

CONSTITUTION AND BYLAWS (revised May 2011)

Ecole Ross Road School Parent Advisory Council

Adopted by the Ecole Ross Road School parents in accordance with Section 8 of the School Act of B.C. in November, 2000.

A copy of these Bylaws shall be submitted to the School District 44 Head office for safekeeping purposes only.

A copy of these Bylaws shall be kept in the office of Ecole Ross Road School, available for review to anyone in the school community.

The Secretary of the RR PAC will keep a copy of the Constitution and Bylaws and will provide a copy of the document to any member of the RR PAC, on request.

A copy of the Conflict of Interest Guidelines shall be kept in the office of Ecole Ross Road School for review, and also kept by the Secretary of the RR PAC and a copy of the document will be provided to any member of the RR PAC on request.

CONSTITUTION

The mission of the Ecole Ross Road School PAC community is two-fold; The PAC will strive to raise funds to support the efforts of the students, the administration and the teachers of Ecole Ross Road School and the PAC will participate in events which enrich and nurture the strong sense of community and inclusion at Ecole Ross Road School.

1. The name of the Association shall be the (School District No. 44) (hereafter referred to as RR PAC)
2. The RR PAC will operate as a non-profit organization.
3. The purpose of the RR PAC is to support and promote the involvement of parents in the education of their children and shall work for this purpose by:
 - Organizing activities and events to raise funds and strengthen the relationship between school and home in providing for the education of children;
 - Organizing, in consultation and cooperation with the Principal, volunteer programs and activities which support the school and involve parents in school activities;
 - Working with the Principal, school staff and administration, parents and students at the school and the community to provide a healthy, safe and supportive environment for learning at Ecole Ross Road School;

- Providing a forum for the discussion of educational programs and services;
- Making recommendations to the Principal on school programs and services;
- Promoting a spirit of respect, cooperation, and tolerance within the whole school community, including students, teachers, staff, administration, and parents.

BYLAWS

MEMBERSHIP

4. All parents (as defined by Section 1 of the School Act) of students registered at Ecole Ross Road School are members of the RR PAC and are each entitled to vote at meetings.

MEETINGS

5. General Meetings of RR PAC shall be held a minimum of three times during the school year to conduct current business and will be called by the Chair.
6. As far as possible, General Meetings will be scheduled at a regular date, time and location and notice of the schedule provided to all members through the PAC Newsletter or by posting on the PAC Notice Board at school.
7. General Meetings are open to all members, all staff and administrators of Ecole Ross Road School, and to members of the community.
8. The agenda for a General Meeting shall be distributed to all members and the Principal through the PAC Newsletter or website or by posting on the PAC Notice Board at school, at least 1 day prior to the meeting date and shall contain notice of the nature of the business to be dealt with at the meeting.
9. Special Meetings may be called by the Chairperson after consultation with the Executive Committee and must be called on receipt of a written request, signed by at least 20 RR PAC members. Notice of a special meeting shall be distributed to all members and the Principal at least seven days prior to the meeting date, through the PAC Newsletter or website or Special Notice or by posting on the PAC Notice Board at school, and shall contain a statement of the nature of the business to be dealt with at the Special Meeting.
10. The Annual General Meeting of the RR PAC shall be held in the month of May in conjunction with the General Meeting for that month and shall

include the election of the Executive Committee for the next year and such other business as necessary.

11. Meetings will be conducted efficiently and with fairness to the members present.
12. If procedural problems should arise in any meeting, Robert's Rules of Order (latest edition as available through the North Vancouver District Library) shall apply to resolve the situation, unless they are in conflict with these Bylaws.
13. Minutes shall be kept of all General and Special Meetings, and of the Annual General Meeting and a copy of all minutes shall be filed with the school's office, available to read by anyone from the school community.
14. The inadvertent omission to give timely notice of a meeting, or the failure of a parent to receive a notice shall not invalidate proceedings taken at an otherwise duly called meeting.

VOTING

15. The voting members present at any duly called meeting shall constitute a quorum.
16. Unless otherwise provided in these bylaws, questions arising at any meeting shall be decided upon by a simple majority vote of the members present.
17. In the case of a tie vote, the motion is defeated.
18. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
19. Voting shall be done by the show of hands or, at the discretion of the Chair, by secret ballot.
20. No substantive question may be voted upon at a meeting, unless its topic has been described in the notice for the meeting and is concerned with an item on the published agenda, unless the chair determines, in consultation with the Executive Committee, that the matter is urgent and must be brought to vote without due notice to the members.

EXECUTIVE COMMITTEE

21. The Executive Committee shall be elected by a majority vote from the members of RR PAC at the Annual General Meeting, and shall include a Chair, Communications Officer, Secretary, Treasurer, Member at Large for French Immersion, Member at Large for English Program, and as many other PAC members who wish to be voted in as Members at Large.

22. The term of office for the Executive Committee members shall commence from the Annual General Meeting and shall end at the next Annual General Meeting, unless they resign, or cease to be a member of RR PAC.
23. The Member at Large for French Immersion must be a member with a child enrolled in the French Immersion program.
24. The Member at Large for English Program must be a member with a child enrolled in the English Program.
25. The Past Chair shall be a non-elected member of the Executive for the next year's term, provided he or she remains a member of RR PAC.
26. In the event a member of the Executive Committee resigns or ceases to be a member of the RR PAC, the members at the next General Meeting shall duly elect a replacement.

DUTIES OF EXECUTIVE

27. The Executive Committee shall conduct the business of the RR PAC between meetings and shall review items for the agendas of the meetings, and shall make recommendations as necessary to meetings concerning PAC activities.
28. The Chair's responsibilities include:
 - Convening and chairing all RR PAC meetings and meetings of the Executive Committee
 - Ensuring agendas are prepared and distributed
 - Representing the RR PAC at meetings with the Principal
 - Ensuring actions are taken to achieve the objectives of the RR PAC
 - Acting as one of the RR PAC signing officers
29. The **Communications Officers** responsibilities include:
 - Ensuring regular newsletters concerning RR PAC activities are distributed to members and put on the website.
 - Coordinate class reps
 - Convening and chairing meetings in the absence of the Chair
 - Coordinate the class rep 'fan out' distribution system via email
 - Ensuring all RR PAC info is shared with the webmaster to ensure appropriate details and posted
 - Recruiting class reps for the school divisions
30. The Secretary responsibilities include:
 - Recording, preparing, distributing, and filing minutes of all meetings

- Receiving and issuing correspondence for RR PAC
- Maintaining the records and archives of the RR PAC
- Maintaining the Constitution and Bylaws and providing a copy to any member on request
- Communicating with the webmaster and Communications Officer to post minutes and agenda on the RR PAC website

31. The Treasurer responsibilities include:

- Keeping and reporting on the accounts of the organization
- Acting as one of the RR PAC signing officers
- Preparing financial reports for presentation at each General Meeting
- Working with the Executive Committee to prepare a budget and plan of expenditures
- Ensuring proper procedures are followed for recording and making expenditures within the approved budget
- Ensuring that proper procedures are followed for recording and depositing revenue
- Ensuring a year-end financial report is prepared and presented to a General Meeting.

32. The Executive Committee shall serve without compensation, but may claim for reimbursement of expenses incurred in the course of their duties that have been pre-authorized by the Executive Committee.

33. A majority of the members of the Executive Committee shall constitute a quorum to conduct business at an Executive Committee meeting.

34. Meetings of the Executive Committee shall be held at least a minimum of 8 times per school year during the school year to conduct current business, as called by the Chair but following an established regular schedule for date, time and location as much as possible. A meeting could be in person, a conference call or an on-line discussion if appropriate for all parties involved and agreed to by the Executive.

ELECTION OF EXECUTIVE

35. One of the RR PAC Executive shall conduct the elections for the Executive Committee at the Annual General Meeting.

36. At the conclusion of the elections, one of the RR PAC Executive Committee shall propose a motion to destroy all the ballots.

37. A member of RR PAC shall not serve in any one elected position on the Executive for more than three consecutive years, and shall not serve on

the Executive Committee in any position for more than six consecutive years.

38. No person shall hold more than one elected Executive position at any time.
39. The Executive Committee may appoint committees, setting out their terms of reference and membership, when necessary.

FINANCES

44. A budget, including the fundraising revenue target and plan of estimated expenditures, shall be drawn up by the Executive Committee and presented for approval at the **Annual General Meeting in May** of each year.
45. The members shall set the fundraising revenue target.
46. Funds of the organization shall be kept on deposit in a bank or financial establishment registered under the Bank Act.
47. The Executive Committee shall authorize the treasurer, the Chair, and one other member as signing officers for banking and other legal documents, and two of the three signing officers shall be required to sign on behalf of the RR PAC.
48. Expenditures as described in the approved budget may be authorized by majority vote of the Executive Committee without further reference to the members.
49. Expenditures not described in the approved budget and in an amount more than \$300 must be first presented to the Executive Committee and then, on the Executive Committee's recommendation, to the members at a duly called meeting for approval by majority vote of the members attending.
50. Within five months of the Annual General Meeting, a financial statement detailing all revenue and expenditures, and a balance statement detailing all assets and liabilities, shall be prepared by the Treasurer and presented to a General Meeting for approval.

CONFLICT OF INTEREST GUIDELINES

52. The RR PAC shall adopt Guidelines for Conflict of Interest and shall review the guidelines each year. Amendments to the Guidelines can be made by majority vote at a duly called General meeting, providing notice has been given of the proposed amendments with the notice of meeting.
53. Members shall disclose all potential or actual conflicts of interest in accordance with the Guidelines for Conflict of Interest.

54. The RR PAC has the right to be aware of a member's potential and/or actual conflict of interest, and to resolve the conflict in accordance with the Guidelines.

CONSTITUTION & BYLAW AMENDMENTS

55. Amendments to the Constitution and By-laws of the Ecole Ross Road School Parent Advisory Council may be proposed at any duly called meeting at which business is conducted, providing no less than seven day's notice of the meeting has been given to all members in writing and that the notice of the meeting sets out each and every proposed amendment. Motions to amend the constitution and bylaws require a two-thirds (2/3) majority vote of those members present at the meeting to pass.

DISSOLUTION

56. In the event of dissolution of the Ecole Ross Road School Parent Advisory Council, and following payment of all its outstanding debts, disbursement of the remaining funds shall be directed by a majority vote of the members present at a duly called meeting, or if the RR PAC is unable to decide, then the Treasurer shall pay the remaining funds to be used for an educational purpose within the District.
57. In the event of dissolution of the RR PAC all records of the organization shall be delivered to School District No 44.
58. If the RR PAC faces dissolution because RR school closes, remaining funds will follow the majority of the students to the new school. The RR PAC Executive Committee may opt to allot a percentage of the funds to minority groups going to other schools.