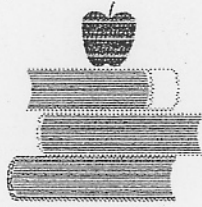


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**PARENTS' ADVISORY COUNCIL (P A C)
CONSTITUTION & BYLAWS
MAY 4, 2000**

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CONSTITUTION**SECTION 1 NAME**

The name of the Association shall be DAVID LIVINGSTONE PARENT ADVISORY COUNCIL (School District No. 39).

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 2 PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION 2 (A) DISSOLUTION

Upon winding up or dissolution of the David Livingstone Parent Advisory Council, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations having a similar charitable purpose. This provision shall be unalterable.

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MISSING PAGE

SECTION 5 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 the show of hands with the exception of the election of officers which shall be done by secret ballot.

SECTION 6 ELECTION OF EXECUTIVE OFFICERS

(The group shall elect a slate of 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 the meeting in June and September.
3. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted at a general membership meeting.

5. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
6. A vote shall be taken to destroy the ballots.

SECTION 7 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.
3. No person may hold more than one elected executive position at any one time.
4. The Past-Chair shall hold that office for one year.

SECTION 8 EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past-Chair.
2. The Executive Officers will be as follows:
 - Chair
 - Vice-Chair(s)
 - Treasurer
 - Secretary
 - District Parent Advisory Council Representative
 - Two or more Members-At-Large
 - Past President

SECTION 9 DUTIES OF THE OFFICERS**CHAIR/CO-CHAIR**

1. shall convene and preside at all membership, special, and executive meetings
2. shall ensure that an agenda is prepared and presented
3. shall appoint committees where authorized to do so by the executive or membership
4. shall be an ex-officio member to all committees except the Nominating Committee
5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
6. shall be the official spokesperson for the organization
7. shall be a signing officer
8. shall submit an annual report

VICE CHAIR

1. shall assume the responsibility of the chair in the chair's absence
2. shall accept extra duties as required
3. shall be a signing officer
4. shall submit an annual report

SECRETARY

1. shall record the minutes of membership, special, and executive meetings
2. shall distribute minutes to Council members
3. shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safe-keeping
4. shall issue and receive correspondence on behalf of the organization
5. may be a signing officer
6. shall safely keep all records of the Council
7. shall submit an annual report

TREASURER

1.4 Assignment of Responsibilities

It is very important that PACs have a fair assignment of responsibilities within the group. The following sample list of assignments may be useful in planning the work of the PAC.

PRESIDENT or CHAIRPERSON

- calls meetings and ensures members are notified
- chairs all meetings
- prepares agendas for PAC and Executive meetings
- knows the constitution and bylaws and meeting rules
- reads material sent to the PAC and distributes information to members
- knows where to find resources to assist members
- understands committees and communicates with committee chairs
- consults PAC members regularly
- acts as spokesperson for the PAC
- is a signing officer (for cheques and documents)
- ensures that the PAC is represented in school/school district activities
- submits an annual report

PAST PRESIDENT

- helps smooth transition between presidents
- serves as advisor to the president
- provides continuity of leadership
- chairs the nominations committee
- assumes specific tasks or responsibilities as requested by the president
- may be a signing officer
- submits an annual report

VICE-PRESIDENT

- assists the president
- assumes specific tasks or responsibilities assigned by the president
- understands the role of the president
- fills the president's role when the president is unavailable
- is a signing officer
- submits an annual report



1. shall be responsible for and report on the accounts of the organization
2. shall be one of the three signing officers of the executive as per Section XI
3. shall prepare a financial report for publication in the school newsletter as per Section 11
4. shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section 11
5. shall ensure that another financial signing officer has access to the books in the event of his/her absence.
6. shall submit an annual report

DPAC REPRESENTATIVE

1. shall attend DPAC meetings
2. shall report back to the PAC
3. shall seek input from the PAC
4. shall submit an annual report

MEMBERS AT LARGE

1. shall serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require
2. shall submit an annual report

PAST CHAIR

1. shall help smooth transition between chairs
2. shall assist and advise the Council
3. shall act as a consultant for the chair
4. shall chair the nominating committee
5. shall submit an annual report

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 chair (after consultation with the executive).

SECTION 11 FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.
2. All funds of the organization will be on deposit at a bank or financial establishment registered under the Bank Act.
3. 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.
4. All money spent above and beyond a pre-determined petty cash amount (of \$100) will be first presented to 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 12 CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the David Livingstone 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 voting members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION 13 CODE OF CONDUCT

1. The David Livingstone School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

2. 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.

3. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and bylaws, policies and procedures of the PAC.
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions
 - d) Respects the rights of all individuals
 - e) Takes direction from the members, ensuring the representation processes are in place
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.

SECTION 14 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. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District No. 39 in the person of the principal of the school.