of the general meeting shall be given to members not less than fourteen (14) days prior to that general meeting.
- b. The notice of the general meeting shall include notice of specific amendments proposed.
- c. A two-thirds ($\frac{2}{3}$) majority vote of those voting members present at the general meeting will be required to amend the Constitution and Bylaws.
- d. The Constitution and Bylaws of the Armstrong PAC shall be filed with and approved by the Board of School Trustees of School District No. 41 upon application for recognition.

SECTION 17 - FINANCES

- a. The Armstrong PAC's fiscal year shall be from September to September.
- b. The books and records of the Armstrong PAC shall be open for inspection by any member upon request.
- c. The need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.
- d. All funds of the Armstrong PAC will be on deposit in a chartered bank or credit union or any financial establishment registered under the Bank Act and covered by CDIC and/or CUDIC.
- e. The Executive shall name four (4) signing officers for banking purposes; two of whom shall be members of the Executive (one of whom will be the Treasurer). The Executive must also name two (2) administration officers (the Principal and one (1) other staff member) as signing officers. Each cheque will require the signature of one Executive member and one administration officer. Under no circumstances shall any of the signing officers be members of the same household.
- f. The Executive should draw up a tentative plan of expenditures for approval, in the Spring, for the following school year. It is advisable to set aside a certain sum of money for start-up operating costs for the following year.

- g. All monies spent above and beyond the monies in the PAC Executive Discretionary Fund will be first presented to and voted on by the Executive and then approved by a majority at a general meeting.

SECTION 18 - CODE OF CONDUCT

- a. The Armstrong PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- b. An Executive member who is approached by an individual with a concern relating to the above is in a privileged position and must treat such discussion as confidential.

Amended May 14, 2018