

CHRISTINA LAKE ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL

BY-LAWS

SECTION 1 MEMBERSHIP

- 4.1 All parents and guardians of students registered at Christina Lake Elementary School shall be voting members of the council.
- 4.2 Administration and staff (teaching and non-teaching) of Christina Lake Elementary School shall not be voting members of the council.
- 4.3 Members of the school community who are not parents of students currently in the system shall be non-voting members of the council.

SECTION 2 OFFICERS

The council shall elect a slate of officers from the voting members for each school year. Number and position of Executives should be determined by local organizational needs, but should include the following:

2.1 PRESIDENT**

The president shall convene at all Membership, Special and Executive meetings.

- * shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented.
- *shall appoint committees where authorized to do so by the Executive or membership.
- *shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.

2.2 VICE-PRESIDENT**

- *will assume the responsibilities of the President in the President's absence.
- *accept extra duties as required.

2.3 SECRETARY**

- *will record the minutes of Membership, Special and Executive meetings.
- *will issue and receive correspondence on behalf of the organization.
- *will provide school with information to be included in monthly newsletters.

REGARDING THE RECORDING OF MINUTES:

1. PURPOSE

- *to facilitate memory.

*to enable accountability and follow through.

2. CONTENT

*name of group that is meeting

*date, time and names of all present

*list of all items under discussion at the meeting, highlighting

details and discussion, and recording the decisions made.

*identifying the individual(s) responsible for carrying out the decisions

made, and where applicable, the time by which the assignment is to be completed or a progress report submitted.

*record all motions, amendments and resolutions accurately.

3. CIRCULATION

*Minutes are to be taken to the school and copied within one week.

*copies are to be made available to the Executive through the office of the school.

*one copy is to be placed on the school bulletin board so as to be open to scrutiny by any and all members.

*one copy is to be filed with the secretary of the school for the purpose of continuing reference.

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2.4 TREASURER**

*will be responsible for and report on the accounts of the organization.

*will be one of the three signing officers of the Executive as per SECTION 11.

*will assist the Executive with a draft budget and tentative plan of expenditures as per SECTION 11.

*will prepare a financial report for publication in the school newsletter as per SECTION 11.

**NOTE:

-Titles and duties of additional officers (Past President, Member at Large, Committee Chairpersons etc.) may be added as determined by the needs of the Council.

-Representatives to committees and outside organizations shall be appointed annually by the Executive.

2.5 SCHOOL PLANNING COUNCIL LIAISON

*will establish mechanisms, in collaboration with the principal, to promote effective two-way communication between the school community and the School Planning Council.

*will assist the School Planning Council as requested.

2.6 EXECUTIVE COMMITTEE

*will consist of Officers and the Principal of Christina Lake Elementary School.

2.7 EXECUTIVE MEETINGS

Executive meeting dates and times will be prescribed by the Executive.
*extraordinary meeting may be called by the President.

2.8 VACANCY ON EXECUTIVE

If any officer resigns during a term of office or if any office is not filled at the time of elections, the P.A.C. Executive may appoint someone to fill the vacancy until the next election.

SECTION 3 COMMITTEES

- 3.1 Committees are responsible to the Executive.
- 3.2 Members may be appointed to special committees by the President (after consultation with the Executive).
- 3.3 Special committees shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee needed.

SECTION 4 ELECTIONS

- 4.1 The election term for the Executive positions shall be one year.
- 4.2 Elections shall take place in June.
- 4.2 Such terms shall take effect for the school year immediately following the June elections (September 20xx to June 20xx).

SECTION 5 ELECTION PROCEDURES

- 5.1 The election of the Executive Officers will take place during an Annual General Meeting which will be held in June of each year.

SECTION 6 NOMINATIONS

- 6.1 A letter of notice for nomination will be distributed to all families in the school at least thirty days (30) prior to the Annual General Meeting.
- 6.2 Nominations may be received up to and during the A.G.M., until declared closed by the President.

SECTION 7 MEMBERSHIP MEETINGS

- 7.1 The number of Membership Meetings will be set by the Executive, at the beginning of the year.
- 7.2 Extraordinary meetings may be called by the Executive.
- 7.3 Notice of Membership Meetings will be sent out at least three days prior to the meeting.

SECTION 8 CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution and By-laws of the Christina Lake Elementary School Parent Advisory Council may be made at any monthly meeting at which business is conducted, providing:

- a) Amendments to be made are to be moved at one meeting and tabled. Written notification of the amendment will be sent out to all parents via the monthly newsletter and will be voted on at the next monthly meeting.
- b) A two-thirds (2/3) majority vote of those members present at the meeting will be required to amend the Constitution and/or By-Laws.
- c) Amendment (s) to the Constitution and By-Laws should be submitted to the Board of Trustees of School District No. 51, Grand Forks, for such amendments to be considered.

SECTION 9 QUORUM

- 9.1 A quorum shall consist of five voting members.

SECTION 10 PROCEDURE

- 10.1 Meetings will be conducted efficiently and with fairness to all members present.
- 10.2 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.
- 10.3 The Constitution and By-Laws of the C.L.E.S. P.A.C. shall be filed with and approved by the Board of School Trustees for School District No. 51, Grand Forks upon application of recognition.

SECTION 11 FINANCES

- 11.1 A budget and tentative plan of expenditures should be drawn by the Executive Committee and presented for approval at a Membership Meeting prior to the end of November of each year.
- 11.2 All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.
- 11.3 The Executive Committee shall name at least two signing officers, one of whom will be the Treasurer, for banking and legal documents. Both

of these signatures will be required for these documents.

- 11.4 All monies spent above and beyond a predetermined petty cash amount will be first presented to and voted on by the Executive Committee and then approved by a majority at a Membership Meeting.
- 11.5 A Treasurer's Report to all members should be published in the school newsletter prior to the end of each school year.
- 11.6 A need for audits will be agreed upon by the members at any Membership Meeting, whereupon an independent Auditor will be appointed as needed.

NOTE:

It is advisable to set aside a certain sum of money received during the year to be held over for start-up costs for the following year.

SECTION 12 CODE OF CONDUCT

- 12.1 The Christina Lake Elementary 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.
THE COUNCIL MAY NOT DISCUSS SCHOOL PERSONNEL, INDIVIDUAL STUDENTS OR INDIVIDUAL PARENTS
- 12.2 An Executive member who is approached by a parent with a concern relating to SECTION 15 is in a privileged position and must treat such discussion as confidential.
- 12.3 An Executive member who is approached by a parent with a concern relating to SECTION 15 should urge the parent to take the proper channels with regard to the school handbook.