

Constitution and Bylaws
Rose Valley Elementary Parent Advisory Council
Revised 15 May 2019

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Constitution

SECTION I – NAME

The name of the Association shall be the Rose Valley Elementary School PARENT ADVISORY COUNCIL (School District 23).

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

In accordance with the School Act “A parents' advisory council, through its elected officers, may advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school”

SECTION III – UNALTERABLE DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. Any funds in accounts will be distributed to enhance academic, information technology or other student learning projects at Rose Valley Elementary School. This clause shall be unalterable.
3. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No 23 in the person of the principal of the school.

BYLAWS

SECTION IV - MEMBERSHIP

1. All parents and guardians of students registered at Rose Valley Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Rose Valley 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 Council have more non-voting than voting members.

SECTION V - MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year. Additional general meetings shall be held no less than four times a year between September and June to conduct business. If extreme circumstances mean that the AGM cannot be held in May the elected executive at the time can choose a later date, but this must be conducted within four months of May 20.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon receipt of a petition representing fifty per cent (50%) of the voting members.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. 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 VI – VOTING

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 of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands.

SECTION VII – ELECTION OF EXECUTIVE OFFICERS

The PAC shall elect officers from the voting members for each school year. Number and position of executive members should be determined by local organizational needs.

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at a meeting preceding the AGM.
3. In the event of a vacancy on the executive during the year the PAC shall elect a new officer who shall hold office until the next election.

4. Elections will be conducted as per Rose Valley School PAC Policy.

SECTION VIII – TERM OF OFFICE

1. The term of office shall commence in September of each year and shall be for one year.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years unless otherwise approved by PAC members.
3. No person may hold more than one elected position at any one time.
4. The Past – President shall hold that office for up to two years.

SECTION IX – EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by the elected executive officers and the immediate Past President.
2. The Executive Officers will be as follows:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. District Parent Advisory Council Representative
 - f. Past President

No Executive Officer role shall be shared by more than two people.

SECTION X – DUTIES OF THE OFFICERS:

The duties are set out in the Rose Valley School PAC Policy

SECTION XI – 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 PAC.

SECTION XII – FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at or prior to the October general meeting of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, from the executive team, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount (\$75) will be first presented and voted on by the executive, and then approved by a majority at a general meeting.
5. A Treasurer's Report to all members should be published in the PAC/ school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

SECTION XIII – CONSTITUTION AND BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Rose Valley Elementary School 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 (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed
3. A two-thirds (2/3) majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.