

**Suncrest Elementary School
Parent Advisory Council
Constitution**

I. Name of the Organization

The name of the organization shall be the Suncrest Elementary School Parent Advisory Council, hereinafter referred to as the "PAC".

II. Purposes of the PAC

The purposes of the PAC will be:

1. To work with school staff to promote a positive school climate and a productive school experience for the students;
2. To encourage parent involvement in the school, and to support programs that promote parent involvement;
3. To provide a means by which representative community values can be identified and used in the development of school policies;
4. To work with the school staff to promote and provide intellectual, cultural, social and recreational opportunities for the students and families of Suncrest Elementary School;
5. To consult with the membership and school staff to establish a list of goals and priorities, and to provide financial support where appropriate.

III. Membership

1. All parents or guardians of students registered in Suncrest Elementary School are voting members of the PAC.
2. Administrators and staff of Suncrest Elementary School are non-voting members.
3. Other members of the school community who are not parents or guardians of students registered in the public school system may attend as non-voting members.
4. Every member will uphold the constitution and comply with the Code of Conduct and Ethics.

IV. Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not fewer than six times during the school year, including the annual general meeting, which shall be held in May or June.
3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. Members will be given reasonable notice of general meetings.
5. A quorum shall be a minimum of five voting members.
6. Meeting minutes are to be recorded and made available (posted, emailed, in a newsletter or read at the next meeting). The minutes shall then be adopted at the beginning of the next PAC meeting.

7. A proposed resolution requires a seconder, followed by a vote.
8. Voting members are entitled to one vote. The president shall vote only in the case of ties.
9. Except as provided elsewhere in this constitution, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

V. Executive

1. The role of the executive will be to meet regularly with the school administration and manage the PAC's affairs between general meetings.
2. The executive will include the president, secretary, treasurer, and such other members of the PAC as the membership decides, e.g. immediate past president, DPAC representative, and/or member at large.
3. Any voting member of the PAC is eligible to serve on the executive.
4. The executive will be elected at each annual general meeting.
5. Written notice calling for nominations shall be distributed to all members at least thirty days prior to the annual general meeting, and may be received up to and during the annual general meeting.
6. The executive will hold office for a term of one year, however it is recommended that an executive member is prepared to serve for two consecutive years.
7. No person may hold the same executive position for more than four consecutive years.
8. The new executive will take office in the last meeting of the school year.
9. If an executive member resigns or ceases to hold office, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.
10. Written notice specifying the intention to make a motion to remove an executive member before the expiration of his or her term of office must be given to all members not fewer than 14 days prior to the meeting, and must be carried by majority of not less than 75% of the votes cast. An eligible member may be elected to complete the term.
11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

VI. Executive Meetings

1. Executive meetings will be held at the discretion of the president, in consultation with the members of the executive.
2. Executive members will be given reasonable notice of executive meetings.
3. All matters requiring a vote at executive meetings will be decided by a simple majority of votes cast.
4. In the case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

VII. Duties of the Executive and Representatives

The President will:

1. speak on behalf of the PAC;
2. consult with PAC members;
3. preside at membership and executive meetings;
4. ensure that an agenda is prepared;
5. appoint committees where authorized by the membership or executive;
6. ensure that the PAC is represented in school and district activities;
7. ensure that PAC activities are aimed at achieving the purposes set out in the constitution;
8. be a signing officer.

The Secretary will:

1. ensure that members are notified of meetings;
2. record and file minutes and attendance of all meetings;
3. keep an accurate copy of the constitution and make copies available to members upon request;
4. prepare and maintain other documentation as requested by the membership or executive;
5. issue and receive correspondence on behalf of the PAC;
6. ensure safekeeping of all records of the PAC;
7. may be a signing officer.

The Treasurer will:

1. be a signing officer;
2. ensure all funds of the PAC are properly accounted for;
3. disburse funds as authorized by the membership or executive;
4. ensure that proper financial records and books of account are maintained;
5. report on receipts and disbursements at general and executive meetings as required;
6. make financial records and books of account available to members upon request;
7. have the financial records and books of account ready for inspection or audit annually;
8. with the assistance of the executive, draft an annual budget;
9. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
10. submit an annual financial statement at the annual general meeting.

The DPAC Representative will:

1. attend all meetings of the Burnaby School District Parent Advisory Council (DPAC);
2. maintain current registration of the PAC;
3. report regularly to the membership and executive on all matters relating to the DPAC;
4. seek and give input to the DPAC on behalf of the PAC;
5. receive, circulate, and post DPAC newsletters, brochures, and announcements;

6. liaise with other parents and DPAC representatives.

Members-at-Large will:

1. serve in a capacity to be determined by the PAC at the time of election, and at other times the PAC requires.

The immediate Past President will:

1. advise and support the membership and executive;
2. provide information about resources, contacts and other matters.

VIII. Committees

1. Committees shall be responsible to the executive and membership.
2. Committees will report to the membership and executive as required.
3. Special committees shall be established by the executive or upon recommendation of the general membership for set purposes and could include but are not limited to:
 - Fundraising
 - Traffic and Safety
 - Special/Hot Lunch
 - Technology
 - Emergency Preparedness
 - Grade 7
 - Constitution Review

IX. Financial Matters

1. The financial year of the PAC will be July 1-June 30.
2. The PAC may raise and spend money to further its purposes, which shall be planned in accordance with community values and needs, as well as with consideration for the economic status of families in the community.
3. All funds of the PAC must be kept on deposit in the name of the Suncrest PAC in a bank or financial institution registered under the Bank Act.
4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. In consultation with the membership and school, PAC executive shall prepare a budget annually, which is to be presented at the annual general meeting for discussion. The budget shall remain posted until the next general meeting, where it will be voted on.
6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. A treasurer's report will be presented at each general meeting.
8. Members at a general meeting may appoint an auditor.

X. Constitution Amendments

- 1. The members may, by a majority of votes cast, amend the Suncrest PAC’s constitution.
- 2. Written notice specifying the proposed amendments must be given to the members not fewer than 15 days prior to the meeting.

XI. Code of Conduct and Ethics

A parent who accepts a position as a PAC executive member, committee member, or representative will:

- 1. uphold the constitution, policies, and procedures of the electing body
- 2. perform his or her duties with honesty and integrity and in the interests of the PAC
- 3. work to ensure that the well-being of students is the primary focus of all decisions
- 4. respect the rights of all individuals
- 5. take direction from the membership and executive
- 6. encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward
- 7. work to ensure that issues are resolved through due process
- 8. strive to be informed and only pass on information that is reliable
- 9. respect all confidential information
- 10. support public education.

XII. Dissolution

- 1. In the event of dissolution of the PAC, and after payment of all debts and costs of dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 41 (Burnaby) having purposes similar to those of the PAC, as the members of the PAC may determine at the time of dissolution.
- 2. In the event of dissolution, all records of the PAC shall be given to the principal of Suncrest Elementary School.

Adopted by Suncrest Elementary School Parent Advisory Council at Burnaby on

Signatures of president and one other executive member
