

# Westcot Parent Advisory Council

## Constitution and Bylaws

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Table of Contents

Section I – Definitions.....	3
Section II – Name.....	4
Section III – Purposes .....	5
Section IV – Dissolution .....	6
Section V – Membership .....	7
Section VI – Meetings .....	8
Section VII – Voting.....	9
Section VIII – Term of Office .....	10
Section IX – Executive Officers .....	11
Section X – Duties of the Officers .....	12
Section XI – Committees.....	14
Section XII – Election of Executive Officers .....	15
Section XIII – Finances .....	16
Section XIV – Constitution and Bylaws Amendments .....	17
Section XV – Code of Conduct.....	18
Section XVI – Records .....	19

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section I – Definitions

For the purposes of these Constitution and Bylaws, the following definitions shall apply:

- “PAC” hereinafter refers to the Westcot Parent Advisory Council.
- “Executive” hereinafter refers to the board of elected officers who manage the PAC.
- “School” hereinafter refers to Westcot Elementary School.
- “Written Notice” hereinafter refers to any one of, or all or, the following procedures:
  1. Forwarding a written memorandum to all Westcot Parent Advisory Council members.
  2. Forwarding an electronic memorandum by email to all Westcot Parent Advisory Council members.
  3. Advising all Westcot Parent Advisory Council members by way of a notice in the School newsletter that the written memorandum is posted on the parent bulletin board within the School.
- “General Meeting” hereinafter refers to a meeting scheduled within the school year, such date to be mutually agreed upon by the Principal and Executive Officers, and of which seven (7) days Written Notice is given to all members of the PAC.
- “Records” hereinafter refers to, but shall not be limited to, all copies of minutes, notes, banking statements, cheque books, budget statements and correspondence of the PAC.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section II – Name

The name of the Association shall be the Westcot Parent Advisory Council (the “PAC”) as per the School Act, Bill 67, Division 2 – Section 8(1).

The PAC will operate as a non-profit organization with no personal financial benefit.

The business of the PAC shall be unbiased towards race, religion, gender or politics.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section III – Purposes

For purpose of the PAC will be:

1. To communicate with parents of children attending the School, and to promote cooperation between parents and the School in providing for the education of children;
2. To advise the principal and staff of the School on parental views about School programs, policies and activities;
3. To assist parents in accessing the system, and to advocate on behalf of parents and students;
4. To organize PAC activities and events; and
5. To contribute to the effectiveness of the School by promoting the involvement of parents and other community members.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section IV – Dissolution

1. In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds and/or assets shall be distributed to such charitable organization or organizations having a similar charitable purpose. The provision is unalterable.
2. Dissolution and distribution of remaining funds and/or assets will require a two-thirds (2/3) majority vote of those members at the final General Meeting.
3. Fourteen (14) days Written Notice must be given to all members prior to the final General Meeting.
4. In the event of the dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of School District No. 45.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section V – Membership

1. All parents and guardians of students registered at the School are voting members of the PAC.
2. All administration and staff (teaching and non-teaching) of the School may be non-voting members of the PAC on request by them.
3. Members of the School community who are not parents of students currently attending the School may also be non-voting members of the PAC on request by them.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section VI – Meetings

1. There shall be an Annual General Meeting, for the purpose of election of officers of the PAC, held in May of each year. General Meetings shall be held at least five (5) times during the school year to conduct current business. Executive members will have monthly meetings.
2. Members should receive at least seven (7) days Written Notice of all General Meetings and at least fourteen (14) days Written Notice of the Annual General Meeting.
3. The executive meetings and additional General Meetings shall be held at the discretion of the Executive of the PAC upon giving the members seven (7) days written notice of such meeting.
4. The Executive shall convene a General Meeting of the members on the requisition of ten percent (10%) or more of the voting members.
5. The requisition shall be signed by the requisitioners, state the purpose of the meeting and be delivered to the Principal of the School and the Secretary or President of the PAC.
6. The Executive shall convene the General Meeting within fourteen (14) days after the delivery of the requisition.
7. Meetings will be conducted efficiently and with fairness to the members present.
8. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with these Bylaws and Constitution.



# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section VII – Voting

1. The voting members present at any duly-called General Meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. All members must vote in person. Voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers, which shall be done by secret ballot.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section VIII – Term of Office

1. The term of office of each member of the Executive shall commence the first day of July of each year and shall be for one year.
2. Any elected member of the PAC may serve on the Executive for as many years as he/she is elected to an office but no person may hold any one office for more than two (2) consecutive years with the following exception:
  - a. If no other nominations come forward for such office, then such person may be elected by majority vote of members present at the Annual General Meeting to hold such office for another year.
3. No person may hold more than one Executive office at any one time.
4. The Past-President shall hold that office for one year.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section IX – Executive Officers

1. The affairs of the PAC shall be managed by a board of elected officers (the “Executive”) and the immediate Past-President.
2. The Executive Officers will be as follows:
  - a. President(s)
  - b. Vice-President(s)
  - c. Treasurer
  - d. Secretary
  - e. District Parent Advisory Council (DPAC) Representative
  - f. Two Members-At-Large
  - g. Past-President(s)
3. There may be a maximum of two (2) Presidents and two (2) Vice-Presidents at any one time.
4. In the event of two (2) Presidents, two (2) Vice-Presidents and two (2) Past-Presidents, each President, Vice-President and Past-President is entitled to one vote.
5. In order for the PAC to be properly managed, there must be elected as an Executive at least one (1) President, one (1) Treasurer and (1) Secretary. In the event that elections do not fill these positions, the PAC must follow the terms of dissolution.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section X – Duties of the Officers

### **President**

1. Shall convene and preside at all General and Executive Meetings.
2. Shall ensure that an agenda is prepared and presented.
3. Shall appoint committees where authorized to do so by the Executive or membership.
4. Shall be an ex-officio member to all committees except the Nominating Committee.
5. Shall take such actions or monitor that such actions are taken by others to achieve the objectives and purposes of the PAC.
6. Shall be the official spokesperson for the PAC.
7. Shall be a signing officer.
8. Shall submit an annual report.

### **Vice-President**

1. Shall assume the responsibilities of the President in the President's absence.
2. Shall accept extra duties as required.
3. Shall be a signing officer.
4. Shall submit an annual report.

### **Secretary**

1. Shall record the minutes of General and Executive Meetings.
2. Shall make available minutes to PAC members.
3. Shall keep an accurate copy of the Constitution and Bylaws.
4. Shall issue and receive correspondence on behalf of the PAC.
5. May be a signing officer.
6. Shall safely keep all records of the PAC.
7. Shall submit an annual report.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## **Treasurer**

1. Shall be responsible for and report on the accounts of the PAC.
2. Shall maintain all bank accounts for the PAC.
3. Shall be a signing officer.
4. Shall prepare a written financial report for presentation at each general meeting.
5. Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XIII.
6. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
7. Shall submit an annual report.

## **DPAC Representative**

1. Shall attend DPAC meetings.
2. Shall report back to the PAC on the issues discussed at DPAC meetings.
3. Shall seek input from the PAC on DPAC issues.
4. Shall submit an annual report.

## **Members-At-Large**

1. Shall serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC might require.
2. Shall submit an annual report.

## **Past-President**

1. Shall help smooth transition between Presidents.
2. Shall assist and advise the PAC.
3. Shall act as a consultant for the President(s).
4. Shall submit an annual report.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XI – Committees

1. Standing and ad-hoc committees shall be formed when necessary by the President(s).
2. A Nominating Committee Chairperson shall be appointed annually before the Annual General Meeting.
3. The Nominating Committee shall consist of all Members-At-Large.
4. Committees are responsible to the Executive and members.
5. Members may be appointed annually to committees by the President(s) after consultation with the Executive.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XII – Election of Executive Officers

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of School District #45 or the B.C. Ministry of Education shall hold an Executive position.
2. Call for nominations shall be made at the General Meeting in April.
3. In the event of a vacancy on the Executive during the year the Executive shall fill such vacancy and the new officer who fills such vacancy shall hold office until the next election.
4. The Nominating Committee Chairperson shall conduct elections.
5. A vote shall be taken to destroy the ballots.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XIII – Finances

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the General Meeting before October of each year.
2. All funds of the PAC will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The Executive shall name at least three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two (2) signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount of two hundred and fifty dollars (\$250.00) will be approved by a majority vote at a General Meeting.
5. A notice of motion for expenditures exceeding two hundred and fifty dollars (\$250.00) must be presented in writing to members a minimum of seven (7) days prior to a General Meeting.
6. A written Treasurer's report shall be presented at each regularly scheduled General Meeting.
7. The Executive shall request, in writing, a parent volunteer to review the financial records each September.
8. When agreed upon by a majority of the members at any General Meeting an independent auditor will be appointed as needed.



# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XIV – Constitution and Bylaws Amendments

Amendments to the Constitution and Bylaws may be made at any General Meeting at which business is conducted, providing:

1. Written Notice of the meeting has been given to all members with a minimum of fourteen (14) days notice.
2. The notice of the meeting includes notice of the specific amendments proposed.
3. A two-thirds ( $2/3$ ) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

If and when changes are made:

1. They shall be done so in red.
2. The amended copy shall be dated and initialed by both the President(s) and Secretary.
3. A copy shall be submitted to the School Board office of School District #45 for safekeeping.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XV – Code of Conduct

1. The PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. 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 discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as an Executive Member must:
  - a. Uphold the Constitution and Bylaws, and the policies and procedures of the PAC;
  - b. Perform his/her duties with honesty and integrity;
  - c. Work to ensure that the well being of students is the primary focus of all decisions;
  - d. Respect the rights of all individuals;
  - e. Take direction from the members, ensuring that representation processes are in place;
  - f. Encourage and support parents and students with individual concerns to act on their own behalf and provide information of the process for taking forward concerns;
  - g. Work to ensure that issues are resolved through due process;
  - h. Strive to be informed and only pass on information that is reliable and correct;
  - i. Respect all confidential information;
  - j. Support public education.

# Westcot Parent Advisory Council Constitution and Bylaws

---

## Section XVI – Records

All records of the PAC shall be kept at the School.

---

Amended on: October 15, 2010

President: \_\_\_\_\_  
(Christina Towfigh)

Secretary: \_\_\_\_\_  
(Farzaneh Bamani)