



Semiahmoo Trail Parent Advisory Council

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SECTION 1: NAME

The name of the Association shall be the SEMIAHMOO TRAIL PARENT ADVISORY COUNCIL (PAC).

SECTION 2: PURPOSE

1. To operate as a non-profit organization with no personal financial benefit.
2. To ensure the business of the Council is unbiased towards race, religion, gender or politics.
3. To encourage parent involvement in the school, and to support programs that promote parent involvement.
4. To advise the principal and staff on any matter relating to the school, other than matters assigned to the school planning council.
5. To promote the interests of public education and, in particular, the interests of Semiahmoo Trail Elementary School, and the welfare of students in the school.
6. To provide leadership and contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To communicate with parents, and to promote cooperation between the home and the school in providing for the education of children.
8. To assist parents in accessing the school system, and to advocate on behalf of parents and students.
9. To organize PAC activities and events.
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
11. To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

SECTION 3: MEMBERSHIP

1. All parents and guardians of students registered at Semiahmoo Trail Elementary School may be voting members of the group, including a staff member who may also be a parent.
2. Administration and staff (teaching and non-teaching) of Semiahmoo Trail Elementary School may be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the PAC have more non-voting than voting members.
5. Every member will uphold the constitution and comply with these bylaws.

SECTION 4: MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in MAY of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive.

3. Meetings will be conducted efficiently and with fairness to the members present.
4. Every member will uphold the constitution and comply with these bylaws.
5. 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.

SECTION 5: PROCEEDINGS AT GENERAL MEETINGS

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting by members on all matters must be given personally, voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers, and representatives to the School Planning Council, which shall be done by secret ballot.

SECTION 6: EXECUTIVE

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the president, vice-president or co-president, secretary, treasurer, District Parent Advisory Council Representative, and Past President. It may include two or more members at large, and such other members of the committee as the membership decides. (may choose to have directors)
3. Any voting committee member is eligible to serve on the executive, except employees of Semiahmoo Trail Elementary School.
4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
6. No person may hold more than one elected executive position at any one time.
7. No two members of the same family may serve on the executive at the same time.
8. The executive will hold office for a term of one year beginning September 1st, in accordance with the fiscal year.
9. Any elected member of the PAC may serve on the Executive for as many years as he/she is elected to a position.
10. The Past-President(s) shall hold that office for a minimum of one year.
11. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the committee to fill the vacancy until the next annual general meeting.
12. The members, by a majority of not less than 75% of the votes cast, may remove an executive member before the expiration of his or her term of office, and elect an eligible member to complete the term. Prior to this vote, written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the vote. Written notice may be delivered by hand or by electronic means.
13. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Committee's affairs.

SECTION 7: SCHOOL PLANNING COUNCIL REPRESENTATIVES

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the committee executive.
2. The election of representatives for the School Planning Council must be done by secret ballot.
3. The School Planning Council Representative will hold office for a term of one year.

If a School Planning Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such an election must be done by secret ballot.

SECTION 8: CONDUCT OF EXECUTIVES AND REPRESENTATIVES

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.
2. Every executive member and representative must act solely in the interests of the membership and of the Committee.
3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.
4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.

SECTION 9: DUTIES OF THE OFFICERS

1. PRESIDENT(S)

- a) shall convene and preside at all membership, special and Executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall appoint committees when authorized to do so by the Executive or membership
- d) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- e) shall be the official spokesperson for the organization
- f) shall be a signing officer

2. VICE-PRESIDENT(S) or CO-PRESIDENT(S)

- a) shall assume the responsibilities of the PRESIDENT(s) in his/her absence or share responsibilities if Co-President
- b) shall accept extra duties as required
- c) shall be a signing officer

3. SECRETARY

- a) shall ensure the membership is notified of meetings
- b) shall record the minutes of membership, special and Executive meetings
- c) shall distribute minutes to PAC members
- d) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made. The amended copy shall be dated and initialed and a copy submitted to the school board office for safekeeping
- e) shall issue and receive correspondence on behalf of the organization
- f) may be a signing officer
- g) shall safely keep all records of the PAC

4. TREASURER(S)

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the three signing officers of the Executive
- c) shall prepare a monthly financial report for presentation at general meetings
- d) shall, with the assistance of the executive, draft an annual budget and tentative plan of expenditures
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

5. DISTRICT PARENT COUNCIL REPRESENTATIVE(DPAC)

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC

6. MEMBERS AT LARGE

- a) shall serve in a capacity to be determined by the PAC and at other times throughout their tenure as the needs of the PAC might require

7. PAST PRESIDENT(S)

- a) shall help smooth transition between President(s)
- b) shall assist and advise the Council
- c) shall act as a consultant for the President(s)

8. SCHOOL PLANNING COUNCIL (SPC)

- a) be one of three elected SPC representatives responsible for developing the annual school plan for improving student achievement in the school
- b) consult, 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

SECTION 10: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the Executive and members.

3. Members may be appointed annually to committees by the president(s) (after consultation with the Executive).

SECTION 11: FINANCIAL MATTERS

1. The Committee may raise and spend money to further its purposes.
2. The Executive will prepare a budget and present it for approval at a general meeting prior to the end of May of each year.
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. 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.
5. The Executive may authorize expenses up to \$200.00 without approval from the membership.
6. A Treasurer's report will be presented at each general meeting.
7. If a need for audit is agreed upon by the members at any general meeting, an independent auditor will be appointed.
8. Approval for individual expense items, and special project budgets, over \$10,000.00 shall be given additional considerations.
 - a. A focus group meeting, separate from any regular PAC meeting, shall be held at least 14 days prior to voting for approval. Notice of the focus group meeting shall be sent home with students or by electronic means 7 to 14 days in advance. It shall include a brief description of the expense under consideration as well as the date, time, and location of the focus group meeting.
 - b. At a focus group meeting, a member(s) of the PAC Executive shall present to attendees the size, nature, purpose, and timeline of the expense in question. All alternatives should be presented for consideration. Summary handouts are to be made available for attendees to keep.
 - c. Following the presentation, a member of the PAC Executive shall preside over an open question period. Minutes of the meeting, including the question period, are to be recorded. Copies of the summary handout and the minutes shall be sent home with students or by electronic means within 7 days.
 - d. If it is determined by the PAC Executive that multiple focus group meetings may be required, the notice period of each meeting will remain 7 to 14 days prior, and the final such meeting shall be at least 14 days prior to voting for approval.
9. All PAC funds are to be used exclusively for Semiahmoo Trail Elementary School and not redirected to external causes.

SECTION 12: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Semiahmoo Trail Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members within 14 days. (can be either by notice sent home with students or by electronic means)

2. The notice of the meeting shall include details of the specific amendments proposed or provide access to such details.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

SECTION 13: PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the Semiahmoo Trail Parent Advisory Council shall be deemed to be the property of the Semiahmoo Trail Parent Advisory Council and shall be turned over to the President when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION 14: DISSOLUTION

In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this council, as the members of the Council may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all records of the Council shall be given to the Principal of Semiahmoo Trail Elementary School.

Last revised - May, 2017

Adopted by Semiahmoo Trail Parent Advisory Council at Surrey, B.C. on _____.

Co-President _____

Co-President _____

Secretary _____

Treasurer _____

Principal _____

Appendix - Robert's Rules of Order

Summary Version For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly

- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and the method of selecting members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified