

OCEAN CLIFF ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BY-LAWS

As Amended on November 14, 2001

I. CONSTITUTION:

Name: The name of this group shall be the *OCEAN CLIFF PARENT ADVISORY COUNCIL* (the "Council")

1. Purpose of the Council:

Purpose: The purpose of the Council is to support and promote the involvement and communications of parents in the education of their children at Ocean Cliff Elementary School.

2. Role of the Council:

Role: The Council will endeavor to achieve this purpose by:

- (a) Reviewing and discussing school policy, procedures, programs and facilities and recommending changes where needed (subject to the *Public School Act* and Surrey School Board policies);
- (b) advising parents about school programs and services;
- (c) involving parents and community members in school activities as volunteers and as auxiliary resource people;
- (d) organizing, in conjunction with the Principal, volunteer programs and activities which support the school;
- (e) working with the Principal, staff, parents and community organizations to provide a healthy, safe, and supportive environment in the school and in the neighborhood;
- (f) assisting parents in providing educational opportunity for their children;
- (g) providing a forum for the discussion of educational programs and services;
- (h) advising on utilization of school facilities by various community agencies;
- (i) promoting a spirit of tolerance and cooperation within the school community, and providing information to staff regarding community attitudes and needs;

- (j) fostering cooperation and communication between parents and teachers in the education of children both during and after school hours;
- (k) The Council shall raise sufficient funds to cover their annual operating costs;

3. BY-LAWS:

Membership:

- Parents:
- (a) A parent of a student attending the school is a member of the Council unless the parent otherwise indicates in writing to the Chairperson of the Council.
 - (b) A parent means, in accordance with Section 1 of the *School Act*, the guardian of the person of a student, the person legally entitled to custody of a student, or the person who usually has the care and control of a student attending the school.

4. OFFICERS:

- Officers:
- (a) A Chairperson, Vice-Chairperson, Recording Secretary and Treasurer shall be elected as officers from amongst the members.
 - (b) Chairpersons for standing committees shall be elected at the same meeting as the officers, for the same term. Two examples of such positions are Hot Lunch Program Chairperson and Fundraising Chairperson
 - (c) A "District PAC Representative" shall be elected at the same meeting as the officers, for the same term. This person will represent the Council at meetings of the Surrey School District Parent Advisory Council.
- Elections:
- (d) Officers shall be elected by a majority vote at a regular meeting of the Council in May or June. They shall serve a one-year term beginning with the first regular meeting after the election and ending with the election meeting of the following May or June, unless they should resign, cease to be a member or be removed from office.
- Elections Officer:
- (e) At a regular meeting prior to the election of officers, an Elections Officer shall be elected to receive nominations and to conduct the elections. The Elections Officer shall not be a candidate for any of the offices being elected.
- Vacancies:
- (f) Should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the members.

Removal of
Officers:

- (g) Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds (2/3rds) of the members who are present at a meeting and vote on the resolution. Notice of such a motion should be given two (2) weeks in advance of the meeting day.

Limitations on
Holding Office:

- (h) A member may not hold any office for more than two (2) consecutive school years unless, by an affirmative vote of two-thirds (2/3rds) of the members who are present at a meeting to elect officers, the members vote on a continuation of that member holding office for another year. However that person may assume another position on the Council.

Committees:

- (i) The Council may establish committees and appoint members to serve on committees and delegate tasks to those committees.

Authority of
Officers:

- (j) The officers may conduct the business of the Council between regular meetings of the Council. "Business meetings" of the officers may be held in addition to regular meetings of the Council, in order to follow-up actions approved at a regular meeting of the Council (see Section 7) and to plan the agenda for the next meeting. Such "business meetings" shall be open to all members of the Council.

Chairperson:

- (k) The Chairperson shall act as Chairperson at all Council meetings, represent the Council at meetings with the Principal, and consult with the Principal as requested by the Principal.

Vice-Chairperson:

- (l) The Vice-Chairperson, in the absence of the Chairperson, shall act as Chairperson at all Council meetings and shall perform those duties assigned by the regular Chairperson.

Recording
Secretary:

- (m) The Recording Secretary shall record and prepare minutes and prepare and distribute notices for all Council meetings; and shall have custody of all records and documents of the Council.

Treasurer:

The Treasurer shall keep financial records and render financial statements to the officers, members and others when required.

5. RESPONSIBILITIES OF MEMBERS:

Member
Responsibilities:

The Council member should:

- (a) Become knowledgeable about the educational programs and resources of the school and the activities of the Council;

- (b) Promote positive attitudes about the school and its educational programs and services;
- (c) support the Council's purposes and objectives;

6. RESPONSIBILITIES OF THE PRINCIPAL

PRINCIPAL

Responsibilities:

The Principal should:

- (a) facilitate the organization and operation of the Council;
- (b) encourage the participation of parents in the Council;
- (c) assist in the development of Council objectives;
- (d) provide information to the Council contained in the annual report on the general effectiveness of educational programs in the school;
- (e) attend Council meetings or designate another staff member to attend;

7. MEETINGS

Regular Meetings:

- (a) The Chairperson shall call regular meetings of the Council.

Special Meetings:

- (b) Special meetings may be called by the Chairperson at the discretion of the Chairperson.
- (c) Special meetings shall be called by the Chairperson at the written request of 10 members or such number as the Council may set at a regular meeting. The written request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting.

Notice:

- (d) The notice of regular meetings contained in School Newsletters shall serve as notice to all members of all regular meetings of the Council.
- (e) Notice of a special meeting shall be sent to all parents and the Principal at least three (3) days prior to a special meeting, except in the case of urgency as determined by the Chairperson, and shall contain a statement of the general nature of the business to be dealt with at the special meeting;

Failure to Give or Receive Notice:

- (f) The inadvertent omission to give notice to a parent does not invalidate proceedings at that meeting.

- Rules: (g) The rules set out in *Robert's Rules of Order* (latest edition) shall govern all procedural matters not addressed in these By-Laws.
- Right to Attend: (h) Each member may attend any meeting of the Council.
- (i) Other persons, at the discretion of the Council, may attend meetings of the council but shall not be eligible to vote on any matter before the Council.
- Right to Vote: (j) Each member present at a meeting of the Council shall be entitled to one vote.
- Manner of Vote: (k) Voting shall be by a show of hands or, at the discretion of the Chairperson, by secret ballot.
- (l) Voting by proxy is not allowed: voting must be done in person only.
- Majority Vote: (m) All business or matters coming before the Council shall be decided by a simple majority of the votes cast by the members who are present at the meeting, except as otherwise provided herein.
- Quorum: (n) A quorum for a meeting shall be in effect when ten (10) members are in attendance.
- Postponement Of Vote: (o) The Chairperson may postpone a vote for one meeting to allow additional participation by members.
- Minutes: (p) Minutes of the previous meeting shall be prepared by the Recording Secretary of the Council, posted at the school, and submitted for approval at the next regular meeting.

8. FINANCIAL:

- Right to Raise And Spend Money: (a) The Council may raise and spend money in furtherance of its purposes and objectives.
- Bank Account: (b) The Council may establish and maintain a bank account for the deposit of funds at either a Chartered Bank, Credit Union or any financial establishment registered under the *Bank Act*.
- Signatories: (c) The Chairperson, Vice-Chairperson and Treasurer shall be the authorized signatories on the Council's Bank Account(s). Any two of these signatures shall be required to transact banking business.
- Budget Plan: (d) On or before the third regular meeting of the school year, the Treasurer shall present a budget outlining proposed expenditures and income, for approval in principle by the Council. This is a planning document only, and does not constitute approval of the actual expenditures.

- Expenditures: (e) Expenditures over \$200.00 must receive the prior approval of the members at a general or special meeting. This approval should either include the estimated amount of the expenditure, or note the reasons why an estimate is not included.
- Financial Report: (f) A financial report shall be published by the Treasurer at a meeting of the Council prior to the end of each school year.
- Auditor: (g) The Council may, at its discretion, appoint an auditor.

9. DISSOLUTION:

Dissolution
Of Council:

- (a) The Council shall be dissolved in the event that:
- (i) the school is permanently closed; or
 - (ii) there are insufficient parents willing to serve as Chairperson, Vice-Chairperson, Recording Secretary and Treasurer
- (b) Upon dissolution of the Council, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to the Surrey School Board to be used for educational purpose(s) in the community of the School.
- (c) The records of the Council shall then become the property of the School Board.

10. UNALTERABLE DISSOLUTION:

Resolution with Ref. To Section 3.2 of the *Terms and Conditions for Charitable Gaming and Access to Gaming Revenue*:

- (a) RESOLVED that should Ocean Cliff Elementary, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by Ocean Cliff Elementary 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 Society at the time of winding up or dissolution.

OR

- Such charitable organization or organizations in British Columbia having a similar charitable purpose.

RESOLVED FURTHER that the foregoing resolution shall not be altered or amended and shall continue to be binding on Ocean Cliff Elementary.

RESOLVED FURTHER that Ocean Cliff Elementary will provide its undertaking, by delivery of a copy of this resolution to the BC Gaming Commission, that it will abide by the limits on the application of its assets on dissolution as provided herein.

CERTIFIED to be true and correct copy of a resolution unanimously passed the Board of Directors of Ocean Cliff Elementary at a meeting held on November 14, 2001.

Signed:

11. BY-LAWS:

Amendments:

(a) The By-Laws of the Council may be amended, after consultation with the Principal, by an affirmative vote of two-thirds of the members who are present at and vote on the amendment at a regular meeting of the Council, provided that the proposed amendment has been submitted in writing at the previous regular meeting and posted with the minutes of that meeting. Copies of the proposed amendments shall be made available without charge upon request by members of the Council.

Copy of By-Laws:

(b) Each member is entitled to and the Council shall give the member, without charge, one copy of the By-Laws of the Council.

12. THE SOCIETIES ACT OF B.C.

Societies Act of B.C.

The *Societies Act of British Columbia* shall govern all matters of procedure not covered by this document.