

**CC Pinckney
Elementary School**

Parent Advisory Council
Constitution and Bylaws

School Year 2010-2011

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CONSTITUTION

SECTION I: NAME

1. The name of the Association shall be the CC Pinckney Elementary School Parent Advisory Council.
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 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 the school as it effects the education of children;
3. To promote discussions with parents/community regarding school programs and policies;
4. To assist parents in accessing the system, and to advocate on behalf of parents and students;
5. To assist individual parents and/or students in communicating with the principal and staff;
6. To organize PAC activities and events;
7. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
8. To educate parents;
9. To advocate equal educational opportunities for all students; and
10. To liaise with other education partners and organizations.

The PAC is a non-commercial, not-for-profit organization. It does not represent the DODEA/DDESS or the United States Army. The name of the organization or members in their official capacities shall not be used in connection with any commercial interest or agency.

SECTION III: DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds shall be donated to CC Pinckney Elementary School for educational materials only. 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 the principal of the school.
3. The community will be notified by hard and electronic measures of the dissolution of the PAC.

BYLAWS

SECTION IV: MEMBERSHIP

1. Membership is open to all parents and guardians of students registered at CC Pinckney Elementary School, all administration and staff of CC Pinckney Elementary School, and members of the school community
2. All are voting members of the group.
3. There is no such thing as a non-voting member. You are either a member or you are not a member. All members have full rights.
4. The Chairperson has all the rights of other members; but can abstain from voting to maintain impartiality.

SECTION V: MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and additional general meetings, approximately 8-9, shall be held at 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 ten per cent (10%) of the voting delegates.
3. Notice of each meeting of the association shall be included in the school newsletter and other hard-copy or electronic modes of communication.
4. Meetings will be conducted efficiently and with fairness to all members present.
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 the constitution.

SECTION VI: VOTING

1. A quorum is needed of the council of which two members must be executive members. A quorum consists of at least two members of the Executive Board and at least four Council members.
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.
6. Each voting member shall only vote once per motion.
7. A member must be present and signed in on the attendance sheet before their vote is counted in a vote.

SECTION VII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be selected from the voting members or by self-nomination to a position. At no time, will two family members hold concurrent PAC officer positions.
2. Only PAC members can vote for nominees. A nominee must obtain a majority of an open vote to be selected for an office.
3. 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 Nominating Committee chairperson.
5. All ballots shall be retained for the period of one school year after election and then destroyed.

SECTION VIII: TERM OF OFFICE

1. The term of office shall commence in July of each year and shall be for one year.
2. Any elected member of the Council may serve on the executive board for as many years as he/she is elected to a position. But no person may hold anyone position for more than two consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past-President shall hold that office for one year.

SECTION IX: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President.

2. The Executive Officers will be as follows:

A. Chair Person

B. Vice Chair Person

C. Treasurer

D. Secretary

E. Parliamentarian

F. Past President (If that person remains a member of the Council)

SECTION X: DUTIES OF THE EXECUTIVE 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 when authorized to do so by the executive or membership;
- d) shall be an ex-officio member to all committees except the Nominating Committee;
- e) shall take such actions or ensure that such action are taken by others to achieve the objectives and purpose of the organization;
- f) shall be the official spokesperson for the organization;
- g) shall be a signing officer; and
- h) shall submit an annual report.

B. VICE CHAIRPERSON

- a) shall assume the responsibilities of the president in the president's absence;
- b) shall accept extra duties as required;
- c) shall be a signing officer; and
- d) 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) shall issue and receive correspondence on behalf of the organization;
- e) may be a signing officer;
- f) shall safely keep all records of the Council; and
- g) shall submit an annual report.

D. TREASURER

- a) shall be responsible for and report on the accounts of the organization;
- b) shall be one of the three signing officers of the executive as per Section XI;
- c) shall prepare a financial report for publication in the school newsletter if asked to do so;
- d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures;
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence; and
- f) shall submit an annual report.

E. Parliamentarian

- a) is a non-voting member of the Executive Board;
 - 1. does not participate in the motion process, except to make sure that the correct procedures are followed
 - 2. has all of the rights to debate and discuss agenda items as other members do
- b) is an advisor on the Roberts Rules of Order process used in all PAC Board Meetings, to the President and members of the board;
- c) shall handle meeting procedure questions or problems that arise during the meeting including maintaining order, ensuring all statements are directed to the chair, that there is no dialog between members and making sure that visitors are aware of the procedures that apply to them. If a board member speaks when someone else has the floor the Parliamentarian may call a member out of order;
- d) committees of the Board and other members of the PAC may consult with the Parliamentarian as needed;
- e) revise job description as needed;
- f) chairs the Nominating Committee Chair and is responsible for publicity, nomination packages, organization of Election Day (April) and counting ballots;
- g) chairs a review committee for review of the By-Laws and Constitution on an annual basis;
- h) responsible for completing revisions to the By-Laws and Constitution, presenting the document to the general membership, obtaining a vote, and then distributing the standing document to the entire membership; and

i) copies the By-Laws and Constitution will be distribution both by hard and electronic copy to the membership.

F. PAST PRESIDENT

a) shall help smooth transition between presidents;

b) shall assist and advise the Council;

c) shall act as a consultant for the president;

d) shall chair the nominating committee; and

e) shall submit an annual report.

SECTION XI: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to its Directors and the executive.
4. Members may be appointed annually to committees by the chairperson (after consultation with the executive board).

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 May of each year.

2. All funds of the organization will be on deposit in a bank of financial establishment registered under the Bank Act.

3. The executive board 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.

4. No purchases should be made prior to approval of funds.

5. All money spent above and beyond a pre-determined petty cash amount (\$200.00) will be first presented to and voted on by the executive board, and then approved by a majority at a general meeting.

6. For purchases less than \$200, approval can be given the Chairperson.

7. Purchase Request Forms need to be turned in the Friday before the scheduled PAC meeting.

8. A Treasurer's Report to all members should be published in the PAC/school newsletter prior to the end of each school term.

9. A need for audits will be agreed upon by the members at any general meeting or when a new treasurer is voted into position, where upon an independent auditor will be appointed as needed.

SECTION XIII: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and By-laws of the CC Pinckney Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Writers notice of the meeting has been given to all members with a 14 days minimum;
2. The notice of the meeting included notice of the specific amendments proposed; and
3. A majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

SECTION XIV: CODE OF CONDUCT

1. The CC Pinckney Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, 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 Board Member shall:
 - a) uphold the constitution and bylaws, policies and procedures of the PAC;
 - b) perform her/his duties with honesty and integrity;
 - c) work to ensure that the well-being of students is the primary focus of all decisions of the council;
 - d) respect the rights of all individuals;
 - e) take direction from the members, ensuring that representation processes are in place;
 - f) encourage and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
 - g) work to ensure that issues are resolved through due process;
 - h) strive to be informed and only passes on information that is reliable and correct;

- i) respect all confidential information; and
- j) supports public education.

SECTION XV: EFFECTIVE DATE

This Constitution and By-Laws will be effective immediately upon approval by the PAC membership and reviewed annually. On this date, I hear be call that a majority vote occurred and membership approved this document.

These are the standing By-laws for CC Pinckney Elementary School PAC, school year 2010-2011.

DATE -----

PAC PARLIATARIAN _____

PAC CHAIRPERSON

CC PINCKNEY PRINCIPAL