

QUIGLEY ELEMENTARY SCHOOL

“A Great Place to Learn”

PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

ARTICLE I: NAME

1. The name of this organization shall be: “Quigley Elementary School Parent Advisory Council” (PAC).

ARTICLE II: OBJECTIVES

1. To maintain direct communication between the school and an interested parent body.
2. To inform the parental community of school organization, affairs, educational changes, needs and concerns, via public meetings, newsletters, discussion groups, etc.
3. To allow for input and discussion, between parents and school administration and staff, School Board, and the Provincial Ministry.
4. To foster high ideals of citizenship; and to promote goodwill and peace through co-operation within the school and community.
5. To undertake from time to time to raise funds in order to assist extra curricular and/or school programs.

ARTICLE III: POLICIES AND BYLAWS

1. The policies and program shall be educational.
2. This Parent Advisory Council shall be non-commercial, non-partisan, non-sectarian and non-racial.

ARTICLE IV : MEMBERSHIP

1. Any adult that has a child attending Quigley Elementary School and is interested in the Council’s objectives may become a member.

ARTICLE V: OFFICERS

1. The officers shall include: Immediate Past President, President, Vice-President, Secretary, Treasurer.
2. No member shall hold more than two offices at any time, and no member may hold the same office for more than three consecutive years except under extra-ordinary circumstances.

ARTICLE VI: DUTIES OF OFFICERS

1. **Honorary Member:** The Principal of the school will be asked to be an Honorary Member, acting as an advisor. The Honorary Member will have not vote.
2. **Immediate Past-President:** Is asked to remain on the executive as an advisor.
3. **President:** Shall preside at all meetings of the Council and Executive. Shall perform all other duties pertaining to the office. Shall cast a vote only in the event of a tie.
4. **Vice-President:** Shall preside at meetings in the absence of the President.
5. **Secretary:** Shall keep full and accurate minutes of all meetings. Shall have charge of and shall conduct all the correspondence on behalf of the Council.
6. **Treasurer:** Shall keep an accurate record of all deposits, receipts, and expenditures of the Council. Shall keep control of and be accountable for the petty cash fund of the Council. Shall submit a verbal and/or written report of Council finances at each general meeting.
7. **School Planning Council (SPC) Representative:** Shall be one of three elected SPC representatives. Shall represent and speak on behalf of the PAC at SPC meetings. Shall take direction from the general PAC membership. Shall report back to the PAC at general meetings.
8. Officers may transact routine and emergency business as deemed necessary by the President.

ARTICLE VII: EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of the Officers, Members at Large (not to exceed 4), COPAC Representative, Fund Raising Coordinator, Hot Lunch Coordinator and Recess Sales Coordinator.
2. The Executive Committee shall carry out such commitments as may be assigned it by the Council; it may make suggestions and recommendations.
3. Vacancies occurring in any office between Annual meetings shall be filled by an individual appointed by the Executive Committee for the unexpired portion of the term.
4. The Executive Committee shall have the authority to pay accounts up to the amount of \$50 without the consent of the general meeting.
5. A majority at an Executive meeting shall be construed to be a majority of those Executive members present.

ARTICLE VIII: SPECIAL COMMITTEES

1. A special committee may be created by the Council as the need arises.

ARTICLE IX: MEETINGS

1. General meeting shall be held when arranged preferably on a pre-determined day each month during the school year.
2. Executive meetings shall be held at the call of the President.
3. The Annual General Meeting shall be held in May of each year.

ARTICLE X: QUORUM

1. A quorum for a meeting shall be 50% of the Executive members.

ARTICLE XI: NOMINATIONS

1. Two months before each annual meeting, nominations shall be called for, and may also be made from the floor at the time of elections, provided the consent of the nominee is given.

ARTICLE XII: ELECTION – VOTING

1. Election of Executive officers shall take place at each annual meeting.
2. A plurality of votes shall elect.
3. In the event that only one candidate is standing for an office, the candidate shall be elected by acclamation.
4. Each member in attendance shall be entitled to cast one vote
5. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.
6. The election of representatives to the School Planning Council must be by secret ballot.

ARTICLE XIII: INSTALLATION

1. The elected executive officer shall be installed at the end of the last meeting of the year and they shall hold office until their successors are installed.
2. The term of office for School Planning Council representatives shall be for one year.

ARTICLE XIV: DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 23 having purposes and objectives similar to those of the Council as the members of the Council may determine at the time of dissolution or winding up and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.

ARTICLE XV: AMENDMENTS

1. These by-laws may be amended at any regular meeting of PAC by two-thirds vote, of those in attendance. This is providing the proposed amendment has been submitted at a previous meeting of the Council.

ARTICLE XVI: RULES OF ORDER

1. The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered by these by-laws.