

SECTION 1 NAME OF ORGANIZATION

The name of the organisation shall be the SPRING CREEK COMMUNITY SCHOOL PARENT ADVISORY COUNCIL, as per the School Act of B.C.

SECTION 2 MISSION STATEMENT:

To assist the staff and school board to provide the best education for our children (intellectual, social, human and career development).

To promote effective communication between home and school.

To work within the Mission Statement of the BC Confederation of Parent Advisory Councils.

SECTION 3 GOALS:

1. Education - To review, discuss and make recommendations to the school staff and administration on:
 - School policy and procedures
 - Programs and services
 - Facilities and equipment
 - Parent/community education
 - Learning resources
2. Communication - To enhance the communication between the parents, community, the students, school staff and administration. To promote co-operation between the home and the school in providing for the education of children. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members. **The Council will not discuss school personnel, individual students or individual parents.**

SECTION 4 BYLAWS

SECTION 4.1 MEMBERSHIP:

1. Parents and guardians of students registered at Spring Creek Community School shall be voting members of the Parent Advisory Council except where there is a conflict of interest by reason of direct pecuniary interest in a vote.
2. Administration, Trustees and staff (teaching and non-teaching) of Spring Creek Community School shall in all instances be non-voting members of the Parent Advisory Council.
3. Members of the school and community who are not parents of students currently in the system shall also be non-voting members of the group.

SECTION 4.2 EXECUTIVE:

The Parent Advisory Council shall elect a Board of Directors (a minimum of 8 directors) from the voting members for each school year. The executive can be selected from within the adopted board of directors. The executive should be as follows:

1. Chair – the Chair shall convene and preside at all membership, special and executive meetings:
 - Shall, in consultation with the school staff, administration and members, ensure that an agenda is prepared and presented.
 - Shall appoint committees where authorised to do so by the directors or membership.
 - Shall take such actions or ensure that such actions are taken by others to achieve the goals and objectives of the Parent Advisory Council. Shall be the official spokesperson for the Parent Advisory Council under the direction of the Board.
2. Co-Chair – will assume the responsibilities of the Chair in the Chair’s absence and will accept extra duties as required.
3. Past-Chair – may act as the Co-Chair as determined by the Board of Directors. Will consult and accept extra duties as required.
4. Secretary – the secretary will record, file and distribute the minutes of membership, special and board meetings. Will ensure that all reports and minutes are on file. Will also ensure receiving and issuing of correspondence on behalf of the Council.
5. Treasurer – will be responsible for and report on the accounts of the organisation. Will be one of three signing officers of the board. Will prepare a financial report to the members. The treasurer will assist the board with a draft budget and tentative plan of expenditures for the school year.
6. Directors duties to be determined by the board and accept extra duties where required.
7. The school administrator will be an ex-officio member, non-voting.
8. All directors shall attend Board and General Meetings on a regular basis.
 - a. Representatives to committees and outside organisations (to include the district parent council representative) shall be appointed annually by the Board of Directors.
 - b. Extraordinary meetings may be called by the Chair.
 - c. Vacancy on the Board of Directors – if any director resigns during a term of office the council may appoint someone to fill the vacancy until the next election. An executive position will be filled from the Board of Directors.
9. All directors will have a maximum 12 month term.

SECTION 4.3 COMMITTEES:

- Committees are responsible to the Chair and the Board of Directors.
- Special committees may be established by the Board of Directors and appointment of members may be made to special committees by the Chair and Board of Directors.
- Standing committee structure will be according to the Goals:

-Communication, education and fundraising. The function of these standing committees will be the per year objectives of the council.

SECTION 4.4 ELECTIONS:

- Election term for directors and executive will be for a one year term. The Board may stand for re-election after one year.
- Terms will be from July 1st to June 30th of each year.

SECTION 4.5 GENERAL MEETINGS:

- Election or adoption of the Board of Directors will take place during an Annual General Meeting which will be held in May or June of each year.

SECTION 4.6 NOMINATIONS:

- A Nominating Committee will be formed at a General Meeting or by appointment of the Board of Directors.
- Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chair.
- A letter of notice for nominations should be distributed to members of the council at least 30 days prior to the Annual General Meeting.

SECTION 4.7 GENERAL MEETINGS:

- The number of General Meetings will be set by the Board of Directors each year and approved at a General Meeting.
- Extraordinary General Meetings may be called by the Board of Directors with a minimum 7 days notice.

SECTION 4.8 CONSTITUTIONAL AMENDMENTS

- Amendments to the Constitution and By-Laws of the Spring Creek Community School Parent Advisory Council may be made at any General Meeting at which business is conducted provided:
 - Notice of the amendment has been given to members with minimum 14 days notice.
 - That 14 days notice of the meeting has been given to members. (For the purposes of these clauses the "notice" may be given by way of the school's newsletter. The accidental missing of any member or members shall not invalidate the business transacted at the meeting.)
 - A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.
 - Amendments to the Constitution and By-Laws should be submitted to the Board of Trustees of School District # 48 for such amendments to be considered.

SECTION 4.9 QUORUM:

- The voting members present at any duly called General Meeting shall constitute Quorum.

SECTION 4.10 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 in this Constitution.
- The Constitution and By-Laws of the Parent advisory Council shall be filed with and approved by the Board of the School trustees for the School District #48 upon application for recognition.

SECTION 4.11 FINANCES:

- A budget and tentative plan of expenditures should be drawn up by the Board of Directors and presented for approval at a General Meeting prior to the end of November each year.
- All funds of the organisation 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, with any two to sign, for banking and legal documents.
- All moneys spent above and beyond a predetermined petty cash amount will be first presented to and voted on by the Board of Directors, and then approved a General Meeting.
- A Treasurer's Report to all members should be published prior to the end of each school term.
- A need for audits will be agreed upon by the members at any General Meeting whereupon an independent Auditor will be appointed as needed.
- It is advisable to set aside a certain amount of money to be held over for start up operating costs for the following year.

SECTION 4.12 CODE OF CONDUCT:

- The Spring Creek Community School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- A Board member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such a discussion as confidential.
- The Board of Directors should educate themselves on how to handle concerns of a confidential nature.

SECTION 4.13 DISSOLUTION:

- In the event of dissolution and following payment of all outstanding debts disbursement of remaining funds will be decided upon by the membership of the final General Meeting.
- All records of the organisation shall be placed under the jurisdiction of the School District #48 in the person of the principal of the school.

SECTION 4.14 TERMS OF OFFICE:

- All Directors will be nominated and elected at a General Meeting during the month of June.
- In the interest of encouraging as many volunteers as are willing to serve, a formal election process will be avoided if possible – see Section 5.

- To provide continuity, Directors shall not be limited to numbers of terms. The Chair and Co-Chair may not serve more than two consecutive terms in each position.
- All Directors shall attempt to regularly attend Board and General Meetings of the Parent Advisory Council.
- The Committee Chair will determine the number of volunteers to serve on a specific committee by notice of a General Meeting and the newsletter.

SECTION 4.15 MEETING PLANS:

- There will be one regularly scheduled meeting per month unless exception is made by the Board of Directors, date and time to be established at the first meeting.
- The school principal and or teacher representative will provide staff liaison at Meetings.
- An agenda will be set through consultation of the Chair, the members and School Principal prior to each General Meeting.
- Minutes will be recorded at each meeting and circulated to all members and a minute book maintained available to all members in the parent area of the school.
- Any interested community member may participate. (See Section 4 for voting regulations).
- The Parent Advisory Council as a whole and each individual committee should plan overall objectives on a yearly basis.
- All activities undertaken will include a written report following the activity.
- Each Committee Head or designate will report to the Board of Directors at each monthly meeting. Written reports of activities should be reviewed and a copy given to the secretary and the Chair.
- The final meeting of the year will be attended by the outgoing Board of Directors and will include:
 - A review of activities undertaken during the year.
 - An outline of activities planned for next year.
 - Plans for a general meeting in September that will involve new parents to the school.

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