



Constitution and Bylaws

Mission Statement

The Brooksbank Parent Advisory Council (PAC) strives to promote, enhance and enrich the academic, physical, and social development of our children through the provision of volunteer services, financial support and organized activities.

Constitution

The PAC is parents supporting education and community at Brooksbank. Every parent and guardian is a member of the Brooksbank PAC. The PAC will operate as a non-profit organization with no personal financial benefit accruing to members. The PAC's work shall be unbiased in all respects.

Purpose of the PAC

1. To be the collective voice of parents in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To participate in the work of the school planning council through the Council's elected representatives
4. To promote the interests of public education and, in particular, the interests of Brooksbank Elementary.
5. To provide leadership in the school community.
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To provide parent education and professional development, and a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the PAC, as determined by the membership.
12. To advise and participate in the activities of the BC Confederation of Parent Advisory Councils (BCCPAC).



Operating Rules

Membership

Voting Members:

1. In relation to elections and overall school issues, all parents and guardians of students in Brooksbank Elementary are voting members of the PAC.

Non-Voting Members:

2. Include school employees, elected officials of School District 44 or the Ministry of Education.
3. They may be invited to participate, such as administrators and staff and members of the community.

Elections

Elections for the PAC Executive will be held each year at the annual general meeting. The Executive will hold office for a term of one year, from January 1st to December 31st.

No person may hold the same Officer position for more than two years. The Immediate Past Chair holds office for one year following their term as Chair.

Meetings

1. Meeting shall be conducted with fairness to all participants.
2. Meetings shall be held no less than 8 times during the school year. The November meeting will be the annual general meeting.
3. At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community.
4. The PAC shall refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Voting

1. A quorum for general meetings will be 8 voting members; a quorum cannot be waived or suspended, even by unanimous consent.
2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
3. Members must vote in person on all matters. Voting is by a show of hands, voting by proxy will not be permitted.



Brooksbank PAC Executive:

1. The Executive shall consist of all PAC Officers and the DPAC Representative.
2. The Officers shall include Chair, Vice-Chair, Treasurer, Secretary and Immediate Past Chair. Each position can also be shared by two people (ie co-chairs or co-vice-chairs etc).
3. The PAC is required to have 3 individuals on the School Planning council, one of which must be on the PAC Executive
4. Any voting member may be elected to the Executive.
5. The Executive shall be elected at each annual general meeting.
6. No Executive position may be vacant. If an executive member resigns or ceases to hold office for any reason, the remaining Executive members must fill the vacancy until the next annual general meeting.
7. The members may, by a majority vote of not less than 75% of the voting members present, remove an executive member before the expiration of his or her term, and may elect an eligible member to complete the term. Written notice of this intention must be given to all voting members not less than 14 days before the meeting.
8. No Executive member may be remunerated for serving on the Steering Committee but may be reimbursed for expenses reasonably and necessarily incurred.

Executive Meetings

1. Executive Meetings will be held at the call of the Chair as needed.
2. A quorum for Executive meetings will be a majority of members present.
3. Simple majority will decide all matters requiring a vote.

Financial Matters

1. The financial year of the Brooksbank PAC will be July 1 to June 30.
2. The PAC may raise and spend money to further and enhance the education of the students.
3. All funds must be kept on deposit in the name of the PAC.
4. Three executives must have signing authority. All cheques issued by the PAC require two authorized signatures.
5. The Executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. All adjustments to an approved budget must be put to vote at a General Meeting and approved by simple majority.



7. The Executive can approve non-budgeted spending up to \$250, however the expenditure must be discussed and approved at next general meeting.
8. All funding requests in addition to the approved annual budget must be submitted and approved in writing.
9. A treasurer's report will be presented at each general meeting

CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members no less than 14 days before the meeting.



Duties of Executive and Representatives:

Chair

- Speak on behalf of the PAC – all correspondence to members and general public must be approved by the Chair
- Consult with PAC Members
- Preside at membership, steering committee and executive meetings
- Ensure that an agenda is prepared
- Appoint committees where authorized by the executive
- Ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- Be the liaison with the Principal and school administration
- Be a signing officer

Vice-Chair

- Support the Chair
- Assume the duties of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of his/her duties
- Accept extra duties as required

Secretary

- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep an accurate copy of the constitution and bylaws
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the Council
- Ensure safekeeping of all records of the Council

Treasurer

- Be a signing officer
- Ensure all funds of the Council are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure proper financial records and books of account are maintained
- Make financial records ready for inspection or audit annually
- Make financial records available to members upon request
- Draft an annual budget with the assistance of the executive



- Ensure that another signing officer has access to financial records in the treasurer's absence
- Submit an annual financial statement at the annual general meeting.

Members at Large

- Serve as a member of the Steering Committee of the PAC.
- Support the activities that help achieve the Brooksbank PAC's mission statement.
- May be asked to take on various responsibilities as needed by the PAC and by the Executive.

Immediate Past Chair

- Advise and support membership and executive
- Provide information about resources, contacts and other matters

School Planning Council Representatives

- Three representatives must be elected annually from the voting members. One must be an elected member of the PAC executive.
- Must attend all meetings of the School Planning Council
- Represent, speak and vote on behalf of the PAC
- Take direction from the membership and executive
- Be strong advocates for meaningful parent involvement in the school and school planning
- Attend general and executive meetings as directed by the executive

DPAC Representative:

- One representative to the North Van DPAC may be elected annually from the voting members.
- Attend all meetings of (name of your DPAC-which is?) and represent, speak, and vote on behalf of the PAC
- Maintain current registration of the PAC
- Report regularly to the membership and executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the PAC
- Receive, circulate, and post DPAC newsletters, brochures, and announcements
- Receive and act on all other communications from the DPAC
- Liaise with other parents and DPAC representatives



Code of Ethics

A parent who accepts a position as a PAC executive member, committee member, or representative:

- Upholds the constitution and bylaws, policies, and procedures of the electing body
- Performs his or her duties with honesty and integrity and in the interests of the PAC
- Works to ensure that the well-being of students is the primary focus of all decisions
- Respects the rights of all individuals
- Takes direction from the membership and executive
- Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- Works to ensure that issues are resolved through due process
- Strives to be informed and only passes on information that is reliable
- Respects all confidential information
- Supports public education