

**Fawkes Academy**  
**Parent Advisory Council Constitution & Bylaws**  
**May 2014**

**Constitution**

**Section 1- Name**

- 1.1) The name of this Council shall be the Fawkes Academy, Distributed Learning Parent Advisory Council, herein after referred to as the 'PAC'.
- 1.2) The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
- 1.3) The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

**Section 2- Purpose Of The PAC**

The purpose of the PAC will be:

- 2.1) To promote the education and welfare of students in the school.
- 2.2) To encourage parent involvement in the school, and support programs that promote parent involvement.
- 2.3) To promote understanding and communication between all parents, the school and the community with respect to the education and well being of the children.
- 2.4) To work with the school staff to promote and provide intellectual, cultural, social and recreational opportunities for the students and families of Fawkes Academy.
- 2.5) To organize PAC activities and events.
- 2.6) To promote the involvement of parents and other community members within the school and in fundraising activities.

## Bylaws

### **Section 1- Membership**

- 1.1) Membership and voting privileges extend to all parent/ guardians of children at the school.
- 1.2) The school administration and staff may be invited to become non-voting members of the Council.
- 1.3) Members of the school community who are not parents of students registered in the school may be invited to become non-voting members.
- 1.4) Membership ceases when a parent no longer has a student attending the school.
- 1.5) Every member will uphold the constitution and comply with the bylaws.

### **Section 2- Meetings**

- 2.1) General meetings will be conducted with fairness to all members.
- 2.2) Meetings will be held not less than six times each school year.
- 2.3) Times for regular meetings will be established annually by the PAC.
- 2.4) Members will be given reasonable notice of general meetings either by e-mail, newsletter or the school's website.
- 2.5) Special meetings may be called by the Chairperson at the discretion of the executive officers.
- 2.6) Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
- 2.7) The inadvertent omission to give notice of a meeting or failure to receive a notice by a parent does not invalidate proceedings at that meeting.

### **Section 3- Quorum, Voting**

- 3.1) A quorum will be set at a minimum of two parent members plus at least one executive member present at any duly called general meeting.
- 3.2) Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast (50% plus 1).
- 3.3) In the case of a tie vote, the chair does not have a second vote or casting vote and the motion is defeated.
- 3.4) Members must vote in person on all matters. Voting by proxy will not be permitted.

### **Section 4- Executive**

- 4.1) The executive will include the chairperson, vice chairperson, secretary and treasurer.
- 4.2) Elections for officers are open to all parents/legal guardians of children registered to the school.
- 4.3) Written notice calling for nominations shall be distributed to all families in the school prior to the Annual General Meeting.
- 4.4) All positions should be elected or acclaimed at the Annual General Meeting, which will be held in September of each year.
- 4.5) The executive term will be for one year.
- 4.6) If an executive member resigns during a term of office or if any position is not filled at the time of elections, the remaining executive members may appoint an eligible member.

### **Section 5- Duties of Executive**

#### 5.1) Chairperson

-Speak on behalf of the Council

- Preside at membership and executive meetings.
- Prepare an agenda
- Appoint committees
- Receive and respond to correspondence.
- Be a signing officer.

#### 5.2) Vice Chairperson

- Assume the responsibilities of the chairperson when the chairperson is absent.
- Accept extra duties as required.
- Be a signing officer.

#### 5.3) Secretary

- Take attendance at each meeting
- Record and read minutes of meetings

#### 5.4) Treasurer

- Be responsible for and report on the financial accounts of the bank account set up by the PAC.
- Disperse funds as authorized by the executive.
- Be a signing officer.

#### 5.5) Members At Large

- Shall assist the executive wherever required.

### **Section 6- Committees**

6.1) The membership and executive may appoint committees to further the Council's purpose and carry on its affairs.

6.2) The executive shall establish specific guidelines for each committee.

## **Section 7-Finances**

- 7.1) The financial year-end of the PAC will be June 30<sup>th</sup> of each year.
- 7.2) The Pac may raise and spend money to further its purpose.
- 7.3) All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.
- 7.4) The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- 7.5) The executive will prepare a budget and present it to the membership for approval before the current budget expires. This budget will be prepared in consultation with the Board, school staff and input from parents.
- 7.6) A treasurer's report will be presented at each general meeting.
- 7.7) Accurate accounting is to be kept by the treasurer and is open for audit/inspection at any time by members of the PAC , staff or the Board.

## **Section 8- Constitution & Bylaw Amendments**

- 8.1) The members may, by majority of not less than 75% of votes cast, amend the PAC's constitution and bylaws.
- 8.2) Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
- 8.3) Where the proposed amendment exceeds one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

## **Section 9-Dissolution**

- 9.1) The PAC shall be dissolved in the event that the Board of Directors closes the school or there are insufficient parents willing to serve as Executive Officers.
- 9.2) In the event of dissolution of the PAC, and after payment of all debts and costs of dissolution, disbursement of the remaining funds will be decided upon by the membership at the final PAC meeting.
- 9.3) All records of the PAC shall be placed with the Board of Directors or the principal of the school.

## **Section 10-Code Of Ethics**

A parent who accepts a position as a PAC executive member, committee member, or representative

10.1) Upholds the constitution and bylaws, policies, and procedures of the electing body.

10.2) Performs his or her duties with honesty and integrity and in the interest of the PAC.

10.3) Respects the right of all individuals.

10.4) Takes direction from the membership and executive.

10.5) Respects all confidential information.