



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 904.1

SCHOOL PARENTS' ADVISORY COUNCIL

The attached sample constitution and bylaws may be used by parents' advisory councils in School District No. 33. Upon receipt of the completed constitution and bylaw, the Board shall formally recognize this organization as the official school's parents' advisory council.

Cross Refs: School Act Sections 7 (1)(c), 8, 85 (2)(b)

Adopted: May 11, 1993
Reviewed: February 27, 2006
Revised:

CONSTITUTION AND BYLAWS PARENTS' ADVISORY COUNCIL

Section 1. NAME

The name of the organization shall be the _____ Parent Advisory Council, as per the School Act - Bill 67 - Division 2 - Section 8 (1).

Section 2. PURPOSE

The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at _____ School.

Section 3. ROLE

The parents' advisory council will endeavour to achieve its purpose by:

- a) enhancing communication among, parents, community, students, staff, school administration and the Board
- b) promoting cooperation between the home and the school in providing for the education of children
- c) contributing towards the effectiveness of the school by promoting the involvement of parents and other community members
- d) organizing and providing additional resources to the school through approved volunteer activities
- e) providing advise to the Board, school principal and staff regarding any aspect of school operation

Section 4. MEMBERSHIP

All parents and guardians of students registered at _____ school shall be voting members of the group. Administration and staff (teacher and support staff) of _____ school may be non-voting members of the group. Representatives of the student body may be assigned as non-voting members of the group.

Section 5. EXECUTIVE

The group shall elect a slate of officers from the voting members for each school year. Number and position of executive should be determined by local organizational needs, but should include the following

- a) **President** - the president (chair) shall convene and preside at all membership, special and executive meetings. Shall, in consultation, ensure that an agenda is prepared and presented. May dispense with formal voting procedures on internal matters. May appoint committees where authorized to do so by the executive or membership.
- b) **Vice President** - will assume the responsibilities of the president in the president's absence. May accept extra duties as required.
- c) **Secretary** - will record the minutes of membership, special and executive meetings. May issue and receive correspondence on behalf of the organization.
- d) **Treasurer** - Will be responsible for and report on the accounts of the organization. Will be one of the three signing officers of the executive as per Section 14. Will prepare a financial report for publication. Will assist the executive with a draft budget and tentative plan of expenditures.

Note: Titles and duties of additional officers (past president, member at large, correspondence secretary, committee chair, etc.) may be added as determined by the needs of the association. Representatives to committees and outside organizations shall be appointed annually by the executive.

Section 6. EXECUTIVE MEETINGS

Executive meeting times may be prescribed by the executive. Extraordinary meetings may be called by the president.

Vacancy on Executive - if any officer resigns during a term of office or if any office is not filled at the time of elections, the parents' advisory council executive may appoint someone to fill the vacancy until the next election.

Committees - are responsible to the executive. Members may be appointed to special committees by the president (after consultation with the executive)

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

Section 7. ELECTIONS

Election term - the length of term for executive positions shall be one year. One meeting per year shall be designated as an annual general meeting at which time elections take place. Retiring officers are eligible for nomination and re-election during the annual elections, but no member may remain in any one position on the executive body for more than two years.

Section 8. ELECTION PROCEDURES

Election of the executive will take place during the annual general meeting, until declared closed by the president.

Section 9. NOMINATIONS

Nominations may be received up to and during the annual general meeting, until declared closed by the president. A letter of notice for nominations (via newsletter, memo) should be distributed to all school parents' advisory councils in the school district prior to the annual general meeting.

Section 10. GENERAL MEETINGS

The number of general meetings shall be set by the executive

Section 11. CONSTITUTIONAL AMENDMENTS

Amendments to the constitution and bylaws of the parents' advisory council may be made at any general membership meeting at which business is conducted, providing:

- a) written notice of the meeting has been given to all members (7 days minimum)
- b) The notice of the meeting included notice of the specific amendments proposed.
- c) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the constitution and bylaws.
- d) Amendments to the constitution and bylaws shall be approved by the Board of School Trustees of Chilliwack School District for such amendment(s) to be considered to have effect.

Section 12. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

Section 13. PROCEDURE

- a) Meetings will be conducted efficiently and with fairness to the members present.
- b) If procedural problems should arise, "Robert's Rules or Order" will be used to resolve the situation, unless they are in conflict with the guidelines of this constitution.

Section 14. FINANCES

- a) A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of November of each year.
- b) All funds of the organization will be on deposit in a chartered bank or credit union or any financial establishment registered under the Bank Act.
- c) The executive shall name three signing officers, one of whom will be the treasurer, for banking and legal documents. Any two of the signatures will be required for those documents.
- d) All monies spent above and beyond the approved budget amount will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
- e) A treasurer's report to all members should be published in a newsletter prior to the annual general meeting. The report shall be recorded in the minutes of the meeting. A treasurer's report should be given and distributed at each meeting.
- f) The parents' advisory council may, in its discretion, appoint an auditor.

Section 15. CODE OF CONDUCT

The school parents' advisory council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school district community. An executive member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such discussion as confidential.

Section 16. DISSOLUTION

In the event of dissolution and following payment of all outstanding debts, disbursement or remaining funds will be decided upon by the membership at the final general meeting. All records of the organization shall be placed under the jurisdiction of Chilliwack School District in the person of the superintendent of schools.