

HIGHLAND PARK ELEMENTARY

Parent Advisory Committee

Constitution

Article I – Name

The name of this committee shall be the Highland Park Elementary School Advisory Committee, hereinafter referred to as PAC. This committee shall be the sole parent advisory committee in the school.

Article II – Purposes

The purposes of the PAC shall be:

- 1) To promote the welfare of children and youth.
- 2) To foster cooperation between parents and teachers in the training and guidance of children.
- 3) To advise parents about school programs and services.
- 4) To work with the principal, staff, parents and community organizations to provide a healthy, safe and supportive environment.
- 5) To advise on the establishment of new programs and make recommendations about existing programs.
- 6) To act as sounding board for new or existing programs and policies,
- 7) To support, where able, to implementation of programs for students.
- 8) To provide volunteer support for school programs and activities.
- 9) To involve parents in school activities.
- 10) To provide a forum for the discussion of educational programs and services.
- 11) To promote a spirit of cooperation withing the school community.

Revised May 17th, 2022

HIGHLAND PARK ELEMENTARY
Parent Advisory Committee Constitution
By-Laws

Article I – Policies

1. The policies and programs of the PAC shall be educational.
2. The PAC shall not endorse commercial enterprises.
3. The PAC shall recognize the rights of their individual religious beliefs.
4. PAC members, speaking as such, shall not take part in any political partisanship or controversy.
5. The PAC may cooperate with other community groups to develop coordinated programs based on common interests concerned with the welfare of children and youth provided that the PAC retrain its own identity and program and is bound only by the commitment, which it shall specifically endorse.
6. The PAC shall not discuss personnel issues or specific students.

Article II – Membership

1. A parent of a student attending Highland Park Elementary School is a member of the advisory committee unless the parent otherwise indicates to the secretary of the committee.
 - a. A parent means, in accordance with Section 1 of the School Act, the guardian of the person of the student, the person legally entitled to custody of a student, of the person who usually has the care and control of a student attending the school.
2. Persons other than parents may attend committee meetings as a non-voting members
3. The principal shall be a non-voting member of the committee.

Article III – Responsibilities of members

The committee member should:

1. Attend as many committee meetings as possible;
2. Become knowledgeable about the educational programs and resources of the school;
3. Promote positive attitudes about the school and its educational programs and services; and
4. Support the purposes of the PAC.

Article IV – Responsibilities of the principal

The principal should:

1. Facilitate the organization and operation of the committee;
2. Encourage the participation of parents in the committee;
3. Assist in the development of the committee policies
4. Provide information to the committee on the general effectiveness of educational programs in the school;

5. Attend committee meetings or designate another staff member to attend.

Article V – Executive Officers

1. The executive officers of the PAC shall be: President, Vice President, Secretary, Treasurer, Fund and Directors (the number to be determined by the executives).
2. The executive officers shall be elected from amongst the members at the annual meeting and shall hold office until the annual meeting the following year unless they should resign, cease to be a member, or be removed from office.
3. The executive officers shall have the power to fill any vacancy, which occurs between annual meetings by appointment.
4. The absence of an executive member from three consecutive meetings of the executive without good cause shall constitute a vacancy.
5. Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a meeting and vote on the resolution.
6. No member of the PAC may hold the same office for more than two years unless no other member is available to take over the position and the voting members are in agreement with the continuation of the posting.
7. Outgoing members of the executive shall hold office and represent the committee for thirty days after the AGM in order to facilitate the change and orientation of the new board members.

Article VI – Duties of Executive Officers

1. The President shall preside at all meetings of the PAC and the executive, and shall perform all other duties pertaining to the office of this committee. The President shall be a member, EX-OFFICIO, of all sub committees of the PAC.

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- a. As required, act as a liaison between parents and school staff.
 - b. Prepare agenda jointly with the executive for the monthly Parent Advisory Committee meetings.
 - c. Shall give proofed minutes to the school secretary for distribution.
 - d. Chair all executive and general meetings.
 - e. As required, represent the Parent Advisory Committee at meetings with the Principal, School Board or other organizations, and consult with the Principals as requested.
 - f. Receive all incoming correspondence and prepare and send out correspondence and newsletters as required.
 - g. Shall be a signing officer
 - h. Shall oversee the Parent Advisory Committee Facebook page.
2. The Vice President shall preside at all meetings in the absence of the President and shall carry out such duties as may be assigned by the PAC, the executive or the President.

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- a. Assume the responsibilities of the President in the President's absence.
 - b. Assist President as required.
 - c. Attend monthly executive and general meetings.
 - d. Possible signing officer.
3. The Secretary shall keep full and accurate minutes of all meetings of the PAC and of executive meetings. He/she shall present a report of the year's proceedings to the annual meeting of the PAC. He/she shall keep record of the attendance at the executive meetings and shall notify members who have been absent from two consecutive meetings. He/she shall have charge of and conduct all the official correspondence the PAC and the executive, and shall send out the notice of all meetings in the newsletters.

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- a. Responsible for taking minutes at the general meetings, typing and giving them to the President and Principal for proof reading before the next Executive meeting.
 - b. Attend monthly executive and general meetings.
 - c. Assist with incoming and outgoing correspondence as required.
 - d. Possible signing officer.
4. The Treasurer shall receive, collect, and deposit in the official accounts, approved by the PAC, all funds of the PAC. He/she shall keep an accurate record of all receipts and expenditures and shall pay, by cheque, all bills and accounts which have been approved by President or Vice President. The treasurer shall present an annual report at the annual meeting of the PAC.

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- a. Responsible for the bank account, incoming and outgoing funds.
 - b. Shall be a signing officer.
 - c. Shall with the assistance of the executive, draft a budget and a tentative plan of expenditures.
 - d. Issue cheques as required.
 - e. Manage the money of fundraising events to ensure it goes to the proper parties
 - f. Give the Treasurer's report at the monthly general meeting.
 - g. Attend monthly executive and general meetings.
 - h. Shall submit an annual report.
5. The executive officers may conduct the business of the PAC between regular meetings of the committee.
6. The Directors shall provide guidance and support on matters pertaining to the PAC.

Article VII – Meetings

1. The President shall call regular PAC meetings.
2. The calendar of regular meetings for the school year shall be set at the first regular PAC meeting of the year and be sent to all parents and the principal.
3. The PAC meeting in May shall be known as the annual meeting of the PAC.
4. Special meetings may be called at the discretion of the President, or shall be called at the written request of six (6) members of the PAC. A written request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting.

Article VII – Notice of Meetings

1. The notice of regular meetings contained in the calendar shall serve as notice to all members of all regular meetings of the committee.
2. Notice of special meetings shall be sent to all parents and the principal at least seven days prior to a special meeting, except in the case of urgency as determined by the President, and shall contain a statement of the general nature of the business to be dealt with at the special meeting.

Article IX – Rules of Order

1. The rules set out in Robert’s Rules of Order shall govern all matters of procedure not addressed in these by-laws.

Article X – Specific Rules of Order

1. Each member may attend any meeting of the PAC.
2. Other persons, at the discretion of the PAC, may attend meetings of the PAC but should not be eligible to vote on any matter before the PAC.
3. The President, or chair person designate, may expel a person or member from any meeting if they unduly disrupting the proceedings.
4. Each member present at a regular meeting of the PAC shall be entitled to one vote.
5. Voting shall be by a show of hands or, at the discretion of the President or chairperson designate, by secret ballot.
6. All business or matters coming before the PAC shall be decided by a simple majority of the votes cast by the members who are present at a meeting, except as otherwise provided herein.
7. The President or chairperson designate may postpone a vote for one meeting to allow additional participation by members.
8. Minutes of the previous meeting shall be prepared by the secretary of the PAC for approval at the next regular meeting.
9. The PAC may raise and spend money in furtherance of its purposes.
10. The PAC may establish and maintain a bank account for the deposit at any Chartered Bank, Credit Union or financial establishment registered under the Bank Act.

11. Expenditures of \$200 must receive the prior approval of the members at a general meeting.
12. A financial report shall be published by the treasurer at the annual meeting.
13. The official year end is July 31.

Article XI – Elections

1. Election of executive officers shall take place at the annual meeting of the PAC each May and shall be by secret ballot.

Amended May 17th 2022

Election of executive officers shall take place at the annual meeting of the PAC each June and shall be by secret ballot.

2. In the event that only one candidate is standing for election to an office, the rule of ballot shall be suspended to allow the candidate to be elected by acclamation.
3. The elected members shall be installed at the close of the annual meeting and shall hold office until their successors are installed. In the event of vacancies, the appointed successors shall complete the term.
4. The elected members shall hold office for one year, unless they have cause for resignation.

Amended May 17th, 2022

The elected members shall hold office for two years, unless they have cause for resignation.

5. Amended May 17th, 2022

No person may hold the same executive position for more than four years.

Article XII – Amendments

1. These by-laws may be amended, after consultation with the principal, by an affirmative vote of two-thirds of the members who are present at and vote on the amendment at any regular meeting of the PAC, provided that proposed amendment has been submitted in writing at the previous regular meeting.

Article XIII – Dissolution

1. The PAC shall be dissolved in the event that:

A. The school is permanently closed; or

B. There are insufficient parents willing to serve as President, Vice President, Secretary or treasurer.

2. Upon dissolution of the PAC:

A. In the event of 1 (a) above, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to the School Board District #83 to be used for an educational purpose (s) in the district.

B. In the event of 1 (b) above, any assets remaining after all debts have been paid or provision for payment has been made, shall revert to Highland Park Elementary School to be used for an educational purpose (s) in the district.

3. The records of the PAC shall become the property of the school board.

Article XIV – School Planning Councils

1. Voting – the election of representatives to the school planning council must be by secret ballot. (School Act, s.8 (6)).
2. Elections – 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 (6)).
3. Terms of Office – The term of office for School Planning Council representatives shall be one year. (School Act, s:8.1 (6)).
4. Duties of Officers – The School Planning Council (SPC) representative 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.
- D. Report back to the PAC at general meetings.

To our knowledge, this is the most current of the By-Laws and constitution of Highland Park Elementary School Parent Advisory dated May 17th, 2022

Julie de Boer (President)

Leanne Krahn (Secretary)