



AR LORD PAC

CONSTITUTION & BYLAWS

SECTION I: NAME

1. The name of the Association shall be the Dr. A. R. Lord Parent Advisory Council (School District No. 39).
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II: PURPOSES

1. To advise the administer present at the school and staff on parent, caregiver and guardian views about school programs, policies and activities.
2. To communicate with parents, caregivers and guardians, and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents, caregivers and guardians in accessing the system, and to advocate on behalf of parents, caregivers, guardians and students
4. To organize PAC activities and events for the purpose of fundraising and/or for promoting school and community involvement.
5. To contribute to the effectiveness of the school by promoting the involvement of parents, caregivers, guardians and other community members.

SECTION III: MEMBERSHIP

1. All parents and guardians of students registered at Dr. A. R. Lord School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Dr. A. R. Lord School may be non-voting members of the group.
3. Members of the school community who are not parents or guardians of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting members than voting members.



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SECTION IV: MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. 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.
3. Meetings will be conducted efficiently (will last no more than two (2) hours) and with fairness to the members present.
4. Any member wishing to formally present an item at a general meeting shall notify the Executive in writing (delivered either by e-mail to info@arlordpac.ca or to the PAC's mail slot at the front office of the school) at least seven days prior to the meeting. The notification shall state the topic and time required to present same. If it is not possible to present during the upcoming meeting, the person wishing to present will be notified and other arrangements will be made.
5. 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.

SECTION V: 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.



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SECTION VI: ELECTION OF EXECUTIVE OFFICERS

1. The group shall elect a slate of officers from the voting members for each school year. The number of positions of executive members shall be determined by local organizational needs.
2. The executive officers shall be elected from the voting members at the Annual General Meeting in September.
3. Call for nominations shall be made at any time up to the vote.
4. 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.

SECTION VII: TERMS OF OFFICE

1. The term of office shall commence immediately upon election at the Annual General Meeting in September and shall continue until the following Annual General Meeting.
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. In the absence of reasonable alternative candidates, executive positions will not be subject to time limitations.
4. No person may hold more than one elected position at any one time, unless the second position is District Parent Advisory Council Representative and/or Past Chairperson.
5. The Past Chairperson shall hold that office for a maximum of one year.

SECTION VIII: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers will be as follows:
 - A. Chairperson
 - B. Treasurer
 - C. Secretary
 - D. District Parent Advisory Council Representative*
 - E. Two or more Members At Large*
 - F. Past Chairperson*

* Denotes optional officers per discretion of PAC



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SECTION IX: DUTIES OF THE OFFICERS

A. CHAIRPERSON

- a. shall convene and preside at all membership, special and executive meetings
- b. shall ensure that an agenda is prepared and presented
- c. shall appoint committees where authorized to do so by the executive of membership
- d. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- e. shall be the official spokesperson for the organization
- f. shall be a signing officer
- g. shall submit an annual report

B. TREASURER

- a. shall assume the responsibilities of the chairperson in the chairperson's absence
- b. shall be responsible for and report on the accounts of the organization
- c. shall be one of the three signing officers of the executive as per Section XIII
- d. shall prepare a financial report for publication in the school newsletter as per
 1. Section XIII
- e. shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII
- f. shall ensure that another financial signing officer has access to the book in the event of his/her absence
- g. shall submit an annual report

C. SECRETARY

- a. shall record the minutes of membership, special and executive meetings
- b. shall distribute minutes to Council members
- c. 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 safekeeping
- d. may be a signing officer
- e. shall safely keep all records of the Council
- f. shall submit an annual report



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D. DPAC REPRESENTATIVE

- a. may hold another position on the Executive
- b. shall attend DPAC meetings
- c. shall report back to the PAC
- d. shall seek input from the PAC
- e. shall submit an annual report

E. MEMBERS AT LARGE

- 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 may require
- b. shall submit an annual report

F. PAST CHAIRPERSON

- a. may hold another position on the Executive
- b. shall assist and advise the Council as needed
- c. shall act as a consultant for the chairperson as needed

SECTION X: SCHOOL PLANNING COUNCIL

1. Shall assist in the School Planning Council, at their request, in matters pertaining to the development of the School Growth Plan.
2. The Executive shall select three (3) members to be its representatives on the School Planning Council for a term of one (1) year. One (1) of the elected School Planning Council members must be a member of the Executive.

SECTION XI: 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 chairperson (after consultation with the PAC Executive).



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SECTION XII: FINANCES

1. All funds of the organization will be on deposit in a bank of financial establishment registered under the Bank Act. With the exception of the petty cash fund and the float fund.
2. The petty cash fund shall be a maximum of \$300.00.
3. The float fund shall be a maximum of \$150.00.
4. All money spent above and beyond the predetermined amount of \$100.00 will first be presented to and voted on by the executive and then approved by a majority at a general meeting.
4. Any expenditure of \$100.00 or less that must be made in between general meetings shall be presented to all the voting members in attendance at the previous general meeting by e-mail. A majority vote will signify approval of the expense.
5. The Executive shall name at least three signing officers, one of whom will be the treasurer and one of whom will be a non-executive voting member, for banking and legal documents. Two signatures will be required for these documents.
6. A Treasurer's Report to all members should be published in the PAC meeting minutes prior to the end of each school term.
7. 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.
8. The financial year of the Council will be September 1 to August 31st.

SECTION XIII: PROPERTY IN DOCUMENTS

1. All original documents, records, minutes, correspondence or other papers kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be the property of the PAC and shall be turned over to the Chairperson when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.
2. The books and records of the society shall be open to inspection by any member at all reasonable times upon request.



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SECTION XIV: CONSTITUTION & BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of the Dr. A.R. Lord School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
2. Written notice of the meeting has been given to all members (14 days minimum).
3. The notice of the meeting included notice of the specific amendments proposed.
4. 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 XV: CODE OF CONDUCT

1. The Dr. A.R. Lord Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, caregivers, guardians or other individual members of the school community.
2. An Executive Member who is approached by a parent, caregiver or guardian 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 or guardian who accepts a position as a PAC Executive Member:
 - a. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
 - b. Performs his/her 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 that representation processes are in place.
 - f. Encourages and supports parent/caregivers/caregivers 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.



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SECTION XVI: 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 administrator present at the school.