

YARROW ELEMENTARY SCHOOL

Y.E.S. PARENT ADVISORY COUNCIL

CONSTITUTION

Section 1. NAME

The name of the organization shall be the YARROW 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 and to contribute to a sense of school community at YARROW ELEMENTARY School.

Section 3. OBJECTIVES

1. **TO ADVISE** the school principal on parental views about Yarrow school programs, policies and activities. It should be clearly understood that the PAC plays a consultative role. The school principal should ask the PAC's opinion before making decisions that affect the general school population. The PAC should express its views after consulting parents. It is not the role of the PAC to decide what occurs in the school.

2. **TO COMMUNICATE** with parents about school programs, policies and activities. The PAC should have a regular system of communications which includes a newsletter or regular mailings to parents, and meetings which are open to all parents.

3. **TO ASSIST** parents in accessing the system. The Yarrow PAC should assist parents in communicating with the teachers, administrators and school trustees about individual concerns or their child's progress. The Yarrow PAC, should however, not become directly involved in advocating for one parent's views or one child's needs. Nor should the PAC become involved with situations involving individual teachers or administrators. The role of the PAC is to advise the individual parent on how to present his or her concern and to ensure that the school district has an appropriate procedure to

hear about individual concerns or complaints.

4. **TO ORGANIZE** school activities and events. The Yarrow PAC may choose to organize a number of activities and events to support the school program. Fund raising activities, volunteer programs, and the special events can be a part of this role of the PAC. When it is organizing such activities, the PAC has the right to make its own decisions but it should consult with the school principal and staff frequently to ensure that the activities truly support the educational goals of the school.

All parents and guardians of students registered at YARROW ELEMENTARY school shall be voting members of the group.

Administration and staff (teaching and non-teaching) of YARROW ELEMENTARY school shall be non-voting members of the group.

Two representatives of the student body, appointed by the Yarrow PAC Executive on consultation with the students must 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:

President

The president shall convene and preside at all membership, special and executive meetings.

*shall, in consultation with the principal, 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.

Vice President

*will assume the responsibilities of the President in the President's absence.

*accept extra duties as required.

Secretary

- *will record the minutes of membership, special, and executive meetings.
- *may issue and receive correspondence on behalf of the organization.
- *act as archivist.

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 in a newsletter.
- *will assist the executive with a draft budget and tentative plan of expenditure.

Note: Representatives to committees and outside organizations shall be appointed by the Executive and their length of term is at the discretion of 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 PAC Executive may appoint a member to fill the vacancy until the next election.

Committees

- *Committees are responsible to the Executive.
- *School staff and students may be afforded representation on committees.
- *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 guidelines for each committee.

Section 7. ELECTIONS

*Election term - the length of term for Executive positions shall be one year and shall run from January to January.

*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 elections are declared closed by the President, or the President Designate.

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 families in the school at least 2 weeks prior to the Annual General Meeting.

Section 10. GENERAL MEETINGS

*The number of general meetings shall be set by the executive.

*Five voting members of Yarrow PAC may call an extraordinary meeting.

Section 11. CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution and Bylaws of the Yarrow School Parent Advisory Council may be made at any General Membership meeting at which business is conducted, providing:

*Written notice of the meeting has been given to all members at least 7 days in advance of the meeting date.

*The notice of the meeting included notice of the specific amendments proposed.

*A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

Section 12. QUORUM

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

*the notice requirements in Section 11 have been observed.

*at least three (3) members of the executive are present.

Section 13. PROCEDURE

*Meetings will be conducted efficiently and with fairness to the members present.

*If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines of this constitution.

*The Constitution and Bylaws of this school Parent Advisory Council shall be filed with and approved by the Board of School Trustees for School District #33 (Chilliwack) upon application for recognition.

*The Executive may table a motion due to an inadequate turn-out of members to a general meeting, but cannot do so for more than 2 meetings.

*All decisions taken at a general meeting aside from constitutional or by-law amendments shall be by simple majority vote.

Section 14. FINANCES

*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 February each year.

*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.

*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.

*All monies spend above and beyond a predetermined petty cash amount will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.

*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 general meeting.

The need for audits will be agreed upon by the members at any General meeting, where upon an independent auditor will be appointed.

Section 15. CODE OF CONDUCT

*The YARROW Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school 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, dispersement of 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 School District #33 (Chilliwack) in the person of the principal of the school.