

Deroche Elementary School
Parents' Advisory Council
Constitution & By-Laws

October, 1998
Amended June 8, 2004
Amended October 18, 2004
Amended June 19, 2013
Amended February 5, 2018
Amended October 16, 2018

CONSTITUTION
DEROCHE SCHOOL PARENTS' ADVISORY COUNCIL

STATEMENT OF PURPOSE:

The Deroche School Parents' Advisory Council (Deroche P.A.C.) is an association of the parents and guardians of children who attend Deroche School. The objectives of the group are:

- a) To act as a bridge between the school, the home and the community. To welcome and introduce new families to the school.
- b) To assist in the betterment of the educational services at the school by offering advice to the Principal on relevant school policies, programs and concerns.
- c) To enhance teacher awareness of the many facets of the P.A.C. and to promote an active and effective relationship between parents and teachers.

BY-LAWS

- A) The name of the group shall be the Deroche Elementary School Parents' Advisory Council.
- B) MEMBERSHIP:
 - 1) VOTING MEMBERSHIP:
 - a) All parents and guardians of the children of Deroche School are eligible for voting in the P.A.C.
 - b) The executive shall be elected by the voting membership in June, at the last general meeting of the year.
 - c) To run for an executive position a member must have attended at least 3 general meetings or have been an active participant in a PAC in the previous year.

- d) The newly elected members shall meet with the current executive in September, prior to the first meeting.
- e) The executive shall consist of a Chair-person, Vice-chairperson, Secretary, Treasurer, Past Chairperson, Fund-raising Coordinator (optional) and up to six Members at Large.
- f) The Principal shall be an Ex-officio member of the executive.
- g) The executive shall consult with the Principal at executive meetings throughout the school year.
- h) No members of the executive shall hold office for more than three consecutive years.
- i) To ensure continuity, it is suggested that not more than one-half of the executive body shall retire in one school year.
- j) In case of a mid-term vacancy in the executive, a replacement may be appointed by the chair-person for the remainder of the year.

2) ASSOCIATE MEMBERSHIP

- a) The administration and teaching staff of Deroche School shall be associate or non-voting members.
- b) Members of the Community are encouraged to take part in School affairs as associate members.

C) MEETINGS

- a) The general meetings shall be held monthly (excluding July and August); the actual day of the month to be determined by the membership.
- b) The chair-person shall convene, at such time as he/she, in consultation with the executive, deems necessary;
 - Executive meetings
 - Special meetings of the voting membership
- c) Minutes will be read out and distributed at PAC meetings.

D) GENERAL

- a) No part of these by-laws may be repealed, amended or enlarged except by consent of two-thirds (2/3) of the voting membership in attendance at a General meeting.
- b) In all matters of procedure not covered by these by-laws, Robert's Rules of Order shall apply.
- c) Deroche PAC's definition of a "Quorum" shall be: No less than 3 executive members plus one. (*This amendment was added October 18, 2004*)

E) DUTIES OF OFFICERS

1) CHAIR-PERSON:

- a) The Chair-person shall preside at all meetings of the executive and of the voting membership.
- b) The Chair-person shall be responsible for:
 - preparation of the agenda for all meetings
 - ensuring that all activities of the association are regularly reported to the membership
 - arranging meetings whenever necessary or desirable with the School Board Trustee assigned as liaison with the School
 - arranging meetings with District Personnel whenever necessary
 - assisting the Treasurer in ensuring the Bingo events are staffed appropriately
 - assist the Treasurer in all Gaming responsibilities
 - assume the duties of fund-raising in the absence of a Fund-raising coordinator

2) VICE CHAIR

- a) The Vice-chairperson shall carry out the duties of the Chair-person during his/her absence

3) PAST CHAIR-PERSON

- a) The Past Chair-person shall:
 - help smooth the transition between Chair-persons
 - assist and advise Council
 - act as a consultant for the Chair-person
- b) The Past Chair-person shall also Chair the nominating committee

4) SECRETARY

- a) The secretary shall be responsible for:
 - keeping accurate minutes of all executive and membership meetings
 - conducting the correspondence of the Association under the direction of the Chair-person and Executive

5) TREASURER:

- a) The Treasurer shall receive all monies raised by the P.A.C. and account for all expenditures to the general membership
- b) ~~Signing officers on all P.A.C. accounts shall include three executive members and one Staff member. Two signatures will be required on all transaction.~~ *Rewording below passed at general meeting on October 16, 2018*
- b) The treasurer must be one of the signing officers on all banking accounts. Two unrelated signers will be required on all banking transactions, the treasurer shall be one of those two signatures. Additional eligible signing officers can include the Chair-person, Vice Chair, and Secretary
- c) Expenditures in excess of \$100.00 requires the approval of a simple majority
- d) Shall report to the Gaming Commission, as outlined in the Rules and Regulations for Gaming, within 30 days of the Fiscal year end
- g) Shall be responsible for ensuring that Bingo events are staffed appropriately, attend all membership meetings of the Ridge Meadows Bingo Operators' Society and attend to all communications related to Gaming

6) FUND-RAISING CO-ORDINATOR: (OPTIONAL)

- a) The fund-raising coordinator shall be responsible for developing and implementing all fundraising activities, other than Gaming
- b) Shall assist the Treasurer in ensuring that all gaming events are staffed appropriately.

7) MEMBERS-AT-LARGE:

- a) Responsibilities of the members-at-large include:
 - acting as liaison with the District P.A.C.
 - attending School Board meetings and reporting to the membership on relevant matters
 - helping to coordinate fund raising activities
 - assisting other officers in establishing ad hoc committees when deemed necessary by the membership
 - helps to staff Bingo events

F) FINANCES

- a) All funds of the organization will be on deposit in a bank or financial institution registered under the Bank Act.
- b) ~~The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.~~ *Rewording below passed at general meeting on October 16, 2018*
- b) The executive shall name a minimum of three signing officers for all banking and legal documents, one of whom must be the treasurer. Two signatures will be required for all banking transactions; both signers on any one transaction must be unrelated. Eligible signing officers include: Chair-person, Vice Chair, Secretary and Treasurer.
- c) ~~Signing officers for our gaming account shall consist of only the Chairperson and Treasurer.~~ *This amendment was added June 8, 2004; then repealed on October 16, 2018 and reworded below; rewording passed at general meeting on October 16, 2018*
- c) Signing officers for our gaming grant shall consist of two unrelated individuals, one of whom must be the Treasurer. Eligible signing officers include: Chairperson, Vice Chair, Secretary and Treasurer.

G) CODE OF CONDUCT

- a) The Deroche Elementary Parents' Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b) An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- c) A parent who accepts a position as a P.A.C. Executive Member:
 - Upholds the constitution and by-laws, policies and procedures of the P.A.C.
 - Performs his/her duties with honesty and integrity
 - Works to ensure that the well-being of students is the primary focus of all decisions.

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DEROCHE ELEMENTARY SCHOOL
PARENTS' ADVISORY COUNCIL CONSTITUTION
Amended October, 1998

AMENDMENT
DEROCHE SCHOOL PARENTS' ADVISORY COUNCIL
CONSTITUTION

Section F) FINANCES

Adding Sub Section c. as follows: Signing officers for our gaming account shall consist of only the Chairperson and Treasurer

Passed at the general meeting on
June 8, 2004
At
Deroche Elementary School

*****Amendment F) c) as above was repealed at PAC General Meeting on October 16, 2018 at Deroche Elementary School – see new Amendment on Page 10***

Adding Section H) DISSOLUTION CLAUSE

Upon winding up or dissolution of the Parents' Advisory Council the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Parents' Advisory Council at the time of winding up or dissolution. This provision shall be unalterable.

Passed at the general meeting on
June 8, 2004
At
Deroche Elementary School

AMENDMENT
DEROCHE SCHOOL PARENTS' ADVISORY COUNCIL
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BYLAWS TO ACCOMMODATE NEW SCHOOL PLANNING COUNCIL LEGISLATION

(Page 1) BY-LAWS, B) MEMBERSHIP, (Adding the following),

#3) SCHOOL PLANNING COUNCIL MEMBERSHIP

- a) The election of representatives to the School Planning Council must be by secret ballot.
- b) Three parent representatives to the School Planning council shall be elected annually from parents or legal guardian of the 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.
- c) The term of office for School Planning Council representatives shall be for the school year.

(Page 3) E) DUTIES OF OFFICERS, (Adding the following),

#8) The School Planning Council (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
- d) report back to the PAC at general meetings

Passed at the general meeting on
June 8, 2004
At
Deroche Elementary School

*****Amendment above is no longer applicable – SPC no longer exists***

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DEROCHE SCHOOL PARENTS ADVISORY COUNCIL
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d) GENERAL: (adding c.)

c) Deroche PAC's definition of a "Quorum" shall be:
No less than 3 executive members plus one.

Passed at the general meeting on,
October 18, 2004
At
Deroche Elementary School

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DEROCHE SCHOOL PARENTS ADVISORY COUNCIL
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Section E) Duties of Officers: 1) Chairperson

Adding C – as the positions are two year terms, if so desired the person in this position may run for a consecutive year and in coming years if there is not anyone else that wishes to run or has come to at least three consecutive PAC meetings.

Section E) Duties of Officers: 2) Vice Chair Person

Adding B – as the positions are two year terms, if so desired the person in this position may run for a consecutive year and in coming years if there is not anyone else that wishes to run or has come to at least three consecutive PAC meetings.

Section E) Duties of Officers: 4) Secretary

Adding C – as the positions are two year terms, if so desired the person in this position may run for a consecutive year and in coming years if there is not anyone else that wishes to run or has come to at least three consecutive PAC meetings.

Section E) Duties of Officers: 5) Treasurer

Adding C – as the positions are two year terms, if so desired the person in this position may run for a consecutive year and in coming years if there is not anyone else that wishes to run or has come to at least three consecutive PAC meetings.

Passed at the General PAC Meeting Held on
June 19, 2013

At

Deroche Elementary School

*****Amendments E1 c), E2 b), E4 c), E5 c) as above were repealed at PAC General Meeting on February 5, 2018 at Deroche Elementary School as it contradicts the wording in B1 c), and B1 h).***

AMENDMENT
DEROCHE SCHOOL PARENTS' ADVISORY COUNCIL
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Section F) FINANCES b)

Reworded

- b) The executive shall name a minimum of three signing officers for all banking and legal documents, one of whom must be treasurer. Two signatures will be required for all banking transactions; both signers on any one transaction must be unrelated. Eligible signing officers include: Chair-person, Vice Chair, Secretary and Treasurer.

Section F) FINANCES c)

Amendment dated June 8, 2004 repealed; reworded

- c) Signing officers for our gaming grant shall consist of two unrelated individuals, one of whom must be the Treasurer. Eligible signing officers include: Chairperson, Vice Chair, Secretary and Treasurer.

Section E) DUTIES OF OFFICERS 5) TREASUER b)

Reworded

- b) The treasurer must be one of the signing officers on all banking accounts. Two unrelated signers will be required on all banking transactions, the treasurer shall be one of those two signatures. Additional eligible signing officers can include the Chair-person, Vice Chair, and Secretary.

Passed at the general meeting on,
October 16, 2018
At
Deroche Elementary School

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