



Eugene Reimer Middle School
Parent Advisory Council (PAC)
Constitution
Established October 2002



Section 1 **NAME**

The name of the organization shall be the Eugene Reimer Middle School Parent Advisory Council.

Section 2 **PURPOSES**

1. To provide a link and enhance communication between the Parents, the Students, the Community, the School Administration and the Staff.
2. To assist, promote, support and contribute to the education of the students at Eugene Reimer Middle School with the administration and educators.
3. To provide leadership in developing and understanding the rights and responsibilities of parents within the educational system, by helping them become more familiar with the facilities and services of Eugene Reimer Middle School.
4. To contribute to the effectiveness of the school by promoting the involvement of parents, and other community members.
5. To organize PAC activities and events.

Section 3 **DISSOLUTION**

In the event of dissolution, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at a final General Meeting.

All records of the organization shall be placed under the jurisdiction of School District #34 in the principal of Eugene Reimer Middle School.

Section 4 **INTERPRETATION OF TERMS**

1. The Council refers to the Eugene Reimer Middle School Parent Advisory Council, which is recognized by the Eugene Reimer Middle School, its educators and administrators, School District No. 34, and the Board of Trustees of School District No. 34.
2. Parents refers to the Parent/Parents or Guardian/Guardians of a child or children currently registered at Eugene Reimer Middle School.
3. District refers to School District No. 34.
4. BCCPAC refers to British Columbia Confederation of Parent Advisory Councils.
5. DPAC refers to Abbotsford District Parents Advisory Council.

6. ***Amendment 2013-Insert:Staff refers to Administration, teaching and non-teaching staff.***
7. PAC refers the Parent Advisory Council, which is an organized group of parents recognized under the British Columbia School Act.
8. ERMS refers to Eugene Reimer Middle School.
9. Representative refers to a parent/parents appointed by the Eugene Reimer School parent Advisory Council to represent them in the community.
10. The Executive refers to a quorum of the elected board members.

Section 5 **MEMBERSHIP**

1. Upon application to the council all parents/guardians of students currently registered at Eugene Reimer Middle School shall be declared to be voting members.
2. If a Parent/Guardian of Eugene Reimer Middle School is employed as an Administrator, educator or staff, then that Parent/Guardian cannot hold a position on the Executive with the exception of Parents who are employed as Lunch Time Supervisors.
Amendment October 28, 2003: If a Parent/Guardian of Eugene Reimer Middle School is employed as an Administrator, Educator or Staff, then that Parent/Guardian cannot hold a position on the Executive with the exception of Parents who are employed as Lunch Time Supervisors or is employed in the Eugene Reimer Middle School Canteen.
Amendment 2013: If a Parent/Guardian of Eugene Reimer Middle School is employed as a staff member, then that person cannot hold a position on the Executive, with the exception of Parents/Guardians who are employed as Lunch Time Supervisors, or in the Eugene Reimer Canteen.
3. All members shall receive a copy of the constitution and bylaws on request.
4. Members shall be encouraged to:
 - Attend General meetings
 - Uphold the constitution and bylaws
 - Make use of educational tools available to them to assist in their child(ren)'s education.
5. Any Parent/Guardian or a member of the community will cease to be a member of the council if he/she moves out of the community or no longer has a child(ren) attending Eugene Reimer Middle School District #36 (Surrey) No member can be expelled from the society.

Section 6 **EXECUTIVE**

1. Shall take actions and ensure that such actions are taken by others to achieve the objectives of the council
2. Shall Ensure that the constitution and bylaws are upheld
 - A. President:
 - Shall supervise the affairs of the council

- Shall convene and preside at all membership, special and executive meetings
- Shall, in consultation with the executive, and administrator ensure that an agenda is prepared and presented at each membership, special and executive
- Shall appoint committees where authorized to do so by the executive or membership
- Shall review all correspondence that is received by the PAC and report on it at each Executive and General meeting. A response will be made if the Executive or members feel it is required

Amendment 2013-Shall review correspondence that is received by the P.A.C. and report on it at their discretion at each Executive and General meeting. A response will be made if the executive or members feel it is required.

- Shall attend Staff meetings with approval of the administration

Amendment 2013-If necessary, shall attend Staff meetings with the approval of the administration.

- Shall be one of the three signing officers required on the financial accounts of the council

B. Vice President

- Shall assist the President
- Shall perform all duties of the President in the event of their absence
- Shall assume duties required by the Executive

C. Secretary

- Shall record the minutes of all membership and special meetings
- May issue and receive correspondence on behalf of the Council
- Shall notify members of all membership, special and annual general meetings

Amendment 2013- Shall notify school secretary/administration about special and Annual General meetings; school secretary/administration will then notify the school community through all means necessary.

(Centervoice/newsletter/Website/Digital display/etc.)

- Shall be one of the three signing officers required on the financial accounts of the council

Amendment 2013-Can be one of three signing officers required on the financial accounts of the council.

D. Treasurer

- Shall ensure all monies of the council are deposited in an approved financial institution. Funds of the council shall not be transferred from one financial institution to another without the sanction of the membership
- Shall maintain a record of all receipts and expenditures, assets and liabilities of the council

- Shall have available a financial statement for each membership meeting

Amendment 2013- Shall have available a financial statement for each membership meeting on request of the president.

- Shall prepare a financial report for the annual general meeting
- Shall assist the executive with a draft budget and tentative plan of expenditures for the coming year

Amendment 2013-Omit above statement about draft budget

- Shall be one of the three signing officers required on the financial accounts of the council
3. Titles and duties of additional executive members (i.e.: member at large) may be added as determined by the needs and growth of the council at the annual general meeting.
 4. The executive shall appoint representatives to committees and outside organizations annually.

Section 7 VACANCIES ON EXECUTIVE

1. If an officer resigns during a term of office or if any office is not filled at the time of elections, the PAC executive has the authority to appoint a member to fill the vacancy until next election.

Amendment 2013-If an officer resigns during a term of office or if any office is not filled at the time of elections, the Executive will fill the positions by committee until the position is voluntarily filled by a member.

2. In the event of a vacancy in the executive position of the President, nominations and voting will be carried out at the next general meeting of the council. The Vice President shall assume all the duties of President until the position has been filled.

Amendment 2013-All Executives positions are voluntarily filled by the holding member, not appointed.

Section 8 COMMITTEES

1. Committees may be established by and shall be responsible to the Executive.
2. School staff may be afforded representation on PAC committees.
3. Members may be appointed to special committees by the President, after consultation with the Executive.
4. There is no maximum number of consecutive terms a member may be appointed to a committee position.

Section 9 ELECTIONS

1. The council will hold elections each year at the Annual General Meeting. Elected officers shall be selected from voting members, with the exception that a Parent/Guardian who are also staff members at Eugene Reimer Middle School in the capacity of Teacher, Administrator or staff (teaching/non-teaching) will not be an elected officer.

Amendment 2013-The council will hold election each year at the September General Meeting. Elected officers shall be selected from voting members, with the exception of a Parent/Guardian who is also a staff member at Eugene Reimer Middle School.

2. Election term shall be one (1) year for all Executive positions.
3. Retiring officers are eligible for nomination and re-election.
4. No member may remain in any one position on the Executive body for more than three (3) consecutive years.
5. Only voting members shall be eligible to vote.
6. All elected and appointed members of the Executive shall resign at the end of the Annual General Meeting.
7. Newly elected Executive members shall begin their term of office immediately upon the adjournment of the Annual General Meeting. It is the duty of all resigning members of the Executive to assist the incumbent Executive with their duties for the remainder of the school term. All documents and financial records shall be turned over to the new Executive at the first Executive Meeting following the Annual General Meeting.

Amendment 2013- When possible, resigning members of the Executive may assist the new Executive in learning their duties. All documents and financial records shall be turned over to the new Executive as soon as possible to ensure smooth transition and start up.

Section 10 ELECTION PROCEDURES

1. Elections for the Executive shall take place at the May General Meeting each year.

Amendment 2013-Elections for the new Executive shall take place at the September General Meeting each year.

2. A 'Nomination Committee' will be formed at each April General Meeting or as required by the executive.

Amendment 2013-Omit 10.2

3. Written notice of elections shall be distributed to all families in the school at least 14 days in advance of the election date.

Amendment 2013-Notice of elections shall be distributed to all families in the school in advance of the election by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

4. Nominations may be received up to and during the May General Meeting, until declared closed by the President.

Amendment 2013-Omit 10.4

5. Officers shall be elected from the slate of nominates by simple majority of those members present.
6. Nominations may be accepted from the floor.

Section 11 MEETINGS

1. General

- The number of General meetings will be set by the Executive, with a minimum of 5 days' notice, if possible.

Amendment 2013-The number of General Meetings will be set by the Executive, with reasonable notice.

- A notice of meeting will be published in the Eugene Reimer Middle School newsletter.

Amendment 2013-Notice of meetings shall be distributed to all families in the school in advance by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

2. Special

- Special meetings may be called at the discretion of the Executive
- A notice of meeting will be published in the Eugene Reimer Middle School newsletter.

Amendment 2013-Notice of meetings shall be distributed to all families in the school in advance by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

3. Annual

- Annual General Meeting shall take place in the month of May each year at a date and time determined by the Executive.

Amendment 2013-Annual General Meeting shall take place in the month of June each year at a date and time to be determined by the Executive.

- Election of the Executive members shall take place at this meeting.

Amendment 2013-Omit above statement

- Annual reports shall be submitted at this meeting.
- Time, date and venue shall be transmitted to the members at least 30 days prior to the meeting.

Amendment 2013-Notice of time, date and venue shall be distributed to all families in the school in advance by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

4. Executive

- An Executive meeting shall be held once a month and/or at the discretion of the President. The Executive will prescribe meeting times.

Amendment 2013-Notice of meeting shall be distributed to all families in the school in advance by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

Section 12 MEETING DISCUSSIONS

1. Meeting will be conducted efficiently and with fairness to the members present.
2. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines set out in this constitution.
3. No motion shall be received unless properly moved and seconded. When speaking to a motion, the member shall address the President.
4. After a motion has been seconded, it shall be put to the floor for discussion and then a vote from the voting members present. A simple majority is all that is required to pass a motion, by the raising of hands, for or against.
5. Executive and Committee reports shall be read aloud at any regular general meetings or Annual General Meeting. Copies of all reports shall be made available to all members in attendance at such meetings. An Executive or Committee member may also bring up additional information to the floor if time does not permit the inclusion in the written report.

Amendment 2013-All documents will be available for viewing upon request.

6. The constitution and bylaws of this school Parent Advisory Council shall be filed with the Board of Trustees for School District #34.

Section 13 QUORUM

The voting members present at any meeting shall constitute a quorum (5 members, one of which must be the President or Vice President).

Amendment 2013-The voting members present at any meeting shall constitute a quorum (3 members, one of which must be the President or Vice President.

Section 14 CONSTITUTION AMENDMENTS

Amendment to the constitution and bylaws of the council can be made at any general meeting at which business is conducted providing:

- Written notice has been given to all members at least 14 days in advance.

Amendment 2013-Notice of elections shall be distributed to all families in the school in advance by school secretary/ administration by necessary means (Centervoice/newsletter/Website/Digital display/etc.)

- The notice of the meeting includes specific amendment proposals.
- A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the constitution and bylaws.

Section 15 FUNDRAISING

1. To carry out the objectives of the association it may be necessary to enter into fundraising activities.
2. The council shall raise funds as authorized by a simple majority vote from voting members at any general meeting.
3. The council may coordinate fundraising events with Staff and/or administration.

Section 16 FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval at a regular general meeting prior to November 1 each year.

Amendment 2013-Omit 16.1

2. All funds for the council will be on deposit in any financial institution registered under the Federal Bank Act. A separate account must be maintained for all Gaming monies.
3. Three signing officers are required for the financial accounts and legal documents of the council and they shall be the President, Secretary and the Treasurer. Any two of these signatures will be required for these accounts and documents.

Amendment 2013-Two signing officers from the Executive are required for the financial accounts and legal documents of the council.

4. The Treasurer's annual report, signed and dated by the financial signing officer, will be displayed on an information board prior to the annual general meeting each year.
5. The current year's council Executive shall ensure that the remaining available funds at the end of the school term be transferred to the control of the new executive.
6. The members at any general meeting will agree upon the need for audits, whereupon the President will appoint an independent Auditor.
7. The Executive shall have discretionary authority for the disbursement of up to \$300 of the council monies for any items not included within the budget and expenditure plan without first bringing to the attention of the members.

Amendment 2013-The Executive shall have discretionary authority for the disbursement of up to \$750 of the council monies for any items not included within the budget and expenditure plan without first bringing to the attention of the members.

8. The annual financial statements for the Gaming Account will be filed with the BC Gaming Commission as per Gaming regulations.

Section 17 CODE OF CONDUCT

1. The council is not a forum for the personal discussion of individual school personnel, students, parents, or any other individual member of the school community.
2. An Executive member who is approached by a parent with a concern relating to a personal matter is in a privileged position and must treat such discussion as confidential.

Section 18 SCHOOL PLANNING COUNCIL

1. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district (exception-Eugene Reimer Constitution 5.2). One of the representatives must be an elected officer of the Parent Advisory Council (School Act, s.8.1(3)(c), 8.1(4), and 8.1(7)).
2. The term of office for School Planning Council representatives shall be one year. (School Act, s.8.1(6)).
3. The School Planning Council (SPC) representative 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
4. The election of representatives to the School Planning Council must be by secret ballot (School Act, s.8 (6)).