



**DOUGLAS ROAD SCHOOL  
PARENT ADVISORY COMMITTEE  
CONSTITUTION AND BY-LAWS**

## CONSTITUTION

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# CONSTITUTION

## Section 1 – NAME

The name of the organization shall be the Douglas Road School Parent Advisory Committee as per the School Act – Bill 67 – Division 2 – Section 8 (1).

## Section 2 – PURPOSE

The organization shall be ultimately dedicated to enhancing a well-rounded education for the school's students. The primary mandate of the organization shall be to promote effective communication between the home and school, to foster meaningful parent participation in educational and school activities and to promote a sense of school community.

## Section 3 – OBJECTIVES

1. The objective of the organization shall be to enhance communication between:



2. To review, discuss and make recommendations to the school staff on:
  - school policies and procedures
  - programs and services
  - facilities and equipment
  - learning resources
3. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

# **BY-LAWS**

## **Section 1 – MEMBERSHIP**

- All parents and guardians of children registered at Douglas Road School are voting members of the committee. Any family may only have a maximum of two votes.
- Administration and staff (teaching and non-teacher) of Douglas Road School are non-voting members of the committee.
- Members of the school community who are not parents or guardians of children currently registered in the school are non-voting members of the committee.

## **Section 2 – STURCTURE / ORGANIZATION**

- The Douglas Road Parent Advisory Committee shall elect a slate of officers (Executive) at the Annual General Meeting in April.

1. The Executive

The Executive of the organization consists of:

- 1) Chairperson
- 2) Vice-chair
- 3) Secretary
- 4) Treasurer
- 5) Past President (if available)
- 6) Committee Chairperson
  - number subject to change as determined by Executive

# ROLES OF EXECUTIVE

## 1. CHAIRPERSON

- shall convene and preside at all membership, special and Executive meetings.
- shall in consultation with the Executive and school staff/administration ensure that an agenda is prepared and sent out prior to General meetings.
- shall appoint committees where authorized to do so by Executive or membership.
- act as liaison between parent advisory and school staff/administration to ensure that organizational actions are consistent with the objectives and purpose of the organization.
- is one of the signing officers of the accounts (as per Section 5).

## 2. VICE-CHAIR

- assume the responsibilities of the chairperson in the chair's absence or take minutes in the secretary's absence.
- prepare room ahead for general meetings with regards to coffee set up, child-minding, etc.

## 3. TREASURER

- is responsible for and reports on the accounts of the organization.
- is one of the signing officers of the accounts (as per Section 5).
- prepares and publishes a financial statement at the fiscal year end.
- drafts a budget and tentative plan of expenditures, in consultation with the Executive.

## 4. SECRETARY

- records the minutes of Executive, special and general membership meetings and distributes general meeting minutes to membership at large.
- issues and files correspondence on behalf of the organization.

## 5. COMMITTEES

- the number of committees will be subject to change dependant on the organization needs of any particular year as determined by the Executive.
- committee membership is open to the general membership (voting as per Section 1.
- each committee will appoint a chairperson (voting member) which is responsible for keeping the Executive informed of the committee's progress.
- the committee chairperson may also form part of the Executive particularly in the case of ongoing standing committees such as Fundraising Special Lunch and Health and Safety.
- the committee chairperson will also submit financial reports to the Treasurer where required.

## **SECTION 3 – ELECTION PROCEDURES**

### **1. Nominations**

- The Executive will form a Nomination Committee.
- A notice (or nominations will be distributed to the membership at least thirty (30) days prior to the Annual General Meeting. Any person who is eligible to vote at the parent Advisory Meeting is eligible for nomination and each nomination will have a seconder from the voting body.
- Nominations will be received up to one week prior to the Annual General Meeting. Unfilled nominations may be nominated from the floor at the Annual General Meeting.
- All nominees must provide verbal or written acceptance prior to voting at the Annual General Meeting.

### **2. Elections**

- Election of the Executive will take place at the Annual General Meeting which will be held in April of each year.

### **3. Terms**

- Terms of office shall be for (1) year from September 1<sup>st</sup> to June 30<sup>th</sup>. The new appointees shall also attend Executive meetings in May and June to shadow their new positions.
- Further terms are acceptable when pursued through the standard nomination procedures.

#### **4. Vacancies**

- Positions which become vacant during the year shall be filled by Executive appointment and ratified by membership.

### **SECTION 4 – MEETINGS**

#### **1. Executive Meetings**

- There will be an Executive meeting at least one week before any general meeting and extra Executive meetings may be called as required by the chairperson.

#### **2. General Meetings**

- There shall be a minimum of seven General Meetings per year as set by the Executive.

#### **3. Quorum**

- The voting members present at any duly called General meeting shall represent a quorum (the number can vary).

#### **4. Procedures**

- If procedural problems should arise “Robert’s Rules of Order” will be used to resolve the situations, unless they are in conflict with guidelines in this Constitution.

### **SECTION 5 – FINANCES**

1. A budget and tentative plan of expenditures shall be drawn up by the Treasurer and presented for approval at the Annual General Meeting.
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 account.
3. The Executive shall name four (4) signing officers for banking purposes: the Treasurer, the Chairperson and two (2) of whom shall be school staff/administration. Each cheque will require the signature of one parent and on school officer.
4. Expenditures under \$100.00 may be voted by the Executive, expenditures over \$100.00 must be approved by a majority at a General meeting.
5. A Treasurer's report shall be distributed to all members in September.

## **SECTION 6 – CODE OF CONDUCT**

- The Douglas Road Parent Advisory is not a forum for the discussion of individual school personnel, students, parents or other individual members of the community.
- An Executive member who is approached by an individual with a concern relating to the above is in a privileged position and must treat such discussion as confidential.

## **SECTION 7 – CONSTITUTIONAL AMENDMENTS**

Amendments to the constitution and by-laws of the Douglas Road Parent Advisory may be made at the Annual General Meeting.

1. The amendment is presented to the Executive thirty (30) days prior to the Annual General meeting.
2. Written notice of the amendment, including sections to be changed and specific amendments proposed will be distributed to the membership fourteen (14) days prior to the meeting.
3. A 2/3 majority of all voting members present at the meeting will be required to amend the constitution and by-laws.

## **SECTION 8 – DISSOLUTION**



- If for any reason the organization is to be dissolved, thirty (30) days written notice of this intent must be given to the general membership before a meeting to resolve the situation is called. A motion to dissolve may then be put forward at this meeting by a voting member and must be passed by a 2/3 majority of those members in attendance.
- Upon winding up or dissolution of the Douglas Road School Parent Advisory Committee, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.
- All records of the organization shall be placed under the jurisdiction of School District #41 Burnaby in the person of the principal of the school.