

School District #62 (Sooke)

PARENT ADVISORY COUNCILS	No.: D-201
	Effective: Jan. 12/93 Revised: May 27/03; Nov. 5/19 Reviewed: Nov. 5/19

ADMINISTRATIVE REGULATIONS

In situations where a Parents' Advisory Council does not exist, the Principal should initiate meetings with interested parents in an effort to create an effective Parents' Advisory Council.

The school Principal will make available to the Parents' Advisory Council a sample constitution and sample by-laws to serve as guidelines only in the formation and operation of the Parents' Advisory Council.

The Parents' Advisory Council should be comprised of a cross section of the school community as opposed to a special interest group (i.e. band, sports, etc.). These special interest groups may form sub-committees of the Parents' Advisory Council.

The Parents' Advisory Council, in consultation with the Principal, must make by-laws governing its meetings and the business and conduct of its affairs, including by-laws governing:

- The dissolution of the Parents' Advisory Council.
- The election of a member to represent the Parents' Advisory Council on the District Parents' Advisory Council (SPEAC).

PARENT ADVISORY COUNCIL

SAMPLE CONSTITUTION

NAME

The name of the organization shall be the _____ School Parent Advisory Council.

PURPOSE

The purpose of the organization shall be the promotion of the interests of public education in general and specifically the interests of _____ School.

OBJECTIVES

The Council will endeavour to achieve this purpose by:

- a. enhancing communication between school and home
- b. advising parents about school programs and services
- c. involving parents in school activities
- d. making recommendations to the principal on school programs and services
- e. organizing, in conjunction with the principal, volunteer programs and activities which support the school
- f. working with the principal, staff, parents and community organizations to provide a healthy, safe and supportive environment
- g. assisting parents in providing educational opportunities for their children
- h. providing a forum for the discussion of educational programs and services
- i. promoting a spirit of tolerance and co-operation within the school community

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1. **MEMBERSHIP**

- a. All parents and guardians whose children are in attendance at _____ School are eligible to be voting members of the group.
- b. Administrators and staff (teaching and non-teaching) of _____ School shall be non-voting members.
- c. Members of the school community who do not have children attending the school shall be non-voting members.

2. **EXECUTIVE OFFICERS**

The Council shall elect an executive from the voting members for each school year. The executive shall consist of the following members:

- | | |
|----------------|--------------------------------------|
| President | Treasurer |
| Vice President | Representative for SPEAC |
| Secretary | Teacher Representative - non-elected |
| | Principal - non-elected |

3. **MEETINGS**

- a. Regular Council Meetings will be held, at a time and place convenient to the membership, at the call of the president in consultation with the principal. At least one week's notice will be given for business meetings.
- b. Special Council Meetings
 - (i) Special Council meetings may be called by the president at his/her discretion.
 - (ii) Special Council meetings shall be called by the president at the written request of members. The written request shall contain the reasons for the meeting and only that business may be dealt with at that meeting. At least one week's notice will be given.

4. **PROCEDURE OF MEETINGS**

- a. Meetings will be conducted efficiently and with fairness to the members present.
- b. If procedure 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.

5. **COMMITTEES**

- a. Committees are responsible to the executive.
- b. School staff will be afforded representation on committees.
- c. Special or ad hoc committees may be appointed as required.

6. **ELECTIONS**

- a. The length of term for executive positions shall be one year.
- b. Retiring officers are eligible for nomination and re-election, except that no member may remain in any one position on the executive body for more than three years.

7. **ELECTION PROCEDURE**

Election of the executive will take place during a General Meeting which will be held at the same time each year.

8. **NOMINATIONS**

- a. A Nomination Committee will be formed at the General Meeting prior to the election or as required by the executive.
- b. Nominations may be received up to and during the elections until declared closed by the president.
- c. A Letter of Notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the elections.

9. **QUORUM**

The voting members present at any duly called general meeting shall constitute a quorum.

10. **CONSTITUTIONAL AMENDMENTS**

Amendments to the Constitution and By-laws of the _____ School Parent Advisory Council may be made at any General Membership meeting at which business is conducted, providing:

- a. written notice of the meeting has been given to all members - (fourteen (14) days minimum).
- b. the notice of the meeting included notice of the specific amendments proposed.
- c. a two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

11. **FINANCES**

- a. The fiscal year shall be July 1 - June 30.
- b. 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 November of each year.
- c. 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.
- d. The executive shall name three signing officers, one of whom will be the Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents.

- e. All monies spent above and beyond a pre-determined petty cash amount will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.
- f. A Treasurer's report should be accessible to all members prior to the end of each school term.
- g. An audit will be conducted on an annual basis.

12. **CODE OF CONDUCT**

- a. The _____ Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b. An executive member who is approached by a parent with a concern is in a privileged position and must treat such discussion as confidential.

13. **DISSOLUTION**

In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.

All records of the organization shall be placed under the jurisdiction of the School District in the person of the principal of the school.

APPENDIX A.

EXPLANATORY NOTES

1. Membership
Secondary School representative groups should make provision for Student Council membership.
2. Executive Officers
 - a. The Council may wish to include a provision for appointing additional officers or for allowing their appointment at the discretion of the Council.
 - b. The principal or vice-principal should be appointed as an ex-officio member.
 - c. One staff member should be appointed as an ex-officio member.
3. Meetings
 - a. The Council may wish to set a schedule of meetings for the year at the first regular meeting of the Council.
 - b. Special meetings are normally called to consider matters of particular importance or urgency.
4. Procedure of Meetings
A copy of the Constitution and By-laws should be filed with the Principal and at the District Board Office for recognition.
5. Committees
Members to ad hoc committees may be appointed by the president after consultation with the executive.
6. Quorum
Alternatively, a specific number may be set as a quorum.

APPENDIX B

SAMPLE AGENDA

1. Call to Order
2. Adopt Agenda
3. Reading and Adoption of Minutes
4. Business arising from Minutes
5. Reading and Adoption of Treasurer's Report
6. Correspondence
7. Report from the Representative to the District Parent Advisory Council (SPEAC)
8. Reports from Committees
9. Business arising from Reports
10. New Business
11. Announcements
12. Adjournment
13. Program (if any)

APPENDIX C

SAMPLE DUTIES OF OFFICERSPresident

- shall convene and preside at all membership, special and executive meetings
- shall, in consultation with the principal, ensure that an agenda is prepared and presented
- shall form 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
- shall ensure representation to District #62 SPEAC meetings
- shall attend yearly SPEAC meeting for Presidents and Vice Presidents

Vice President

- will assume the responsibilities of the President in the President's absence
- will act as second alternate SPEAC representative, if SPEAC representative or first alternate is unable to attend
- will work with Social Conveynor or take on these duties if no Social Conveynor
- will assist other committee co-ordinators as needed
- shall attend yearly SPEAC meetings for Presidents and Vice Presidents

Secretary

- will record the minutes of membership, special and executive meetings
- will issue and receive correspondence on behalf of the organization
- will read or distribute minutes at all general and executive meetings

Treasurer

- will be in attendance to count and take charge of monies at any major fundraiser, e.g. Spring Fair and Sports Day
- if unable to attend such event, an alternate will be appointed by the executive
- 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(d)

- will prepare a financial report annually
- will assist the executive with a draft budget and tentative plan of expenditures as per Section 11(b)

Representative to (School District #62) SPEAC

- the SPEAC representative shall keep the SPEAC Handbook up-to-date
- shall represent the Parent Advisory Council at all regular and extra-ordinary SPEAC meeting
- shall report district information to the executive and shall report to General Meetings of the Parent Advisory Council as required

