

LAKEVIEW PAC CONSTITUTION

MOST RECENT AMENDMENT: May 14th, 2018

ARTICLE ONE- NAME

THE NAME OF THE COUNCIL is Lakeview Parent Advisory Council. The council will operate as a non-profit organization and shall be unbiased towards race, religion, gender, politics, sexual orientation, and physical or mental ability.

ARTICLE TWO- PURPOSE

- I. THE PURPOSE OF THE COUNCIL is to support and promote the involvement of parents in the education of their children.
- II. To provide an opportunity for the parents and teachers to work co-operatively.
- III. To organize PAC activities and events (maximum one per month, not including hot lunch).

ARTICLE THREE- MEMBERSHIP

- I. All parents and guardians of students registered at Lakeview Elementary School may be voting members.
- II. Non-voting members are administration, teachers and staff of Lakeview Elementary School, unless they are parents or guardians of students registered at Lakeview Elementary School. See Article regarding conflict of interest.

ARTICLE FOUR - MEETINGS

- I. It is desirable that the LPAC hold monthly meetings. Time and dates to be set by general membership at the September meeting.
- II. Annual General Meeting to be held in May for the purpose of election of officers.
- III. Special Meetings may be called by the chairperson at the discretion of the chairperson in consultation with the executive; or at the request of the principal; or at the request of at least 5 voting members. A request for a special meeting and the notice thereof must contain the specific reasons for such a meeting and, if applicable, the names of the five voting members. No other business may be dealt with at this meeting. Two business days' notice must be given for a special meeting.
- IV. Executive meetings shall be held in consultation with the executive when deemed necessary. When possible the principal should be in attendance.
- V. If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the

situation, unless they are in conflict with the guidelines in this constitution.

ARTICLE FIVE - ELECTION OF OFFICERS

- I. Executive officers will be elected at the May meeting. There will be a call for nominations at the April meeting.
- II. Terms will be for a maximum of two years per executive office, unless a membership shortage requires otherwise.
- III. Transition of executive positions from old to new members can begin following the May meeting. Signing authority and official appointment of position begin in September of the following school year.
- IV. By-election will be called when necessary
- V. Council Executive Officers consist of:
 - i. President
 - ii. Vice-President
 - iii. Secretary may be shared between 2 members
 - iv. Treasurer may be shared between 2 members
 - v. Quesnel and District P.A.C Representative may be shared between 2 members
 - ~~vi.~~ Hot Lunch Coordinator
 - vii. Any other committee chairperson as required
- VI. One member holding two executive positions is discouraged, however may be allowed in a case where there are still three separate signing authorities and it has been agreed upon by the membership.

ARTICLE SIX- ELECTION PROCEDURE

- i. Call for nominations to occur on month before the final meeting of the year. Elections take place in the final meeting of the year.
- ii. Nominations will be accepted for 3 weeks following the final meeting. Members who receive nominations will be contacted and asked if they chose to have their name stand in the election. A non-response will not stand in the election.
- iii. Each member will receive one vote per available position. You must be in attendance to vote. Vote will be by secret ballot.
- iv. In the case of only one nomination, that person will win by acclamation.

- v. All nominees must review the current constitution in order to have their name stand in the election.
- vi. All parents of newly registered students for the following school year are eligible to stand in the election as well as attend the final meeting.

ARTICLE SEVEN- DUTIES OF THE OFFICERS

CHAIRPERSON (PRESIDENT)

- I. Shall convene and preside at all membership, special and executive meetings.
- II. Shall ensure that an agenda is prepared and presented.
- III. Shall appoint committees when authorized to do so by the executive or membership.
- IV. Shall be an ex-officio member to all committees.
- V. Shall take such actions (or ensure that such actions are taken by others) to achieve the objectives and purposes of the council.
- VI. Shall be a signing officer.
- VII. Shall be and/or designate the spokesperson of the council.
- VIII. Shall, with the assistance of the executive, call a budget meeting annually.

VICE- CHAIRPERSON (VICE PRESIDENT)

- I. Shall assume the responsibilities of the chairperson in the chairperson's absence.
- II. Shall be a signing officer.

SECRETARY:

- I. Shall record the minutes of membership, special and executive meetings.
- II. Shall distribute copies of minutes to council members.
- III. Shall keep an accurate copy of the constitution and bylaws. If and when changes are made, they shall be done in red ink and the copy amended shall be dated and initialed.
- IV. Shall issue and receive correspondence on behalf of the council, including electronic correspondence.
- V. May be a signing officer.

- VI. Shall safely keep all records of the council.
- VII. Upon election of new officers, shall provide the bank with a letter detailing which signers are to be removed and/or added to the general account, the gaming account and the hot lunch account.

TREASURER:

- I. Shall be responsible for a reconciled monthly report on the general and gaming accounts of the organization.
- II. Shall be one of the three signing offices of the executive.
- III. Shall prepare an annual financial report for the council and publication in the school newsletter.
- IV. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- V. Shall pay by cheque all bills and accounts which have been approved by council.
- VI. Shall make applications for any gaming licenses on behalf of the council.
- VII. Shall be in charge of all business pertaining to the school's gaming.

HOT LUNCH COORDINATOR:

In the event that we have a hot lunch coordinator, they will have access to a bank card and signing authority on the hot lunch bank account. The PIN must be changed each year in September.

- I. Shall prepare a menu and order forms for lunches once or twice every week from October to May of the school year. New menus should be approved at a general meeting.
- II. Shall do all grocery shopping, preparation and cooking each week. As well as maintain a clean kitchen. The hot lunch coordinator is responsible for organizing kitchen helpers.
- III. Shall submit a monthly financial statement.
- IV. A non-voting member may hold this position as approved by the executive.
- V. In the event of a vacancy in this position, the PAC will not run a hot lunch program.

ARTICLE EIGHT - COMMITTEES

- I. Shall be appointed by the president after consultation with the executive.
- II. Shall be responsible to the executive.
- III. Shall report to monthly meetings.

ARTICLE NINE- EVENTS AND FUNDRAISERS

- I. PAC will host a maximum of 1 major event or fundraiser per month.
- II. The correct procedure for planning any event is as follow:
 - i. Seek approval from principal
 - ii. After principal's approval, contact PAC chair to have event added to next possible agenda.
 - i. Present your idea at the next possible PAC meeting.
 - ii. Put to vote by membership.

ARTICLE TEN-FINANCIAL

- I. The Council may raise and spend money in furtherance of its purposes and objectives.
- II. The Council will establish and maintain a bank account for the deposit of funds at any financial institution registered under the Bank Act.
- III. The President, Vice-President, Secretary and Treasurer may be authorized signatories on the Council's Bank Account. Any two of these signatures shall be required to transact banking business. The executive shall name at least three signing officers.
- IV. A separate bank account will be managed by the Hot Lunch Coordinator. This person shall be a signing officer on this account and will require one or more of the Council's signing officers' signatures to transact banking business. This person will also have access to a bank card to be used for shopping and which will be stored at the school. This person shall provide a monthly financial report.
- V. Expenditures over \$300 must receive the prior approval of the members at a general or special meeting.
- VI. A treasurer's report to all members should be published in the PAC/ School newsletter annually.
- VII. All expenses paid from the gaming account must meet gaming guidelines set out by the Province of BC. All funds raised under a gaming license must be deposited into the gaming account.
- VIII. All cash from fundraising events should be counted separately by two executive members using the appropriate money tally sheets.

ARTICLE ELEVEN-DISSOLUTION

- I. The Council shall be dissolved in the event that:
 - i. The school is permanently closed; or

- ii. There are insufficient parents willing to serve as Council Executive.
- ii. Upon dissolution of the Council, any assets remaining after all debts have been paid or provisions for payment have been made, shall be paid or transferred to Lakeview School. In the event of a school closure funds shall follow students. If students are being sent to more than one school, a decision regarding division of assets will be made by vote at the time of the school closure.
- III. The records of the Council shall then become the property of the Board Of Education.

ARTICLE TWELVE- CODE OF CONDUCT

- I. The Lakeview School PAC is not a forum for the discussion of individual school students, personnel, parents or other individual members of the school community.
- II. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.
- III. A parent who accepts a position as a PAC executive member:
 - i. Upholds the constitution and bylaws, policies and procedures of the PAC.
 - ii. Performs his/her duties with honesty and integrity.
 - iii. C. Works to ensure that the well-being of all students is the primary focus of all decisions.
 - iv. Respects the rights of all individuals.
 - v. Takes direction from the members, ensuring that communication protocols are in place.
 - vi. Encourages and supports parents and students with individual concerns to act on their behalf and provide information on the process for taking forward concerns.
 - vii. Works to ensure that issues are resolved through due process.
 - viii. Strives to be informed and only passes on information that is reliable and correct.
 - ix. Respects all confidential information.
 - x. May not receive remuneration or financial benefits for their services.

ARTICLE THIRTEEN- CONFLICT OF INTEREST & PERCEIVED BIAS

I. Conflict of Interest:

Those individuals refrain from discussing, influencing, and voting upon any matter before the Lakeview

PAC in which they or their families have a monetary interest.

II. Perceived Bias:

The voice of Lakeview PAC must clearly be, and must be perceived to be, that of the parents of Lakeview School.

ARTICLE FOURTEEN- AMENDMENTS

I. These by-laws may be amended at any meeting of the Council provided notice of the proposed change was given at the previous meeting of the Council and two-thirds of the members present vote in favour of the amendment.