

# Montroyal PAC Constitution

## **Section I – Name**

The name of the Association shall be: Montroyal Elementary School Parent Advisory Council (School District No. 44).

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender or politics.

## **Section II – Purpose**

The Montroyal Parent Advisory Council is a parent group that exists to enhance educational services and opportunities for the children of Montroyal by such things as:

- assisting the principal, administration, staff and School Planning Council on parental views about school programs, policies, activities and assist the school in the pursuit of quality education
- to contribute to the effectiveness of the school by promoting and encouraging parent participation and other community members
- providing educational forums
- providing continued volunteer assistance to staff , administration and MPAC related events
- providing an environment of friendliness and cooperation in our school
- serving as a sponsoring body for school events and programs
- fostering cooperation and communication between parents, staff and administration
- building and maintaining a strong and positive community presence
- assisting in providing funds for specific materials or experiences not included in the district budget

## **Montroyal PAC Bylaws**

### **Section I – Membership**

1. All parents and guardians of students registered at Montroyal Elementary School may be voting members of the group. Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non teaching) and students of Montroyal Elementary School may be invited to MPAC meetings as non-voting members or attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the MPAC.
3. Members of the school community residing in the catchment area of Montroyal Elementary who are not parents of students currently in the school may also be non-voting members of the MPAC, but must apply to the MPAC through the school office for inclusion.
4. At no time shall the Council have more non-voting than voting members

### **Section II – Dissolution**

1. In the event of the dissolution of the MPAC, the MPAC shall pay all outstanding debts and any costs of dissolution. The MPAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) divided proportionally between those schools the students are sent to; or DPAC within School District 44, North Vancouver, or a charitable organization(s) (determined by a list of suggestions presented to the MPAC seven (7) days prior to the meeting and then decided by majority vote) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the MPAC by vote. This provision is unalterable.
2. In the event of dissolution of MPAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District No. 44, North Vancouver.

### **Section III – Meetings of Members**

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year. If vacancies remain, a supplementary election should be held in September.
2. A minimum of four general meetings shall be held throughout the academic school year to conduct current MPAC business and discussions of any pertinent issues. A MPAC meeting will not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
3. All general MPAC meeting agendas shall be distributed seven (7) days prior to the meeting date.

4. All policy and spending decisions, other than operational needs, shall be made at general meetings where both parents and Executive officers can participate.
5. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
6. Any member wishing to place an item on the agenda of the general meeting shall contact the Chairperson not less than eight ( 8 ) days prior to the meeting. The member is then required to attend the general meeting to present the topic to the membership. New Business from the general membership can be added to the agenda for discussion, if time permits, or be tabled to the next meeting.
7. Meetings will be conducted efficiently and with fairness to the members present. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
8. The Principal, Vice Principal and staff members of the school are encouraged to attend and report at the general meetings as requested by MPAC. The Principal's role is as consultant on school policies and as a liaison between staff, parents and the MPAC.
9. Guests may be invited to any meetings at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting.
10. 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 and Bylaws.

#### **Section IV – Voting and Quorum**

1. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
2. A minimum of eight (8) voting members present at any duly called general meeting shall constitute a quorum.
3. Unless otherwise provided, votes shall be decided upon by a simple majority vote. That is, when votes are tallied and there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates that the member has no opinion.
4. At the discretion of the meeting Chair or at the request of any voting member, non voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
5. In the case of a tie vote, the motion will be lost.
6. The MPAC Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
7. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at the general meeting. Voting by proxy shall not be permitted.

8. The election of representatives to the School Planning Council must be done by secret ballot (School Act, s.8(6)) unless there are no other nominees at which time the position is granted by acclamation.

### **Section V – Executive Officers**

1. The affairs of the MPAC shall be managed by a board of elected or appointed officers and the immediate Past Chairperson.
2. The Executive will be as follows:
  - A. Chairperson
  - B. Vice – Chair
  - C. Treasurer
  - D. Communication Coordinator
  - E. Secretary
  - F. Fundraising
  - G. DPAC\_ - District PAC representative
  - H. SPC – School Planning Council member
  - I. Past Chairperson

### **Section VI – Elections**

1. The Executive officers, except the DPAC representative and the School Planning Council/MPAC representative, shall be elected from the voting members at the Annual General Meeting. No employee/elected officer of a School District or Ministry of Education shall hold an Executive position.
2. Call for nominations for the Executive members shall be made no less than 30 days prior to the AGM. Only those positions that will become vacant will be posted.
3. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the AGM. Any voting member may nominate a voting member for these positions.
4. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence.
5. Call for nominations of the SPC representatives and DPAC representative shall be made in the meeting in September.
6. In the event of a vacancy on the Executive during the year, election of a new officer will take place at the next general meeting should a nomination be received.
7. No person shall hold more than one position on the Executive with the exception of the SPC.
8. If an Executive member is elected to the SPC, they shall represent the SPC on the MPAC Executive. If no Executive member is elected to the SPC, one of the School Planning Council

representatives will be selected by the SPC to serve in an Executive position for the remainder of the school year. (School Act, s.8.1 (3) c,8.1(4) and 8.1(7)).

9. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
10. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at the Executive Meetings. Their individual votes will be respected at a general meeting or AGM.
11. The election of contested (more than one nominee) Executive positions shall be done by secret ballot.
12. All secret ballots will be destroyed once the count has been confirmed and elections completed.
13. Election of DPAC representative and SPC representatives, must always be by secret ballot unless there are no opposition at which time they will be appointed to the position by acclamation. These positions shall be elected annually from the voting membership of Montroyal.

### **Section VII – Duties of the Executive Officers**

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure MPAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section IX).
3. If an Executive member is unable to attend a meeting, they should inform the Chairperson and the Secretary and provide a written report to be read at the meeting in their absence.
4. Each Executive position shall have a designated binder and files where all written material pertaining to that position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the Chairperson within 14 days following the date at which their successors assume their duties.

#### **Executive Position duties:**

- A. Chairperson – for duties refer to Appendix A**
- B. Vice Chairperson – for duties refer to Appendix A**
- C. Treasurer – for duties refer to Appendix A**
- D. Communications Coordinator – for duties refer to Appendix A**
- E. Secretary – for duties refer to Appendix A**
- F. Fundraising – for duties refer to Appendix A**
- G. DPAC Representative – for duties refer to Appendix A**
- H. SPC (School Planning Council Representative) – for duties refer to Appendix A**
- I. Past Chair – for duties refer to Appendix A**

## **Section VIII – Terms of Office**

1. The term of office for an Executive officer shall be two (2) years and commence on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the respected year or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the MPAC may serve on the Executive for as many years as he/she is elected, but may not hold any one position for more than four (4) consecutive years.
3. No person may hold more than one elected Executive position at one time, with the exception of SPC as outlined above.
4. The Past-Chairperson shall hold that office for one year.
5. The term of office for the School Planning Council representative shall be for one year (School Act, s. 8.1 (6)).
6. The following are grounds for termination of the office of any Executive member:
  - Is absent from three consecutive meetings of the Executive or MPAC without reason acceptable to the Executive
  - Is convicted of a criminal or other serious offence
  - Failure to observe the Constitution and Bylaws, purposes, and policies of the MPAC
  - Failure to abide by the MPAC Code of Conduct

## **Section IX – Code of Conduct**

1. The Montroyal Parent Advisory Council is not a forum for the discussion of the individual school personnel, students, parents or other individual member of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the MPAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the matter in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protection the confidentiality of the people involved.
4. A parent or guardian who accepts a position as a MPAC Executive Member or as an SPC Representative:
  - a. Upholds the Constitution and Bylaws, policies and procedures of the MPAC
  - b. Performs duties with honesty and integrity and meets agreed upon deadlines on projects
  - c. Works to ensure that the well being of the students is the primary focus of all decisions

- d. Respects the rights of all individuals
- e. Takes direction from the members, ensuring that representation processes are in place
- f. Encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
- g. Works to ensure that issues are resolved through the appropriate process
- h. Strives to be informed and only passes on information that is reliable and correct
- i. Respects all confidential information
- j. Supports public education

## **Section X – Committees**

1. Standing and ad-hoc committees shall be formed when necessary by the Chairperson in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Committees are responsible to the Executive and members

### **Standing Committees include:**

#### **1. Hot Lunch Committee**

- As Hot Lunch is a Fundraising event – this committee falls under the umbrella of the Fundraising Executive position
- Shall be overseen by a Hot Lunch Coordinator and any sub-coordinators as the Hot Lunch Coordinator sees fit.
- This coordinator is to maintain regular communication with the Fundraising Executive to ensure communication is maintained.
- Coordinator is to attend MPAC meetings periodically to provide information about the program, any suggested changes, ideas etc.
- Coordinate with school/administration the offering of special lunch service to students and staff on a weekly basis
- Shall coordinate the collection of student orders and ensure all payments are received in a timely manner. All cheques are to be made payable to MPAC and deliver to the Treasurer as soon as possible for deposit.
- Any cheques returned for non-payment will fall to the Hot Lunch Coordinator for follow up and reissue.
- Shall coordinate the ordering, delivery, preparation, and clean up of food
- Shall ensure hot lunches are self supporting
- Shall maintain a record of suppliers and suggestions for smooth operation
- Shall ensure all current health regulations and standards are met

## **2. Promotions Committee**

- The purpose of this committee is to increase the profile of the school internally and externally through event promotions including media relations, promotional materials, posters etc.
- Each September the Promotions Committee, MPAC Executive and school Administration will meet to discuss which events the Promotion Committee will promote for the upcoming school year. Examples of events include but are not limited to: Global Learner Gallery Exhibition, Performing Arts Events (currently Christmas Play and Spring Play), Dickens Day, Day of the Distinguished and Open House. Events usual to the Promotion Committee include: Welcome/Welcome Back coffee in September to new and returning families, Open House & tour for new Kindergarten Families (January & June)
- Shall consist of Montroyal Parents who have volunteered to join the committee, one of whom will be appointed, by the committee, to be Coordinator.
- Shall fall under the umbrella of the Chairperson. The coordinator is to maintain regular communication with the Executive to ensure communication is maintained.
- Shall regularly attend general MPAC meetings to provide updates to the MPAC
- All promotional and event material will be approved by the MPAC Chair and school Administration prior to distribution
- Upon leaving the committee, all members shall hand down all information, binder etc in their possession to the incoming Promotions Committee member to ensure a smooth transition.

## **Section XI – Finances**

1. MPAC's fiscal year will be from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.
2. A draft or proposed budget and tentative plan of expenditures for the following school year shall be drawn up by the Executive and presented at the AGM in May each year. The final budget shall be presented for approval at the final general meeting of the school year. Should there be no scheduled June MPAC general meeting then the budget may be presented and approved at the AGM. A new budget must be approved prior to July 1<sup>st</sup> to cover the new fiscal year.
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Montroyal PAC .
4. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cheques made out to Montroyal PAC. Two members (one shall be Executive) must verify and account for monies collected from events or fundraising. All monies raised by the MPAC must be deposited promptly in the MPAC account before being dispersed so that proper records are maintained.
5. The Executive shall name at least three signing officers for banking and legal documents. This shall be the MPAC Chairperson, the Treasurer and one other Executive officer as decided by the Executive.



6. All money paid out from the MPAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers shall not sign a cheque where the payee is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.
7. All invoices and receipts must be received by the Treasurer no later than May 31<sup>st</sup> of each year for reimbursement consideration.
8. The general membership must approve all expenditures by Executive, Committee Members or school administration over and above any budget lines. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to 10% of the budgeted amount or \$250 whichever is lesser, can be approved by the Executive. MPAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
9. All money spent above and beyond a pre-determined petty cash amount exceeding \$300 will first be presented to and voted on by the Executive, and then taken to a general meeting for vote by the members.
10. Notice must be given to the membership, prior to the meeting, that a vote will be taking place to spend funds. This notice must be included in the meeting agenda and to include details such as what the funds are to be used for and an approximate dollar value.
11. The Treasurer will submit a financial report at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the MPAC's fiscal year (June 30<sup>th</sup>).
12. All financial records are the legal property of MPAC and must be kept for a minimum period of seven (7) years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
13. The Treasurer will ensure that the Gaming application is completed and submitted each year before the due date. The Treasurer will also ensure current regulations for use of Gaming funds are met.

## **Section XII – Amendments**

1. Amendments to the Constitution and Bylaws of Montroyal Elementary School Parent Advisory Council may be made at any general or special meeting of the MPAC with a quorum, proper notification, and voting majority
2. Written notice of proposed amendments, including a detailed description of changes, must be given to members of the MPAC at least ten (10) days prior to presentation at a meeting.
3. A two-thirds (2/3) majority vote by eligible voting members in attendance at the meeting is needed to amend the Constitution and Bylaws.

## APPENDIX A – DUTIES OF EXECUTIVE POSITIONS

### **A. Chairperson –**

- Shall convene and preside at all Executive, general, special meetings
- Shall be familiar with and follow the Constitution and Bylaws
- Shall work with the Secretary to ensure that a meeting agenda is prepared and distributed to the membership prior to the meeting
- Shall ensure a quorum is present before calling a meeting to order
- Shall appoint committees where authorized to do so by the Executive or membership
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- Shall be the official spokesperson for the membership and Executive
- Shall meet with the school administration frequently to maintain communication between the membership and the school.
- Shall be one of the three signing officers
- Shall work with the Treasurer and Executive as a whole to prepare and present a draft budget at the AGM each year
- Shall submit an annual report at the AGM
- Upon leaving the Executive, shall hand down all information, binder etc in their possession to the incoming Chairperson to ensure a smooth transition.

### **B. Vice Chairperson**

- Shall work closely with the Chairperson in all duties and responsibilities set out above
- Shall assume the responsibilities of the Chairperson in the Chairperson's absence
- Shall accept extra duties as required
- Shall be an ex-officio member to all committees

### **C. Treasurer**

- Attend and report at all MPAC regular, special and Executive meetings
- Shall have a demonstrated ability and/or understanding of bookkeeping procedures and shall conduct business under general accounting standards.
- Shall be responsible for and keep accurate and current records of all receipts and expenditures of the MPAC. Bank statements must be reconciled monthly and made available for review as requested.
- Shall assess all financial undertakings to ensure they are within the annual budget
- Shall be one of the three signing officers of the Executive
- Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures and present such document at the AGM
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence

- Shall provide monthly financial reports, submit an annual report at the AGM and provide a year-end summary at the next general meeting after the fiscal year end.
- Also refer to Section XI Finances
- Shall ensure all bills are paid promptly
- Upon leaving the Executive, shall hand down all information, binder, bank statements/information etc in their possession to the incoming Treasurer to ensure a smooth transition.

#### **D. Communications Coordinator**

- Establish a good relationship with PAC Executive and School Administration
- Create and maintain parent data base with all contact information including authorizations to use this information by the MPAC
- Maintains the MPAC communications policies and procedures and website guidelines
- Disseminate MPAC /Montroyal School news via email
- Shall work with Class Reps Coordinator as directed by MPAC chair/Principal
- Support publication/coordination of school directory as appropriate and as directed by MPAC
- Support/coordinate maintenance of MPAC website
- Attend and report at all MPAC regular, special and Executive meetings
- Submit an annual report at AGM
- Shall hand down all information, binder etc in their possession to the incoming Communications Coordinator to ensure a smooth transition.
- Maintains the relationship and forwards all submission to the District Communications Manager

#### **E. Secretary**

- Attend and report at all MPAC regular, special and Executive meetings
- Shall record the minutes of all general, special and Executive meetings.
- Shall prepare, within two (2) weeks of any meeting, complete minutes and ensure their distribution.
- Shall post and distribute meeting agendas and minutes as directed by the Executive
- Shall file the original copy of the minutes in the office MPAC record binder
- Shall issue and receive correspondence on behalf of the MPAC
- Shall keep a current and accurate copy of the Constitution and Bylaws
- Shall ensure safe keeping of all records of the MPAC
- Shall maintain and update MPAC bulletin board as necessary
- Upon leaving the Executive, shall hand down all information, binder etc in their possession to the incoming Secretary to ensure a smooth transition.

#### **F. Fundraising Coordinator**

- Attend and report at all MPAC regular, special and Executive meetings
- Work to ensure adequate fundraising funds are received through the school year to meet the MPAC budget as approved by membership.
- Shall work with the Executive to prepare, distribute and collate a MPAC/Fundraising survey to the parent body in March of each year
- Shall work with the Treasurer and Chairperson to prepare a draft budget and to set goals for fundraising with the Executive in April
- Shall liaise with the school body regarding all fundraising activities and events held at Montroyal School and be responsible for updating the fundraising calendar.
- Ensure that all Fundraising events have event coordinators and provide support to that coordinator. In absence of an event coordinator, either cancel the event or coordinate on behalf of the membership.
- Shall maintain a record of fundraising events, projects or activities with suggestions for improvement and future events.
- Shall coordinate committee activities necessary to apply for fundraising from outside sources
- Upon leaving the Executive, shall hand down all information, binder etc in their possession to the incoming Fundraising Coordinator to ensure a smooth transition.

#### **G. District PAC Representative**

- Intermediary between District PAC and MPAC
- Shall attend monthly DPAC meetings and report back to MPAC on a regular basis
- Shall attend all MPAC general, special and Executive meetings
- Shall seek input from MPAC for presentation at DPAC meetings
- Shall vote MPAC's wishes at DPAC meetings
- Provide a written report at the AGM
- Shall maintain the MPAC binder with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education and make readily available to the general membership
- Upon leaving the Executive, shall hand down all information, binder etc in their possession to the incoming DPAC Representative to ensure smooth transition.

#### **H. School Planning Council**

- Shall be one of three (3) elected SPC representatives
- The term of SPC shall be one year
- Shall represent and speak on behalf of the MPAC at the SPC meetings
- Shall take direction from the general MPAC membership
- Shall regularly attend all SPC meetings
- Shall provide a written report to the MPAC membership at every AGM

**I. Past Chairperson**

- Shall ensure a smooth transition between the incoming and outgoing Chairperson takes place
- Shall hand down all information, binder etc in their possession to the incoming Chairperson
- Shall assist and advise Council as needed
- Shall act as a consultant for the Chairperson
- Shall chair the nominating committee