

## CONSTITUTION

1. The name of the organization is **Barrowtown Parent Advisory Council (PAC)**.
2. The purpose of the organization is to promote and support education at Barrowtown Elementary School. The organization will:
  - 1) Promote communication among the parties involved in educating students of Barrowtown Elementary School i.e. parents, staff, administration, school board and the community;
  - 2) Review, discuss and make recommendations to the school staff and administration on:
    - a) School policy and procedures
    - b) Curriculum;
    - c) Programs and services;
    - d) Facilities and equipment;
    - e) Parent/community education;
    - f) Learning resources;
  - 3) Promote cooperation in the school community;
  - 4) Contribute to the effectiveness of the school by promoting involvement of parents or guardians and other community members;
  - 5) Undertake fundraising activities to support curricular and extra-curricular programs and activities at the school.

### By-Laws of Barrowtown PAC

Here set forth, in numbered Clauses, are the bylaws providing for the matters referred to in section 6(1) of the Society Act and any other bylaws.

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**Article 1. Formation**

- 1) The Constitution and Bylaws of this PAC shall be filed with the Board of School Trustees for District #34 (Abbotsford), upon application for recognition.

**Article 2. Membership**

- 1) Parents and/or guardians of students officially registered at Barrowtown Elementary School shall, upon application to the directors, become part of the membership. Voting rights are given to any member who attends a general or extraordinary meeting where a vote is taken.
- 2) A parent's or guardian's membership and voting rights shall cease when no child or ward of the member remains on the school's official register.
- 3) Administration and staff of Barrowtown Elementary School shall be non-voting members, unless they are also parents and/or guardians of students at Barrowtown Elementary School.
- 4) Representatives of the student body may be assigned as non-voting members of the group.
- 5) Members of the community may also be non-voting members of the group.
- 6) All members shall be considered in good standing.

**Article 3. Meetings**

- 1) The number, timing, and structure of the meetings shall be determined by the Executive.
- 2) The general meetings shall be open to all parents and guardians, interested students, school staff, and members of the public.
- 3) A minimum of fourteen (14) calendar days notice of meetings will be given to members of the society.
- 4) Executive meeting dates and times will be set at a time that is agreeable to **all** Executive members.
- 5) Extraordinary meetings can be called by the chairperson in consultation with the Executive with minimum fourteen (14) calendar days notice.
- 6) Not less than six (6) members present at a properly called general or extraordinary meeting will constitute a quorum.
- 7) Each member in good standing, present at a meeting is entitled to one (1) vote.
- 8) Voting is done by show of hands unless the chairperson deems a vote by secret ballot is in order.
- 9) No proxy voting will be allowed.
- 10) A tentative outline of the agenda should accompany notice of meetings.

#### **Article 4. Executive**

Upon election, Barrowtown Executive will complete the necessary volunteer forms supplied by the school office, including criminal check, and submit to Principal. The Principal will report to the Executive any relevant issues.

One person per household may hold an Executive position simultaneously.

- 1) The Barrowtown PAC Executive shall consist of the following officers:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
- 2) and the following non-voting representatives;
  - a. administration representatives
  - b. teacher representative.
- 3) If any officer resigns during the terms of office or if any office is not filled at the time of elections the Barrowtown PAC may appoint a voting member to fill the vacancy until the next election.
- 4) Officers may be removed by passage of a special resolution at a duly called meeting.
- 5) Chairperson
  - a. The Chairperson shall be elected at a Spring general meeting;
  - b. Duties:  
The Chairperson:
    - i) shall convene and preside at all membership, special and executive meetings;
    - ii) shall in consultation with the principal ensure that an agenda is prepared and presented
    - iii) shall appoint committees where authorized to do so by the executive or membership.
- 6) Vice-Chairperson
  - a) The Vice-Chairperson shall be elected at a Spring general meeting;
  - b) Duties:  
The Vice-Chairperson
    - i) will assume all responsibilities of the Chairperson in the absence of the Chairperson.
- 7) Secretary
  - a) The Secretary shall be elected at a Spring general meeting;
  - b) Duties:  
The Secretary:
    - i) will record the minutes of all meetings;

- ii) will send and receive correspondence on behalf of the organization;
  - iii) will prepare minutes of meetings of the society; and
  - iv) will have custody of the minutes of the meetings of the society.
  
- 8) Treasurer
  - a) The Treasurer shall be elected at a Spring general meeting;
  - b) Duties:  
The Treasurer:
    - i) will be responsible for and report on the accounts of the organization in consultation with the administrative representative;
    - ii) will prepare a financial report which shall be available for inspection by any member upon request;
    - iii) will from time to time prepare a summary of funds received and disbursed, which summary will be published in the school newsletter;
    - iv) will assist the executive with a draft budget and tentative plan of expenditures.
  
- 9) Administration Representatives
  - a) The Administration of Barrowtown Elementary School shall be represented by the Principal and/or Vice-Principal, but there shall be not less than one (1) representative.

**Article 5. Representative to the District PAC Organization and/or Key Communicators of District #34 (Abbotsford)**

- 1) The District PAC representative and/or Key Communicator representative for Barrowtown Elementary will be elected at a spring general meeting.
- 2) The Representative will report District information to the Executive and shall report to general meetings if required.
- 3) There may be more than one (1) representative.

**Article 6. Elections**

- 1) The length of term for Executive officers shall be one (1) year.
- 2) All elected officers and appointed officers shall resign at the general meeting of the next election.
- 3) Retiring officers are eligible for nomination and re-election during the general meeting.
- 4) Elections shall take place at a general membership meeting which will be held in the spring of each school year.

**Article 7. Nominations**

- 1) Nominations will be accepted up to and during the general meeting of the elections, until declared closed by the Chairperson.

**Article 8. Constitutional and By-Law Amendments**

- 1) Amendments to the Constitution and Bylaws of the Barrowtown PAC may be made at any general membership meeting at which business is conducted providing:
  - a) members have been given notification a minimum of fourteen (14) calendar days in advance;
  - b) the notice of the meeting must include notice of the proposed amendment changes;
  - c) 75% of those voting members present at the time of the meeting are required to amend a constitution or a bylaw.

**Article 9. Finances**

- 1) All funds of the organization will be held in an account at a financial institution selected by the Executive.
- 2) The Executive shall not borrow any funds.
- 3) The Executive must pass all expenditures over \$50.00 by a simple majority of those present at a general or executive meeting.
- 4) The signing officers for any legal documents shall be the Chairperson and the administration representative.
- 5) The Treasurer's report shall be published in the school newsletter prior to the end of each school year.
- 6) A budget and tentative plan of expenditures should be made by the Executive and presented for approval at the first general meeting of each school year.
- 7) All requests for donations or funds from the PAC must be received in writing and include all estimates, quotes, invoices, and/or receipts along with an explanation of the request.
- 8) All gifts for leaving and/or retiring teachers and staff will be limited to the following price range:
  - a) 0-5 years at Barrowtown: \$25.00 gift
  - b) 5+ years at Barrowtown: \$50.00-\$75.00 gift

**Article 10. Code of Conduct**

- 1) The Barrowtown PAC is not a forum for the discussion of individual school personnel, students, parents or other members of the school community.
- 2) Any member who is approached by a parent or guardian with a concern relating to Article 10.1 is in a privileged position and must treat such discussions as confidential, and will refer the parent or guardian to the proper school official.

**Article 11. Dissolution**

- 1) In the event of dissolution (and following payment of all outstanding debts) disbursement of any remaining funds will be decided upon by the membership at a final general meeting.
- 2) All records of the organization will be placed under the jurisdiction of School District #34 (Abbotsford) with the principal of the school, or in the event of a school closure, they will be given to the School Superintendent.

End