

Gibsons Elementary Community School
Parents Advisory Council
Constitution and By-laws

Constitution

1. The name of this council shall be THE GIBSONS ELEMENTARY COMMUNITY SCHOOL PARENT ADVISORY COUNCIL. It shall be referred to as PAC in this document

2. PURPOSE:
The purpose of the PAC is:
 - a. To promote education as a co-operative partnership between home and school and to culture a positive educational experience.
 - b. To promote the free exchange of ideas between principal, staff, students, parents/guardians; relating to school programs and policies
 - c. To recognize parental concerns and present these concerns to administrators and Board of School Trustees.

3. DISSOLUTION:
In the event of dissolution of the PAC, any funds remaining, after all debts have been paid or provision of payment has been made, shall be decided upon by the PAC at the final General meeting. This is unalterable and all funds remaining must stay on the Sunshine Coast.

All records of the PAC shall be placed under the jurisdiction of the School District #46 in the person of the Principal of the school.

Gibsons Elementary Community School
Parent Advisory Council

By-laws

1. Membership

- a. All parents/guardians of students registered at this school shall be voting members and eligible for election to the PAC executive
- b. Teachers, support staff, students, members of the Gibsons Elementary Community, administrators and the Board of School Trustees may be non-voting members of the PAC.
- c. All members of the PAC are a part of a co-operative team and shall uphold the constitution and comply with the b-laws
- d. Serving on a committee does not exclude one from presenting one's own personal views.

2. Meetings

- a. An executive meeting will take place prior to the 1st PAC meeting of the school year (September) to discuss the goals, priorities and proposed expenditures of the PAC for the school year
- b. Presenting & approval of the goals, priorities, and proposed expenditures of the PAC will take place at the second regular meeting of the school year (October)
- c. PAC must approve major, ongoing and exceptional expenditures (over \$50)
- d. Notification of meetings shall be given upon the close of each general meeting and in newsletters.
- e. General meetings will be held at regular intervals throughout the school year.
- f. Notifications of meetings and the minutes shall be posted within 14 days following the general meeting.
- g. When possible. Notification of cancellations will be made known to the PAC 48 hours in advance.
- h. Under special circumstances and with approval of the executive, any member may request an extra general meeting.
- i. Upon reasonable notice, any PAC member may attend an executive meeting.
- j. The voting members present at any duly called general meeting shall constitute a quorum. A quorum is not less than 3 members – including at least two executives

3. Procedure at Meetings

- a. Only parents/guardians of students registered at the school shall be entitled to one vote per person
- b. Voting by proxy shall not be accepted

4. Executive

- a. Number and position of Executive members shall be determined by local organizational needs
- b. The executive shall not meet less than 3 times per school year
- c. A quorum for the Executive shall be a majority of its officers
- d. The Executive may transact routine and emergent business
- e. The signing officers for banking shall be the Chairperson, the Vice Chairperson and the Treasurer; any two of three signatures shall be required

Officers of the Executive

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. School Store Coordinator
6. DPAC Representative
7. Volunteer Coordinator
8. Fundraising Coordinator

Chairperson

- The chair shall preside at all meetings of the Executive and the regular monthly meetings
- Shall prepare and present an agenda with the consultation of the Executive
- Shall appoint Sub-Committees where authorized to do so by the PAC membership
- Shall supervise the other officers and sub-committee chairs in the performance of their duties and be familiar with their work
- Shall know the constitution and by-laws of this PAC.
- Shall have signing authority for banking with the Vice-Chairperson and the Treasurer
- Shall consult with the Principal when necessary
- Shall work closely with the Vice-Chairperson

Vice-Chairperson

- Shall assume the responsibilities of the chairperson in the event that's/he is absent
- Shall assume extra duties as required
- Shall recognize the commitment to work closely with the Chairperson
- Shall have signing authority for banking with the Chairperson and the Treasurer
- Shall be responsible for correspondence shared with the Chairperson and present it at meetings.

Secretary

- Shall keep minutes of all meetings; if s/he is absent the Chairperson shall appoint another Executive member to act as secretary of the meeting
- Shall present the previous meeting minutes for adoption at each meeting.
- Shall ensure that reports from Sub-Committees are filed.
- Shall post meeting minutes where required and provide a copy to the Principal.
- Shall be responsible for recording any requests and concerns of PAC members to be reviewed and responded to by the Executive at the following meeting.

Treasurer

- Shall be responsible for all funds of the PAC
- Shall maintain bank account(s); keep all receipts and financial records.
- Shall have signing authority for banking with the Chairperson and the Vice Chairperson.
- Shall submit annual financial report and proposed budget and be audited if a request by PAC is made.
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- Shall set up a petty cash fund of \$300.00 maximum; request for replenishing these funds must be approved by the PAC.
- Past records to be kept at school with other records

School Store Coordinator

- In future, up to 3 School Store Coordinators –to account for less volunteers or changes to position duties
 - School Store Purchaser
 - All food shopping including Costco trips and local food suppliers
 - Communicate with food suppliers concerning orders of concerns
 - Responsible for food costs and markup to ensure a profit to support PAC
 - Ensure nutritional guidelines for school are followed
 - School Store Treasurer
 - Shop for all non-food items such as containers and bags
 - All banking including deposits and coin roller supplies
 - Payables
 - Laundry (towels and dishcloths once a week)
 - School Store Secretary/ Communications
 - Manage on line ordering program –enter monthly menus
 - Notices and Grub Hub newsletters
 - Coordinate volunteers including student volunteers
 - Special events

- All school store coordinators shall work together and regularly communicate in the running of the Grub Hub. Daily drop ins might be required to ensure proper procedures are being followed by the Grub Hub volunteers and to deal with any situations that may arise
- At the beginning of the year all school store coordinators shall meet and jointly agree on the menu of the hot lunch items and snacks. Throughout the year input will be considered from all school store coordinators concerning any changes to the menu or snacks sold.

DPAC Representative

- Attend all meeting of DPAC and represent, speak and vote on behalf of PAC.
- Report regularly to membership and executive on all matters relating to the DPAC.
- Seek and give input to DPAC on behalf of PAC.
- Receive, circulate and post DPAC information.

5. Volunteer Positions:

Parent Education Representatives

- The PAC Executive and/or a designated representative shall search out resource materials to assist in the education of parents/guardians on matters pertaining to the development and education of children

Volunteer Coordinator

- Shall coordinate volunteers drawn from the staff, students and parents/guardians, and community of the school to assist at functions.
- Shall compile lists of all volunteers containing phone numbers, email addresses, areas of interest and methods in which they could assist at school functions.
- Shall make the necessary information available to committee chairs when assistance is required.

Fundraising Coordinator

- Organize fundraising within the school
- Assist with the budget planning
- All fundraising ideas should be approved by the Principal and PAC

School Planning Council Members

- Minimum of three representatives to the school planning council shall be elevated annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the PAC executive.
- Report back to the PAC

6. Sub-Committees

- All Sub-Committees formed, be they short or long term, shall elect a chair who shall be responsible for reporting to the Executive and PAC.
- School staff may be afforded representation on any committee formed.
- Must submit written reports and/or revisions upon request to the Executive and PAC for approval.
- Are dissolved upon completion of work.

7. Election Procedures and Nominations:

- a. Election of the Executive shall take place during the May meeting of the school year for the following school year.
- b. Volunteer positions for the forthcoming year may be filled at this time if possible
- c. The PAC shall form at the request of the Chairperson, a nominating committee of three members at the start of school in September. This can be facilitated through newsletters and school open houses and telephone tree.
- d. The nominating committee shall prepare a list of partners or guardians willing to stand for election. A notice of election will be sent through the newsletter.
- e. Further nominations can be made at the General Meeting in October, provided the nominee is present or has given written consent to serve if elected. At which point the elections shall be secret ballot. If there is but one nomination the candidate as presented shall be elected by acclamation.
- f. The nominating committee shall facilitate the election process by counting the ballots, recording and announcing the results by the end of the meeting.
- g. The PAC as a whole shall have the power to nominate and elect any vacancy, which may occur on the Executive between Annual meetings.

8. Code of Conduct

The Gibsons Elementary Parent Advisory Council is not a forum for discussion of individual school personnel, students, parents/guardians or other individual members of the school community. An Executive member who is approached by an individual relating to such a matter is in a privileged position and must treat such a discussion as confidential. The Executive committee shall direct PAC members as to the proper channels to deal with such matters.

All articles as contained within these by-laws shall not be altered or add to except by special resolution.

9. By-law Amendments

These by-laws may be amended at any general meeting of the PAC by a majority of members present, provided the proposed amendment(s) has been submitted in writing at the general meeting 2 months prior to the general meeting at which a vote will be taken.