

Lord Selkirk Elementary School  
Parent Advisory Council  
Constitution and Bylaws  
2009

**TABLE OF CONTENTS**

**CONSTITUTION:**

SECTION 1..... Definition

SECTION 2..... Dissolution Clause

SECTION 3..... By Laws

SECTION 4..... Meetings

SECTION 5..... School Planning Council

**Lord Selkirk Elementary School  
Parent Advisory Council  
Constitution and Bylaws  
2009**

## **CONSTITUTION**

### **Section 1 - Definition:**

The Lord Selkirk Elementary School Parent Advisory Council (“PAC”) is a group of parents, caregivers and guardians whose children attend Lord Selkirk Elementary School.

The purpose of the PAC is to provide opportunities for parents, caregivers and guardians to actively contribute and participate in ways that enhance their school and complement their children’s school experience. The PAC shall act in an advisory capacity to the Principal, Vice-Principal and school officials.

### **Section 2 - Dissolution Clause:**

Upon winding up or dissolution of the PAC, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to Lord Selkirk Elementary School. This provision shall be unalterable.

### **Section 3 – By Laws:**

1. All parents, caregivers and guardians of children attending Lord Selkirk Elementary School are automatically members of the group that constitutes the Parent Advisory Council (“PAC”). These members shall have voting rights.
2. Members shall elect a PAC Executive Committee, which will set agendas, guide PAC Members in school enhancing activities and act in an advocacy role on behalf of parents in school decision-making.
3. The PAC Executive Committee shall consist, at the minimum, of Chair, Vice-Chair, Treasurer, Secretary and school administrators. No school staff members or non-PAC members shall have voting privileges.
4. The election of the Parent Advisory Council Executive Officers shall be held in September
5. The term of office shall commence in September of each year and shall be for one year. With the exception of at least one PAC Executive member who will remain until the end of November to assist with the transition of newly elected members. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position to a maximum of two years. All efforts shall be taken so that no person holds more than one elected Executive position at any one time.
6. The Annual General Meeting of the Parent Advisory Council shall be held in September.
7. Parent Advisory council meetings shall be open to all parents, caregivers and guardians and

**Lord Selkirk Elementary School  
Parent Advisory Council  
Constitution and Bylaws  
2009**

the general public and are meant to promote the exchange of information and ideas among the Principal, staff and parents. Meeting dates shall be published in school newsletters, and school events calendar posted in the school.

8. Minutes shall be kept for all Parent Advisory Council and Executive Committee Meetings. These minutes shall be published and open to all members. A copy of the Minutes of the most recent meeting shall be posted in the school and be made available.
9. The Treasurer shall keep an accurate accounting of all money received and disbursed. The Treasurer at each meeting held shall give a report. The signatures of two designated signing authorities are required for all cheques. The fiscal year will run from September 1 to August 31.
10. When the PAC is facing large expenditures in excess of \$10,000 dollars to facilitate a large project (e.g. playground, school-wide program, technology updates, etc.) the Executive must ensure that a process with project criteria is met and as many parents and staff possible are consulted and approve of the project.
11. The executive committee without prior approval of the membership may spend expenditures of up to 200.00 per expenditure (to a maximum of 500.00 a month).
12. All expenditures in excess of 500.00 will be voted on and passed at PAC meetings before being incurred with the exception of extenuating circumstances. For example, compassionate grounds, or a limited time sale price.
13. In order for a PAC meeting to proceed, a quorum of 10 parents must be present. In the event that a PAC Meeting fails through lack of quorum to accomplish the business on the Agenda; the meeting shall be reconvened after a fifteen (15) minute recess. The members present at the reconvened meeting shall constitute a quorum.
14. The Lord Selkirk Elementary School Parent Advisory Council shall adhere to the policies and practices of the Vancouver Board of School Trustees.

**Section 4 – Meetings:**

1. There shall be a PAC Annual General Meeting for the purpose of electing PAC Executive Positions and School Planning Council Positions held in September of each school year and additional PAC general meetings shall be held once a month to conduct current business.
2. Meetings will be conducted efficiently and with fairness to the members present.
3. Meeting formats will strive to follow the Robert's Rules of Order model at every opportunity, unless they are in conflict with the guidelines of this Constitution.
4. Attendance shall be taken at meetings and kept on record.

**Lord Selkirk Elementary School  
Parent Advisory Council  
Constitution and Bylaws  
2009**

5. Meeting agendas shall be prepared by the PAC Executive at least one week prior to PAC General Meetings, posted in the school as soon thereafter as possible, and are encouraged to use the following format:

- ◆ Call to order
- ◆ Approval of previous minutes
- ◆ Approval of agenda
- ◆ Reports:
  - ◆ Chair's report
  - ◆ Treasurer's report
  - ◆ Committee reports
  - ◆ Administration's report
- ◆ Old Business
- ◆ New Business
- ◆ Adjournment – The PAC Chair, will by motion adjourn the meeting, or on point of order, ask the quorum for a 30 minute extension of the meeting. This motion will be one without debate.

All PAC members are invited and encouraged to add items to the agenda. PAC members wishing to add an item can either contact any PAC executive member at least 8 days prior to the next PAC General meeting or add it under “New Business”.

**Section 5 – School Planning Council:**

School planning councils are advisory bodies. Their major responsibility is to develop, monitor and review school plans for student achievement in consultation with the school community.

School plans reflect the characteristics, values and needs of the school community. School plans focus on setting out strategies to improve students' intellectual development, but they also deal with other areas of student achievement, such as human and social development, and career development.

**Responsibilities of SPC:**

- ◆ Develops, monitors, and reviews school plans
- ◆ Maintains processes to receive input from, and report to:
  - the parent advisory council, and
  - the school community
- ◆ Provides advice to the school board about:
  - the allocation of staff and resources in the school,
  - matters contained in the district achievement contract relating to the school, and

**Lord Selkirk Elementary School  
Parent Advisory Council  
Constitution and Bylaws  
2009**

- education services and programs in the school
- ◆ Does not discuss or provide advice about:
  - personal, confidential information about students, parents, teachers or staff, or
  - complaints about individuals or personnel matters
- ◆ Maintains ways to promote effective communication between the school community and the school planning council
- ◆ Revises school plans, if requested to do so by the school board

**Bylaws for School Planning Councils:**

1. The election of representatives to the School Planning Council must be by secret ballot. (School Act, s, 8(6))
2. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. (School Act, s. 8.1 (3)(c), 8.1 (4), and 8.1 (7))
3. The term of office for School Planning Council representatives shall be one year. (School Act, s. 8.1 (6))
4. The Parent Advisory Council (PAC) representative on the SPC shall:
  - a. be one of three elected SPC representatives
  - b. represent and speak on behalf of the PAC at SPC meetings
  - c. take direction from the general PAC membership and report back to the PAC at general meetings