

# **SANGSTER ELEMENTARY**

## **PARENT ADVISORY COUNCIL**

### **CONSTITUTION AND BYLAWS**

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A copy of these Bylaws shall be submitted to the School Board Office for safe keeping purposes only.

*Sangster Elementary School Parent Advisory Council Constitution and Bylaws*

Original date: pre-2004 (exact date unknown), Updated: April 2012, Updated: November 2014  
Updated: May 2019, Updated May 2020

# CONSTITUTION

## *SECTION I – NAME*

The name of the Association shall be the Sangster Elementary School Parent Advisory Council, School District #62 (Sooke).

1. The Council will operate as a non-profit organization with no personal financial benefit.
2. The business of the Council shall be unbiased towards race, religion gender or politics.

## *SECTION II – PURPOSE*

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 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.*

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5. *To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.*
6. *To raise funds to benefit the students.*

### ***SECTION III – DISSOLUTION***

1. *Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to Sangster Elementary School. This provision shall be unalterable.*
2. *In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District #62 (Sooke) in the person of the Principal of the school.*

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## ***SECTION IV – MEMBERSHIP***

1. Voting membership at the Annual General Meetings is confined to the parents and/or guardians of children attending Sangster Elementary School. Voting membership at the general meetings is confined to the Executive members.
2. *All members holding Executive positions will also be considered 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.*

## ***SECTION V – MEETINGS***

1. *Meetings should be held in the school at the time and night of the month selected by the current executive for which those meetings in that school year will be held.*
2. *Video conferencing, if available, should be an acceptable way to attend the meeting and cast a vote on any matter that requires to be voted on.*

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3. *There shall be an Annual General Meeting for the purpose of election of officers held in May of each year, and additional general meeting shall be held at least once per month during the school year to conduct current business.*
4. *The Executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.*
5. *Meetings will be conducted efficiently and with fairness to the members present.*
6. *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 the Constitution.*

## ***SECTION VI – VOTING***

1. *A quorum at any duly called meeting will constitute at least 50% of Executive (voting) members.*
2. *Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50% +1).*
3. *In the case of a tie vote, the motion will be lost.*

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4. *Voting by proxy shall not be permitted. Voting of executive members on all matters must be given personally at the meeting, or subsequently by email if a quorum was not present.*
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 VII – ELECTION OF EXECUTIVE OFFICERS***

1. *The executive officers shall be elected from the voting members at the Annual General Meeting, except that no 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 April.*
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 by the Nominations Committee chairperson at the time of the elections.*
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.*

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## ***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.*
- 3. No person may hold more than one elected Executive position at any one time.*

## ***SECTION IX – EXECUTIVE OFFICERS***

*1. A board of elected officers and the immediate Past President manage the affairs of the Council.*

**2. The Executive Officers will be as follows:**

- President
- Vice-President
- Treasurer
- Secretary
- Emergency Preparedness Coordinator
- Fundraising Coordinators (2)
- Hot Lunch Coordinators (2)

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- Sooke Parent Advisory Council (SPEAC) Representative
- Past President
- Member-at-Large (4)
- Media Relations
- Yearbook Coordinator

## ***SECTION X – DUTIES OF THE OFFICERS***

### **A. President**

- Shall convene and preside at all membership, special and executive meetings.
- Shall ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive membership.
- Shall be an ex-officio member to all committees except the Nominating Committee.

### **B. Vice-President**

- a. Shall assume the responsibilities of the President in the President's absence.
- b. Shall accept extra duties as required.

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## **C. Treasurer**

- Shall be responsible for and report on the accounts of the organization.
- Shall be one of the three signing officers of the executive as per Section VII.
- Shall prepare a financial report for publication in the school newsletter as per Section XII.
- Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XII.
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- Shall submit an annual report.

## **D. Secretary**

- Shall record the minutes of membership, special and executive meetings.
- Shall distribute minutes to Council members.
- Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made, they shall be noted, dated and initialed by 2 PAC Executive, and an amended copy shall be submitted to the School Board office for safekeeping.

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## **E. Emergency Preparedness Coordinator**

- In collaboration with the school administration and the PAC executive, research, plan and order materials (when approved) to maintain Emergency Preparedness equipment and materials.
- Maintain a record of Emergency Preparedness materials/equipment that is stored in the kiosk. Monitor expiration dates of emergency supplies and replace as necessary.
- Submit annual budget requests to Sangster PAC executive in September of the school year for anticipated orders.
- Send “comfort kit” letters home to families in September of the school year, collect and organize completed kits into classroom totes, store in kiosk. At the end of the school year, return kits to students.

## **F. Fundraising coordinators (2)**

- Shall have the power to appoint Committee members as needed.
- Shall coordinate, as required, special school functions (eg.Sports Day, Concerts, Fundraising events, etc.).
- Shall present all fundraising proposals to the executive for approval.

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## **G. Hot Lunch Coordinators (2)**

- Shall obtain a Food Safe certificate at the expense of the PAC.
- Shall establish the monthly hot lunch dates in consultation with the Principal.
- Shall plan each month's hot lunch menu items to be offered for sale to the students.
- Shall prepare an order form for each lunch to send home with the students.
- Shall obtain the food and other supplies necessary to provide the hot lunch.
- Shall receive the orders and deposit the funds received into the PAC bank account.
- Shall prepare the food ordered and deliver it to the students in their classrooms on the appropriate day.
- Shall ensure that the school kitchen is left in clean condition.

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## **H. Sooke Parent Advisory Council (SPEAC) Representative**

- Shall attend SPEAC meetings.
- Shall report back to the PAC.
- Shall seek input from the PAC.

## **I. Past President**

- Shall help smooth transition between Presidents.
- Shall assist and advise the council.
- Shall act as a consultant for the President.
- Shall chair the nominating committee.

## **L. Members at Large (4)**

a. 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.

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## **M. Media Relations**

- a. This position is a voting position on the board. The primary role its to update all families at Sangster school of PAC and related events.
- b. Maintain and update Facebook.
- c. Prepare and send out monthly PAC newsletter showcasing and highlighting past and upcoming events.

## **N. Yearbook Coordinator**

- a. Shall be responsible for design and layout of the Yearbook.
- b. Shall be responsible for collecting and organizing of pictures and write ups for the Yearbook.
- c. Shall, with the elected Executive, vote on a theme for the Yearbook.
- d. Shall be responsible for arranging the production of the Yearbook.
- e. Shall be responsible for organizing the distribution of the Yearbook.

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## ***SECTION XI – COMMITTEES***

- A. Standing and ad-hoc committees shall be formed when necessary.
- B. A Nominating Committee shall be appointed annually before the Annual General Meeting.
- C. Committees are responsible to the Executive and members.
- D. Members may be appointed annually to committees by the President (after consultation with the Executive).

### **E. School Planning Councils**

Given that the Board of School Trustees must establish a School Planning Council for each school, the Parents' Advisory Council will work with the Principal to elect three parents to the Council as follows:

- A. By the date set in the Board Policy and Regulations D-202 "School Planning Council," the PAC will elect three parents to the Council:
- B. One parent must be an Executive member of the PAC.
- C. Two members may be elected from the general PAC membership (i.e. all parents are members of the PAC). To this end, the PAC Executive will seek nominations from the broader parent community.

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- D. Parent School Planning Council members must not be employed by a School Board.
- E. The elections are to be structured to ensure that all PAC members have an opportunity to vote are to be conducted by secret ballot.
- F. Parents elected to be members of the School Planning Council are to serve the general interests of the parent community, not special interest groups.
- G. Parents are to be elected for a term of one year; however, they may stand for election in subsequent years.
- H. Parent candidates must have a child in the school during their term on the School Planning Council.
- I. Parent representatives are governed by a Board Policy and Regulations for School Planning Councils.

## ***SECTION XII – 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 each year.
2. All funds for 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, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.

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4. Any expenditures that exceed the amount budgeted by more than \$100.00 will be first presented to and voted on by the Executive, then approved by a majority at a general meeting.
5. A Treasurer's report to all members would 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 & BYLAW AMENDMENTS***

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

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## ***SECTION XIV – CODE OF CONDUCT***

1. The Sangster Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parent, 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:
  - Upholds the Constitution and Bylaws, policies and procedures of the PAC.
  
  - Performs his/her duties with honesty and integrity.
  
  - Works to ensure that the well-being of students is the primary focus of all decisions.
  
  - Respects the rights of all individuals.
  
  - Takes direction from the members, ensuring that representation processes are in place.

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- 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.
- Works to ensure those issues are resolved through due process.
- Strives to be informed and only passes on information that is reliable and correct.
- Respects all confidential information.
- Supports public education.

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## Changes made as of November 2014 (approved by the PAC Executive November 4<sup>th</sup> 2014)

### *Section IV - Membership*

1. All parents and guardians of students registered at Sangster Elementary may be voting members of the group. **CHANGED TO** - All parents and guardians of students registered at Sangster Elementary School are members of the PAC group.
2. Administration and staff (teaching and non-teaching) of Sangster Elementary School may be non-voting members of the group. **CHANGED TO** - All members holding Executive positions will also be considered voting members of the group.
4. At no time shall council have more non-voting than voting members. - **DELETED**

### *Section VI - VOTING*

1. The voting members present at any duly called general meeting shall constitute a quorum. **CHANGED TO** - A quorum at any duly called meeting will constitute at least 50% of Executive (voting) members.
2. Unless otherwise provided, questions on all matters arising at any meeting shall be decided upon by a simple majority vote. **CHANGED TO** - Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50% +1).
3. Voting members on all matters must be given personally; voting by proxy shall not be permitted. **CHANGED TO** - Voting by proxy shall not be permitted. Voting of Executive members on all matters must be given personally at the meeting, or subsequently by email if a quorum was not present.

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**Changes made as of May 2018 (approved by the PAC Executive May 31, 2018)**

SECTION IV - MEMBERSHIP

1. All parents and guardians of students registered at Sangster Elementary School are members of the PAC group. **Changed to:** Voting membership at the Annual General Meetings is confined to the parents and/or guardians of children attending Sangster Elementary School. Voting membership at the general meetings is confined to the Executive members.

**Changes made as of May 2019 (approved by the PAC Executive May 02, 2019)**

***SECTION VII – ELECTION OF EXECUTIVE OFFICERS***

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. **Changed to:** The executive officers shall be elected from the voting members at the Annual General Meeting, except that no elected official of the school district or ministry of Education shall hold an executive position.

***SECTION IX – EXECUTIVE OFFICERS***

**Added:** M. Media Relations

- a. This position is a voting position on the board. The primary role is to update all families at Sangster school of PAC and related events.
- b. Maintain and update Facebook.
- c. Prepare and send out monthly PAC newsletters showcasing and highlighting past and upcoming events.

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## **Changes made as of May 2020 (approved by the PAC Executive May 13, 2020)**

### **Current bylaw**

#### **SECTION VII - ELECTION OF EXECUTIVE OFFICERS**

1.The executive officers shall be elated from the voting members at the Annual General Meeting, except that no elected official of the school district or Ministry of Education shall hold an executive position.

### **Changed to**

#### **SECTION VII - ELECTION OF EXECUTIVE OFFICERS**

1.The executive officers shall be **elected** from the voting members at the Annual General Meeting, except that no elected official of the school district or Ministry of Education shall hold an executive position.

### **Added New Bylaw :**

#### **Section V- MEETINGS**

1.Meetings should be held in the school at the time and night of the month selected by the current executive for which those meetings in that school year will be held

2.Video conferencing, if available, should be an acceptable way to attend the meeting and cast a vote on any matter that requires to be voted on.

Current bylaws 2-6 of this section now become 4-8.

#### **SECTION IX - EXECUTIVE OFFICERS**

**Removed:** Safe arrival and Social Convener. **Added:** Two additional Members at Large and Yearbook Coordinator.

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