



*....a caring community working and learning together...*

## **ANMORE ELEMENTARY SCHOOL**

### **PARENT ADVISORY COUNCIL CONSTITUTION**

#### **Name**

This constitution is for Anmore Elementary School Parent Advisory Council herein referred to as APAC.

#### **Objectives**

The objectives of APAC shall be:

1. To promote the best education and learning environment possible for the children.
2. To promote the welfare, safety and protection of the children.
3. To act as a liaison between parents and school in the following ways:
  - a. by advising the school Principal of parental views of school programs, policies and activities;
  - b. by communicating with parents about school programs, policies and activities; and
  - c. by providing an avenue for input from parents.
4. To foster co-operation between parents and teachers in the education and guidance of the children.
5. To assist with school activities and events in support of school programs.
6. To encourage the involvement of parents in the school and in their children's education.
7. To raise funds as deemed necessary for programs and equipment and to administer in accordance with constitutional guidelines.
8. To foster high ideals of citizenship and community and promote a sense of social responsibility within the school environment.

#### **Dissolution**

If APAC desires to dissolve, all members of APAC shall be given thirty (30) days written notice by the APAC Chairperson of the time, date and place of a general meeting to discuss and vote upon:

1. Dissolution of APAC.
2. Disbursements of monies held by APAC.

Upon dissolution of APAC, all assets which remain after payment of all cost, charges and expenses which are properly incurred up to the dissolution, shall be distributed as agreed upon at a general meeting by the APAC, to a charitable organization or organizations in British Columbia having a similar charitable purpose and/or another PAC. This provision shall be unalterable. The records of APAC shall be sent to DPAC.

A two-thirds majority vote of the members in attendance will be required to dissolve APAC.

## **BY-LAWS**

### **Membership**

1. All parents and legal guardians of students registered at Anmore Elementary School shall be eligible voting members and shall have the right to participate in general meetings, with one vote per family.
2. Administrators and staff shall be non-voting members.
3. Members of the community who are not parents of children currently enrolled at Anmore Elementary School shall be non-voting members.

### **Executive Officers**

1. The Executive Officers of APAC shall be: Chairperson, Co-Chairperson, Secretary, Treasurer, Assistant Treasurer, Fundraising Coordinator, District Parent Advisory Council (DPAC) Representative and School Planning Council (SPC) Representative.
2. Any parent or legal guardian of students registered at Anmore Elementary may hold an executive position.
3. The Executive Officers shall be elected by ballot annually.
4. The term of office shall be one (1) year, from July 1 - June 30.
5. No person may hold the same Executive Officer position for more than two (2) consecutive years, except in the case where no nominations are received for a specific office. In that case, the existing member may be re-elected.
6. The Executive Officers may appoint committees as the need arises, with the chairperson of any such committees reporting to the Executive and APAC.
7. The Executive Officers shall have the power to fill any vacancy which occurs in the offices of APAC or the Executive Committee by voting in such person for a period of up to sixty (60) days until someone comes forth to fill the vacant position. It will then be voted upon by APAC.
8. The Executive Committee shall carry out commitments as may be assigned to it by APAC.
9. No person shall hold more than one position on the Executive with the exception of SPC Representative as indicated below. If a volunteer does not come forward for a vacant Executive position, no other Executive officer shall assume the duties of that position.
10. The position of Chairperson and Treasurer shall not be shared. However, the positions of Co-Chairperson, Assistant Treasurer, Secretary, DPAC Representative and Fundraising Coordinator may be shared by two APAC members who have agreed previously to work together as a team. They will share one Executive vote.

## **DUTIES OF THE EXECUTIVE OFFICERS**

### **Chairperson**

1. Shall call and preside over regular and special meetings of the Executive and general meetings of APAC.
2. Shall set the agenda for all meetings in consultation with the Principal.
3. Shall act as liaison between APAC and the Principal.
4. Shall co-ordinate and delegate the work load of APAC.
5. Shall be familiar with and follow the APAC Constitution and By-Laws.

### **Co-Chairperson**

1. Shall assist the Chairperson.
2. Shall chair meetings in the absence of the Chairperson.
3. Shall assume specific duties or chair special committees as requested by the Chairperson.

### **Secretary**

1. Shall record Minutes of APAC general, executive and special meetings, and post on the bulletin board in the main hallway and send out via email to all parents.
2. Shall keep records of minutes and committee reports on file.
3. Shall attend to correspondence as requested by APAC.

### **Treasurer**

1. Shall receive, collect and deposit in a chartered bank, trust company or credit union, all funds of APAC.
2. Shall keep an accurate record of all receipts and expenditures.
3. Shall pay by cheque or from petty cash authorized expenditures.
4. Shall give a Treasurer's Report at all APAC meetings and an Annual Financial Statement of the last fiscal year ended at the first meeting of the new school year to APAC.

### **Assistant Treasurer**

1. Shall assist the Treasurer in the collection and deposit of monies for APAC.
2. Shall write cheques on authorized expenditures.

### **Fundraising Coordinator**

1. Shall assist in the gathering of information on fundraising opportunities for APAC.
2. Shall organize committees and persons for specific fundraising opportunities.
3. Shall oversee all APAC fundraising activities.

### **District Parent Advisory Council (DPAC) Representative**

1. Shall attend the DPAC meetings on behalf of APAC and report to APAC Executives.
2. Shall vote the APAC's wishes at DPAC meetings.

### **School Planning Council Representative (SPC) Representative**

1. Shall attend meetings with the school Principal to discuss school goals, plans and requirements.

### **Committees**

1. Committees may be appointed by the Chairperson (after consultation with the Executive or upon the recommendation by APAC).
2. All committee members should be prepared to submit a report at APAC meetings.

### **Fiscal Management**

1. The Treasurer will keep a bank account for APAC funds.
2. Monies may be drawn only by cheques bearing the signature of two of the signing officers.

3. The signing officers shall be any two of the following: Chairperson, Co-Chairperson, Treasurer and Assistant Treasurer.
4. Monies shall be spent according to an annual budget that will be presented at the first APAC meeting of the school year and be subject to approval by a majority vote of the APAC. The budget can be reviewed quarterly if changes are expected. Any expenditure requests by faculty and/or other school based groups must be submitted in writing to the PAC Executive prior to their expenditure or committing of the funds. Requests received after the quarterly budget meeting will be considered at the next quarterly meeting.
5. Budgeted petty expenditures not previously discussed of \$250.00 or less may be authorized by 2 members of the Executive.
6. Shall give a Treasurer's Report at all APAC meetings and an Annual Financial Statement of the last fiscal year ended at the first meeting of the new school year to APAC.
7. An independent audit can be called by either the Executive or the APAC.
8. Any two persons of APAC should review the APAC accounting records at the fiscal year end.

### **Meetings**

1. APAC Executive Officers shall meet a minimum of three (3) times per school year. The APAC shall meet a minimum of three (3) times per school year, not including Annual General meeting and Budget meeting. Meetings shall be held as necessary.
2. Special meetings may be called at the request of the Executive Officers and upon written request of any five (5) members of APAC, delivered to the Chairperson.
3. The first meeting of the school year should outline the overall objectives for the year. The Treasurer shall give the Annual Report from the previous school year. The budget for the coming year shall be discussed and voted on. Fundraising activities shall be discussed and approved.
4. A meeting Agenda shall be posted a minimum of three (3) days prior to a general meeting.

### **ANNUAL GENERAL MEETING**

Annual General Meeting of APAC shall be held annually in May.

### **Quorum**

1. Three of the officers of the Executive of APAC plus the members present at a duly called meeting of APAC shall constitute a quorum.
2. Three of the officers of the Executive of APAC shall constitute a quorum at any Executive meeting.

### **Voting**

1. Voting at all general meetings will be by a show of hands.
2. A secret ballot shall be held for elections of Executive Officers at the Annual General Meeting; when ruled by the Chairperson; and at the request of a majority of members at an APAC meeting.
3. Parents and legal guardians of Anmore Elementary students must be in attendance to participate in APAC meetings as voting members, recognizing that there is one (1) vote per family.
4. The APAC Chairperson protects their impartial position by not voting, unless it will determine the outcome of a motion.
5. Administration, staff (teaching and non-teaching) and students are non-voting attendees. However, a staff member with a child at Anmore Elementary school will be allowed to be a voting member at all meetings of the APAC.
6. Proxy votes shall not be permitted.

7. The APAC Executive elections shall be held first, then the SPC elections as the SPC Representative must hold an Executive position.
8. Each Executive position will be voted upon individually, with the winner announced immediately after the counting of the ballots. The unsuccessful candidates then have a chance to run for any other Executive position.
9. In the event of a tie for a position, the election has failed. The Elections Officer announces “No Election”. The Nominees then have the opportunity to present themselves again as to why they should be elected. Then another secret ballot will be held.

### **Elections Officer**

1. An Elections Officer will be selected at a general meeting one month prior to the elections, to run the voting process at the Annual General Meeting. This person should be someone who is not running for the election.
2. The purpose of the Elections Officer is to advertise the election date and positions for the APAC.
3. The Elections Officer can actively seek eligible candidates they feel would be suited to run for election.
4. The Elections Officer will distribute, collect and count the ballots, then report to the Chairperson and APAC. This must be done in full view at the elections meeting.

### **Candidates**

1. Candidates and SPC Representatives may not be employees of any School District or the Ministry of Education.
2. One of the SPC representatives must be an elected officer of the APAC.
3. A candidate may be absent from the elections as long as their absence is justifiable. The absent candidate must send a written acceptance of nominations for a position to the Chairperson and should also submit a short resume detailing their skills, interest and/or prior APAC involvement for members who may not know the nominee.

### **SPC Representatives**

1. The three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in Anmore Elementary school.
2. One of the representatives must be an elected officer of APAC.
3. District 43 Policy suggests that PACs elect a parent alternate as well, although it is not mandatory.
4. When the APAC Executive SPC Representative has been elected, nominations for the other two representatives will take place by secret ballot.

### **Ballots**

1. Secret Ballots allow the freedom of expression without peer pressure and is intended to ensure fairness and allows members to exercise their vote privately and without the influence or judgement of others.
2. Secret Ballots must be done even if only one candidate is running for a position. This is to ensure that others feel the candidate is right for the job.
3. Secret Ballots shall be folded in half.
4. If a candidate’s name is incorrectly written, it will still be counted.
5. Secret Ballots shall be marked with a “YES” or “NO” beside the name of the candidate. A blank

- beside a candidate's name indicates an abstention and is therefore not counted within the vote tally.
6. All Secret Ballots **MUST BE** destroyed after the elections.

### **Procedure**

The Executive Officers shall decide whether to use the Roberts Rule of Order for Annual General Meetings.

### **Inspection of Records**

The books and records of APAC shall, upon reasonable notice in writing to the Chairperson, be open to the inspection of members of APAC.

### **Notification**

All notices shall be deemed to have been delivered to the members of APAC when they have been given to each child at school to deliver home.

### **Amendment of the Constitution and By-Laws**

The Constitution and By-Laws may be amended by a two-thirds majority vote of attending members at a general meeting. Any amendments must be presented in writing to the Chairperson and circulated to APAC at least thirty (30) days prior to a general meeting, along with written notice of the amended motion.

**REVISED** – April 2008