

LAKEWOOD PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

CONSTITUTION

revised April 2016

Article I - Name

The name of the organization shall be: **Lakewood Parent Advisory Council**

Article II - The objectives of the council are:

1. To provide cultural and recreational events for the school.
2. To promote active parent participation in the organization and operation of the council and its activities.
3. To encourage communication amongst parents and between staff and parents so that there can be an exchange of ideas and experiences relating to the council and the school.
4. To provide funding for projects beneficial to the student body.
5. To promote the safety and well-being of our children in a healthy learning environment.

Article III – Dissolution:

1. Should the Lakewood Parent Advisory Council, 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 the Lakewood Parent Advisory Council 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.
2. In the event the council is disbanded, and after the satisfaction of Article III, 1., above, and after satisfaction of all other debts and obligations, any and all remaining assets of the council shall be expended for school equipment, supplies, or activities.

POLICIES

1. This Parent Advisory Council shall be non-partisan and non-sectarian.
2. Monies raised through fund-raising are to provide equipment and to support activities provided by the PAC to benefit the students and the school. Any such activities must be under the supervision of the teachers or administration of Lakewood School. In addition, monies raised through fundraising will not be used for the personal gain of a current PAC Executive member. Executive members cannot accept payments from PAC raised funds in their capacity as a PAC Executive Volunteer. Meeting expenses are separate and will be set each Fall.
3. Equipment purchased with PAC funds becomes the property of the school and School District #62.
4. Members of the council may not discuss issues about individual staff members, individual students or other parents.

BYLAW #1 MEMBERSHIP

1. Membership in the council is open to any parent and/or guardian of a child in attendance in Lakewood School.
2. Voting membership at the General meetings is confined to the parents and/or guardians of children attending Lakewood School. Voting membership at the Executive meetings is confined to the Executive members.

BYLAW #2 MEETINGS

1. Two weeks' notice must be given prior to a general meeting.
2. An Annual General Meeting shall be held in May or June. A second Annual General Meeting may be held in Nov/Dec at the discretion of the executive.
3. The election of a new Executive shall take place at the Annual General Meeting. The new Executive will assume office the following September.
4. The outgoing executive will provide annual reports at the Annual General Meeting.
5. The voting members present at any duly called General Meeting shall constitute a quorum.
6. An Executive Meeting shall be held once a month at the discretion of the executive.

7. The executive members present at any duly called Executive Meeting shall constitute a quorum.
8. A special meeting of the Executive may be called by the President, one of the two Co-Presidents, or any two of the Executive upon unanimous agreement of the Directors. (This does not imply necessary attendance of all the Executive.) At such a meeting, voting may take place only if two-thirds of the Executive members are present.
9. Executive members who co-chair a position shall each have a full vote at all general meetings and Executive meetings.

BYLAW #3 EXECUTIVE

1. Executive offices of the council shall be that of : President, Vice-President, Secretary, Treasurer, Past President, Fundraising Coordinator(s), Safe Arrival Coordinator, Emergency Preparedness Coordinator, Newsletter Coordinator, Sooke Parents Advisory Council (SPEAC), Gaming Coordinator, Hot Lunch Coordinator (S), up to 6 members at large, and Events Coordinator(S).
2. Directors - the President, Vice-President, Secretary and Treasurer shall be deemed to be Directors. Where the positions of President and Vice-President are replaced by two Co-Presidents, the two Co-Presidents shall be deemed to be Directors.
3. The executive shall be responsible to the membership for the general management of the council.
4. Between general meetings the business affairs of the council shall be conducted by the executive.
5. Any member of the executive may be removed from office at any duly called executive meeting by a two-thirds majority vote of the executive members present.
6. No one in the capacity of President, Vice-President, Co-President, Secretary or Treasurer shall hold the same position for more than two consecutive years unless that position cannot be filled in which case that person may hold the position until a replacement is found.
7. The school's Principal and /or Vice-Principal shall be present at the monthly executive meetings.

BYLAW #4 ELECTIONS

1. The following Executive members shall be elected from voting members at the Annual General meeting held in May or June : President, Vice-President, Secretary, Treasurer, Past President, Fundraising Coordinator(s), Safe Arrival Coordinator, Emergency Preparedness Coordinator, Newsletter Coordinator, Sooke Parents Advisory Council (SPEAC), Gaming Coordinator, Hot Lunch Coordinator (S), up to 6 members at large, and Events Coordinator(S).
2. A nominating committee consisting of three members including the president shall be appointed by the executive at least one month prior to the Annual General Meeting. Nominations shall also be called from the floor.
3. If any executive member resigns during a term of office or if any office is not filled at the time of elections, the executive may appoint someone to fill the vacancy until the next election.
4. Three School Planning Council members shall be elected annually by secret ballot. These members shall be from parents or guardians of students enrolled in Lakewood School, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. The term of office for School Planning Council representatives shall be for one year

Comment [SJP1]: Delete no longer have School Planning Council

BYLAW #5 DUTIES

President

The President shall preside at all meetings. He or she shall have no vote in the meeting except in the case of a tied vote, when he/she shall cast the deciding vote. He/she shall be an ex-officio member of all committees, shall maintain communication channels with the school through the principal or vice-principal and shall attend to all correspondence.

Vice-President

The Vice-president shall assist the President and, in the absence of the President, shall assume his/her duties. The vice-president shall be an ex-officio member of all committees.

Co-President

When the positions of President and Vice-President have been filled instead by two Co-Presidents, the Co-Presidents shall share the combined duties of President and Vice-President. The Co-President who is chairing any given meeting shall have no vote at that meeting except in the case of a tied vote, in which case he/she shall cast the deciding vote. The Co-President who is not chairing shall have a vote at that meeting, unless called upon to assume the duties of the Chair. Both Co-Presidents shall be ex-officio members of all committees.

Secretary

1. The secretary shall keep all records, other than the financial records, of the council and shall keep minutes of all general and executive meetings.

2. The secretary shall make the minute books available at reasonable times to any member of the council. The secretary shall post the minutes from the meetings within a week of the meeting.

Treasurer

1. The treasurer may have bookkeeping or banking experience.
2. The treasurer shall have the care and custody of the funds of the council.
3. The treasurer shall keep an accurate account of all monies received and disbursed in a form satisfactory to the executive, good accounting practices and in keeping with the Societies Act.
4. The treasurer shall pay all approved accounts.
5. The treasurer shall reconcile bank statements every month.
6. The treasurer shall have the books reviewed before the school starts in September.

Past President

The Past President shall serve in an advisory capacity to the executive and the council.

Fundraising Coordinator (s)

The Fundraising Coordinator(s) shall advise the executive on the means of acquiring funds for desired projects, and shall organize refreshments for school and PAC functions.

Sooke Parent Education Advisory Council Delegated (SPEAC)

One of two SPEAC delegates shall attend SPEAC meetings and report relevant information from the meetings to the PAC executive meetings and forward all emails from SPEAC Chair to Executive.

Safe Arrival Coordinator

The Safe Arrival Coordinator shall organize a committee of parents to operate the Safe Arrival Program, which ensures that all absent children are accounted for at the beginning of each day.

Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator shall organize a committee to discuss any safety issues. The coordinator will be responsible to ensure emergency supplies are organized and up to date.

Newsletter Coordinator

The Newsletter Coordinator shall cooperate with principal and ensure that PAC information is communicated to parents regularly.

Hot Lunch Coordinator(s)

The Hot Lunch Coordinator(s) organizes a hot lunch for students, arranges and coordinates the food available at the year-end events such as "Fun Day" and is responsible for ensuring the profits are given to the Treasurer within 2 weeks of the event. The Hot Lunch Coordinator must have taken or be willing to take the "Food Safe Course", to be paid for with PAC funds.

Gaming Coordinator

The Gaming Coordinator works with the B.C. Gaming Commission on the requirements and procedures related to obtaining gaming funds.

Members-At-Large

Up to 6 representatives shall be responsible for taking concerns and suggestions from the parents to the monthly Executive meeting.

Events Coordinator(s)

The events coordinator(s) will be responsible to organize a committee of parents interested in running special events for the school such as dances, auctions and fun fairs.

School Planning Council (SPC) Representatives

The School Planning Council 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

report back to the PAC at general meetings

BYLAW #6 ANNUAL FINANCIAL REVIEW

Two adults with bookkeeping experience shall be appointed by the executive before the June Annual General Meeting. Their duty shall be to review the financial practices and statements of the council.

BYLAW #7 BANKING

1. The executive may determine the institution with which the council will do its banking.
2. All monies, cheques and drafts of the council shall be deposited to its credit in the institution upon receipt.
3. No cash payouts shall be made from monies collected as per 2.
4. Cheques drawn on the council account shall be signed by any two of the four Directors. The two signing Directors may not be related.
5. All outstanding debts shall be paid by cheque.
6. All cheques will be requested in writing using the Lakewood Cheque Requisition form. The original form will be held in the care of the Treasurer.

BYLAW #8 STANDING COMMITTEES

Standing Committees can be formed under the leadership of any executive member.

1. There shall be no limitation on the number of members within the committee.
2. Standing Committees are responsible for organizing and assisting with school or school related social events.

BYLAW #9 FISCAL YEAR

The fiscal year shall be from September 1st to August 31st.

BYLAW #10 AMENDMENTS

1. The constitution and by-laws shall be reviewed annually.
2. The constitution and by-laws of LAKEWOOD Parent Advisory Council may only be amended by a resolution passed by a two-thirds majority of those present at a general meeting provided that the membership is notified of any proposed amendment fourteen days prior to the meeting.

Bylaw #11 - Electronic Communication

PAC accepts the Guidelines **for Email Voting**:

1. Wherever possible, all motions will be brought to regular monthly PAC meetings, recognizing email voting as an alternative and not a regular course of action.
2. Where a PAC executive or director requires an exception, she/he will bring an email motion (including the second) to the attention of the President/Co-President. She/he will request a special email meeting to address the motion. A mutually agreed upon deadline will be established.
3. The Co President notifies all PAC executive and directors by email, that a special email meeting has been called, for the purpose of a motion requiring a vote.
4. The PAC executive or director sends the email motion identifying who has seconded the motion, to the PAC executive and directors.
5. Anyone with questions or requesting further information of the motion will contact the Co President directly, not initiating a "reply all".
6. Each PAC executive or director has one vote to be sent directly to the Pres/Co President (the vote does not have to "reply all") to be used prior to the deadline. The vote will be tallied by the Co President.
7. Voters have until the deadline to reach a quorum. The Pres/Co President will provide the PAC executive and directors with the results.
8. At the next regular scheduled PAC meeting, the members will adopt the special meeting motion and add the outcome into the minutes.

Email Communication Part Two

Regular monthly PAC meetings provide the forum for discussion, debate and resolution regarding relevant school issues.

PAC parents have provided email addresses for the purposes of receiving meeting minutes and relevant school information.

PAC members respect the personal lives of parents and use this method of communication specifically for school information and PAC meeting minutes unless they have prior permission by a particular PAC member.

A member will seek prior approval from individuals if they wish to share personal information via the email address list.

PACBylaw