

WESTWIND PAC

CONSTITUTION

Revised April 16, 2015

Section 1

- 1.1 The name of the council shall be the Westwind Parent Advisory Council, as per the school Act-Bill 67-Division 2.
- 1.2 The Westwind Parent Advisory Council shall be carried on without purpose of gain for its members, and any profits shall be used to promote the council's objectives.

Section 2

Mission Statement

The Parent Advisory is dedicated to the education and well being of the child. The council's primary mandate is to promote effective communication between the home and the school. The council shall encourage parents to participate in meaningful educational activities, and decision-making, to strengthen the role of the families in education and schooling and to foster meaningful parent participation.

Section 3

Dissolution

- 3.1 In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds shall be to such charitable organization or organizations registered under the provision of the Income Tax Act (Canada) as determined by the membership at the final general meeting. **THIS PROVISION SHALL BE UNALTERABLE.**
- 3.2 All records of the council shall be placed under the jurisdiction of School District #38 in the person of the principal of the school
- 3.3 The council shall be dissolved if the school is permanently closed.

Section 4

Objectives

- 4.1 The objectives of the council shall be to enhance communication between parents, the students, the community, and the Richmond School District, and to compliment and reinforce the leadership of the Administration and the goals of the staff.
- 4.2 To review, discuss, and make recommendations to the school administration and staff of school policy, programs and services, facilities and equipment, parent/community education and learning resources. The council may not discuss school personnel, individual students or individual parents.
- 4.3 To promote cooperation between the home and the school in providing for the education of children.
- 4.4 To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

Section 5

Membership

- 5.1 All parents and guardians of students registered at Westwind

Section 5 (cont.)

Elementary School shall be voting members of the council.

5.2 Administration and staff (teaching and non-teaching) of Westwind Elementary School shall provide advice, guidance, and consultation, but shall remain non-voting members of the council.

5.3 Members of the school community who are not parents of students currently in the system shall also be non-voting members of council.

Section 6

Executive

The council shall elect a slate of officers from the voting members for each school year. Numbers and positions of executive should be determined by councils needs. It is recommended that the size of the executive be open ended, but must include the following:

6.1 Chairperson

- Shall convene and preside at all general, special, and executive meetings.
- Shall, in consultation with the school administration, ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership.
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the council.
- Shall convene a special meeting at the request of a majority of council members. This request shall contain the reason for the meeting and the business conducted shall be restricted to this reason.

6.2 Vice Chairperson

- Shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence.
- Shall carry out such duties as may be assigned by the Chairperson or the executive.

6.3 Secretary

- Shall record the minutes of all executive, general, and special meetings of the council.
- Shall issue and receive all correspondence on behalf of the council.

6.4 Treasurer

- Shall be responsible for the collection, receipting, and depositing of all council funds or shall delegate such responsibility to an alternate executive member.
- Shall be one of the executive signing officers as per Section 16.

Section 6 (cont.)

- Shall prepare a brief monthly statement of cash position.
- Shall prepare a written year-end financial report for the annual general meeting.
- Shall assist the executive with a draft budget and tentative plan of expenditures as per Section 16.

6.5 Past Chair

- Shall act in a mentorship capacity to the new Chair and Vice Chair.
- Shall be able to chair a PAC meeting if the Chair or Vice Chair is unavailable

6.6 School Planning Council Representative

- Shall be one of three elected SPC representatives.
- Shall represent and speak on behalf of the PAC at SPC.
- Shall take direction from the general PAC membership.
- Shall report back to the PAC at general meetings.

6.7 Additional Executive Officers

Titles and duties of additional executive officers (i.e. Past chairperson, members at large, committee chairperson, RDPA representative) may be added as determined by the council.

6.8 Executive meetings

- The Chairperson may prescribe executive meeting times.
- The Chairperson may call special meetings.

6.9 Termination of Position

Any officer may be removed from office by a majority vote of the voting members in attendance at a general, Special, or Annual General meeting. Fourteen (14) days notice of the motion to remove an officer from office must be given to the members. An officer shall cease to hold office upon such removal or upon resignation.

6.10 Resignation

- Any officer may withdraw from office by submitting a written resignation to the chairperson.
- Vacancy of Executive

If any officer resigns during a term of office or if any office is not filled at the time of elections, the council executive may appoint someone to fill the vacancy until the next election.

Section 7

Committees

Special committees (including the nominations committee) shall be established by the executive or upon recommendation of the general membership for set purposes. The executive shall establish specific guidelines for each committee.

7.1 Committee chairpersons are responsible to the executive.

7.2 Members may be appointed to special committees by the Chairperson (after consultation with the executive)

Section 8

Elections

8.1 The length of the term for the executive positions may be no longer than two years. It is recommended that one half of the executive serve a one-year term and one half serve a two-year term. Any individual may seek re-election after serving their term of office.

8.2 The length of term of office for elected School Planning Council representatives shall be one year. Any individual may seek re-election after serving their term of office.

8.3 Specific positions may be determined during the usual election process or at the first executive meeting by those elected.

8.4 Such terms will take effect at the next General Meeting after the Annual General Meeting in May and end at the Annual General Meeting in May of the subsequent year/s.

8.5 Three parent representatives to the School Planning Council may be elected annually from parents of students enrolled in the school who are not employees of any school district.

Section 9

Election Procedures

Election of the executive shall take place during an Annual General Meeting, which will be in May of each year.

Section 10

Nominations

10.1 The Chairperson shall appoint a nomination committee chairperson, two months prior to the Annual General Meeting.

10.2 A nomination committee shall be formed as required by the executive.

10.3 Nominations may be received up to and during the Annual General Meeting, until declared closed by the nomination committee chairperson.

10.4 A letter of notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the Annual

General Meeting.

Section 11

General Meetings

- 11.1 The executive shall set the number, time, dates and location of the meetings.
- 11.2 The executive with an attempt to provide a minimum of seven (7) days notice may call special meetings.

Section 12

Constitutional Amendments

Amendments to the Constitution and bylaws of the Westwind Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

- 12.1 Written notice of the meeting has been given to all members (fourteen days minimum).
- 12.2 The notice of the meeting shall include notice of the specific amendment(s) proposed.
- 12.3 A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.
- 12.4 Amendment(s) to the Constitution and bylaws shall be submitted to the Board of Trustees of the School District #38 (Richmond) for its information.

Section 13

Quorum

The voting members present at any duly called general meeting shall constitute a quorum. A minimum of six (6) voting members should be present.

Section 14

Procedure

- 14.1 Meetings shall be conducted efficiently and with fairness to all members present.
- 14.2 If procedural problem should arise, "Robert's Rule of Order" shall be used to resolve the situation unless they are in conflict with guidelines in this Constitution.
- 14.3 The Constitution and bylaws of the school council shall be filed with the Board of School Trustees for School District #38 upon application for recognition.

Section 15

Voting

- 15.1 Each parent or guardian shall be entitled to one vote.
- 15.2 Voting shall be by a show of hands or by ballot at the discretion of

the Chairperson or at the request of three (3) voting members.

- 15.3 A simple majority of the votes cast by voting members present at the meeting, except as otherwise provided herein, shall decide all business coming before the Parent Advisory Council.
- 15.4 In the event of a tie in voting, the Chairperson may cast the deciding vote.
- 15.5 The chairperson may postpone a vote for one (1) general meeting to allow additional participation by members.
- 15.6 The election of representatives to the School Planning Council must be by secret ballot (School Act, s.8 (6)).

Section 16

Finances

- 16.1 Fund raising ventures must be goal oriented and must be selected from priorities determined cooperatively by the Parent Advisory Council and Staff. A budget to meet these goals and a tentative plan of expenditures shall be drawn up by the executive and presented for approval at the Annual General Meeting in May of each year. A written notice of motion for the proposed budget is to be distributed through a school/Parent Advisory Council notice (as well as being posted in the school) to all available voting members seven (7) days prior to this same Annual General Meeting where the proposed budget would then be voted upon.
- 16.2 All funds of the council shall be deposited in a Chartered Bank or Credit Union or any financial establishment under the Bank Act
- 16.3 Funds shall be deposited in a separate school interest bearing account, with three signatures required for disbursements:
 - a. One signature from school staff
 - b. One from the Treasurer and
 - c. One from either the Chairperson or Vice-Chairperson of the Parent Advisory Council

The Treasurer may request an alternate executive member have signing authority in the event of the Treasurer's absence. These three signatures shall be required for all banking and legal documents except for those pertaining to the "Gaming Account", as outlined in Sec 16.3 (i).

- 16.3 (i). All gaming revenues shall be deposited in a separate "Gaming Account", with three PAC executive members' signatures required for disbursement. School Administration and staff shall not have signing authority on cheques for the "Gaming Account".
- 16.4 All monies spent aside from the approved Annual Budget shall be considered expenditures. All expenditures above and beyond a pre-determined petty cash amount shall be first presented to the

executive, and then approved by a majority vote at a general meeting. Where there is a proposed expenditure of \$500 or more, a written notice of motion detailing the proposed expenditure is to be distributed through a school/Parent Advisory Council notice (as well as being posted in the school) to all available voting members seven (7) days prior to the next scheduled general meeting where the motion would be voted upon.

- 16.5 A written treasurer's report shall be prepared for the Annual General Meeting.
- 16.6 The members at any general meeting may agree upon a need for audits, whereupon an independent auditor may be appointed as needed. All accounting of funds is open to audit.
- 16.7 The council may raise and spend monies in accord with its purpose and objectives.
- 16.8 It is advisable to set aside at least one thousand (\$1,000) received during the year to be held over for the start-up operating costs for the following year.
- 16.9 The accounting books of the Parent Advisory Council are to be open for inspection by any member upon written request to the executive.

Section 17

Code of Conduct

- 17.1 The Westwind Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- 17.2 An executive member who is approached by a parent with a concern relating to Section 17 is in a privileged position and must treat such a discussion as confidential.
- 17.3 The Principal's authority and responsibility as mandated by the School Act regulations and District Policy can be neither delegated nor superseded.