

**CILAIRE ELEMENTARY SCHOOL PAC**  
**CONSTITUTION AND BY-LAWS**

ARTICLE 1 – NAME

The name of the Representative Group shall be “Cilaire Parents’ Advisory Council”

ARTICLE 2 – MEMBERSHIP

Membership is open to parents or family representatives of all students currently enrolled at Cilaire Elementary School.

ARTICLE 3 – PARENTS’ ADVISORY COUNCIL RECOGNITION

The PAC Executive Committee and PAC members will be recognized as the Parent Advisory Council, pursuant to the School Act, for Cilaire Elementary School. The Principal and Assistant Superintendent must be informed of the names of elected/appointed Committee representatives each year.

ARTICLE 4 – OBJECTIVES

To promote co-operation between parents, teachers and school principal in training and guidance of children and youth. To give parents an understanding of the school and its work, and to assist the school in all its aspects to the public.

ARTICLE 5 – MEETINGS

There will be a minimum of six General meetings per school year. All members are welcome to attend these meetings. Motions may be made and voted upon only by members. Quorum for conducting business at a General meeting shall be 8 members. Minutes must be prepared and the Committee Secretary will be responsible to have a copy filed in a binder kept at the school.

If quorum is not present at a General meeting, the Executive committee may meet to conduct business. The Executive may also meet between General meetings.

The Executive consists of the Representatives named below. Quorum for an Executive meeting shall be 4 Executive members.

Elections for Executive positions shall be held at the January meeting each year.

Constitution and By-law amendments shall be considered at the October and March meetings each year.

Voting at all meeting shall be by a show of hands. All members are eligible to vote, to a maximum of 2 votes per family unit. Proxy votes may be accepted in cases where a member has had a chance to review a notice of motion or an agenda item before a meeting. Proxy votes must state the motion or issue to which they pertain, the position “YES” or “NO” and the name of the member, and should be submitted to the Chair.

## ARTICLE 6 – REPRESENTATIVES

The business of the Cilaire PAC is carried out by members of the Executive Committee and various ad hoc committees that may be struck from time to time.

There will also be 3 members elected to the Cilaire School Planning Council; at least one must also be on PAC Executive Committee.

The following representatives make up the “Executive Committee”

Co-Chairpersons (two)  
Treasurer  
Secretary  
Past Co-Chairperson  
DPAC Representative  
Members at large (up to 2)

All members are eligible for Executive positions. Elections will be held in January of each year. All positions are for a one-year term. Vacancies should be filled by the new Executive attempting to appoint people to the vacant position. There shall be a minimum of three Executive members with signing authority on the bank account, and cheques must have any two of the three (or more) in order to be cashed.

## ARTICLE 7 – RESPONSIBILITY OF THE EXECUTIVE

The Executive shall carry out tasks on behalf of the PAC between General meetings. The specific tasks of the Executive positions are as follows.

Co-Chairpersons – the Co-Chairpersons (one or both) shall call and chair meetings, and be the designated spokesperson on Cilaire PAC issues.

Treasurer – The Treasurer shall pay all bills authorized by the PAC and keep financial records of the PAC.

Secretary – The Secretary shall keep minutes of proceedings at meetings and maintain the PAC records, except the financial records.

Past Co-Chairperson - The Past Co-Chairperson shall perform tasks as assigned by the PAC or the Executive.

DPAC Representative – Attends monthly DPAC meetings and reports back to the PAC. The DPAC representative represents the school and exercises its vote at DPAC meetings on behalf of the school.

Members at large – Participate in PAC executive meetings and perform tasks or participate in committees as assigned by the PAC or the Executive.

School Planning Council Representatives – The School Planning Council is an advisory body consisting of school principal, one elected teacher representative and three PAC member representatives. The major responsibility of the School Planning Council is to consult with the

school community in developing, monitoring, and reviewing school plans for improving student achievement.

Representatives on the Committee shall consult at least two other representatives of the Committee, and the Chairperson for concurrence prior to making any decisions that will affect the general school population.

#### ARTICLE 8 – AMENDMENTS TO BY-LAWS

By-laws will be reviewed each school year, by the newly elected/appointed representatives. Any proposed changes should be circulated to the school community at least two weeks prior to the October and March meetings. Amendments to these by-laws must be supported by at least two thirds of the members at the meeting. If a quorum is not present, the proposed changes may be dealt with at a subsequent meeting. The Executive cannot make changes to the Constitution or By-Laws. The school principal must be informed of amendments to these by-laws as they are completed.

#### ARTICLE 9 – DISSOLUTION CLAUSE

“Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to:

- A registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution. This provision shall be unalterable.

OR

- Such charitable organization or organizations in British Columbia having similar charitable purpose. This provision shall be unalterable.

ADOPTED:            March 10, 2004