

Meadowbrook Elementary School Parent Advisory Council Bylaws

Section 1 – Membership

Voting Members

1. All parents and guardians of students in attendance at Meadowbrook School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.

Non-voting Members

2. Administration, staff (teaching and non-teaching), and students of Meadowbrook School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of Meadowbrook School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC Chair a list of names of parents / guardians of students and staff if / when it is necessary to decide if a member is eligible to vote.

Compliance with Bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section 2 – Meetings of Members

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings shall be held as often as necessary, approximately every six weeks, but with a minimum of six meetings during the academic year.
3. One general meeting will be named the Annual General Meeting and be held in May for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in September.
4. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.
6. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members on Meadowbrook PAC website.
7. The Chairperson or Chair Designate will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted

- and distributed to the parents at least seven days prior to a general meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the Chairperson or Chair Designate. The member or their designate is then required to attend the general meeting to present the rationale of that issue to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
 9. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
 10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
 11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.
 12. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
 13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.
 14. The council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

15. Members will be given reasonable (10 days) notice of general meetings.

Section 3 – Proceedings at General Meetings

Quorum

1. A quorum for general meetings will be five (5)* voting members (*the minimum number of voting members that can reasonably be expected to attend). If at any time during a general meeting a quorum ceases to be present, no votes may be cast. Business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 2.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% +1).
4. At the discretion of the meeting Chair or at the request of any voting member, non voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
5. The PAC chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.

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6. Each family is allowed one consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to
7. Members must vote in person on all matters. Voting by proxy will not be permitted. Except for voting at the AGM where up to 3 proxies per person are allowed.
8. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
9. A vote will be taken to destroy the ballots after every election.

Section 4 – Executive

1. The executive will manage the Council's affairs between general meetings

Executive Defined

2. The executive will include the president, vice president, secretary, treasurer, immediate past president and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of Meadowbrook Elementary School, School District No. 43 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair or the Nominations Committee

Term or office

6. The executive will hold office for a term of one year beginning immediately following the election from September 1st to August 31st..
7. No person may hold the same executive position for more than four years.

Vacancy

8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting

Removal of executive

9. The members may, by a majority of no less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (an eligible representative of a Council member) to complete the term.
10. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of Executive

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 Council's affairs.

Section 5 – Executive Meetings

Meetings

1. All general meetings will be executive meetings

Quorum

2. A quorum for executive meetings will be a majority (50% +1) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of executive meetings

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% +1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section 6 – District Parent Advisory Council, and External Committee Representatives

District Parent Advisory Council representative

1. One representative to the Coquitlam DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 43 or the Ministry of Education.

Election of DPAC representatives

2. The election of representatives to the DPAC must be by secret ballot.

Term of office

3. DPAC representatives will hold office for a term of one year.

Vacancy

4. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

5. The membership of executive may elect or appoint a member (a representative of a Council member) who is not an employee or elected official of School District No. 43 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section 7 – Conduct of Executive and Representatives

Code of Ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the council.

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section 8 – Duties of Executive and Representatives

1. The **President** will
 - a. Speak on behalf of the council
 - b. Consult with council members
 - c. Preside at membership and executive meetings
 - d. Ensure that an agenda is prepared
 - e. Appoint committees where authorized by the membership or executive
 - f. Ensure that the council is represented in school and district activities
 - g. Ensure that the council activities are aimed at achieving the purposes set out in the constitution
 - h. Be a signing officer
2. The **Vice-President** will
 - a. Support the president
 - b. Assume the duties of the president in the president's absence or upon request
 - c. Assist the president in the performance of his or her duties
 - d. Accept extra duties as required
 - e. Be a signing officer
3. The **Secretary** will
 - a. Ensure that members are notified of meetings
 - b. Record and file minutes of all meetings
 - c. Keep accurate copy of the constitution and bylaws, and make copies available to members upon request
 - d. Prepare and maintain other documentation as requested by membership or executive

- e. Issue and receive correspondence on behalf of Council
 - f. Ensure safekeeping of all records of the Council
 - g. May be a signing officer
4. The **Treasurer** will
- a. Be one of the signing officers
 - b. Ensure all funds of the Council are properly accounted for
 - c. Disburse funds as authorized by the membership or executive
 - d. Ensure that proper financial records and books of account are maintained
 - e. Report on all receipts and disbursements at general and executive meetings
 - f. Make financial records and books of account available to members upon request
 - g. Have the financial records and books of account ready for inspection or audit annually.
 - h. With the assistance of the executive, draft an annual budget
 - i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
 - j. Gaming Grant Application to be submitted yearly between April 1st to June 30th
 - k. Gaming Account Summary Report to be completed yearly at fiscal year end (August 31st)
 - l. Gaming Event License Class D application for entire year. Gaming Closing Report submitted 90 days after final event.
 - m. Submit an annual financial statement at the annual general meeting
5. The **DPAC Representative** will
- a. Attend all meetings of the Coquitlam DPAC and represent, speak and vote on behalf of the council.
 - b. Maintain current registration of the council
 - c. Report regularly to the membership and executive on all matters relating to the DPAC
 - d. Seek and give input to the DPAC on behalf of the Council
 - e. Receive, circulate and post DPAC newsletters, brochures, and announcements
 - f. Receive and act on all other communications from the DPAC
 - g. Liaise with other parents and DPAC representatives
 - h. Submit an annual report
6. The **Fundraising Coordinator**
- a. Plan and coordinate fundraising activities for the year
 - b. Report on activity at every meeting
 - c. Help set fundraising budget for the next fiscal year
 - d. Submit an annual report
7. The **Hot Lunch Coordinator**
- a. Plan and coordinate a hot lunch program
 - b. Abide by the healthy schools guideline regarding content of meals
 - c. Submit an annual report
8. The **immediate Past President** will
- a. Advise and support the membership and executive
 - b. Provide information about resources, contacts, and other matters
 - c. Submit an annual report

Section 9 – Committees

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1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A nominating committee will be appointed annually before the annual general meeting.
5. Executive positions are as follows, President, Vice President, Past President, Treasurer, Secretary, Fundraising Coordinator, Hot Lunch Coordinator, Emergency Preparedness coordinator.

Section 10 – Financial Matters

Financial year

1. The financial year of the council will be September 1st to August 31st

Power to raise Money

2. The council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the council must be kept on deposit in the name of the council in a bank or financial institution registered under the Bank Act

Signing Authority

4. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

7. A treasurer's report will be presented at each general meeting

Auditor

8. Members at a general meeting may appoint an auditor.

Section 11 – Constitution and Bylaw Amendments

1. The members may, by a majority of not less 75% of the votes cast, amend the Council's constitution and bylaws

2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section 12 – Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section 13 – Dissolution

1. In the event of winding up or dissolution of the Council and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 43 having purposes similar to those of the council, as the members of the Council may determine at the time of winding up or dissolution. If winding up or dissolution is caused by school closure the funds will be equally dispersed between the Parent Advisory Councils of the schools the children will be attending the following year.
2. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of the District Parent Advisory Council, School District No. 43, Coquitlam, BC

Adopted by Meadowbrook Elementary School, 900 Sharpe St, Coquitlam, BC. At

British Columbia, on May 29th, 2018

Signed by President and Secretary.

President: Stephanie Rothman

Secretary: Janet Kidd