

**SUNCREST ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION**

I. Name of the Organization

The name of the organization shall be the Suncrest Elementary School Parent Advisory Council herein after referred to as the "PAC".

II. Purpose of the Organization

The purpose of the PAC shall be to work with school staff to promote a positive school climate and productive school experience for the students.

III. Objectives

The objectives of the PAC are:

1. To provide the means for parental involvement in Suncrest's educational programs;
2. To promote understanding and communication between all parents, the school and the community with respect to the education and well being of children;
3. To provide a means by which representative community values can be identified and used in the development of school policies;
4. To work with the school staff to promote and provide intellectual, cultural, social and recreational opportunities for the students and families of Suncrest Elementary School.

IV. Membership

1. Membership and voting privileges extend to all parents/guardians of children in attendance at the school;
2. The school administration and staff are non-voting members;
3. Other members of the school community are welcome to attend as non-voting members.

V. Officers

1. Elected Officers shall be Chairperson/s, Secretary, Treasurer, and District Parent Advisory Council Representative;
2. The elected officers constitute the Executive of the PAC;
3. The Executive meets regularly with school administration to facilitate and coordinate business arising from and in preparation for regular PAC meetings.

V. Officers (cont'd.)

4. Duties of Officers:

▪ Chairperson(s):

- Convene and preside at all general, special and executive meetings;
- Consult with the school administration to ensure that an agenda is prepared and presented in advance of meetings;
- Take such actions, or ensure that such actions are taken by others to achieve the objectives and purposes of the PAC;
- Chair a committee to review the constitution annually;
- Appoint committees where authorized to do so by the executive or membership.

▪ Treasurer:

- Bank deposits, cheque preparation and maintaining of financial records;
- Provide financial statements to the executive, members and others when required;
- Provide an annual proposed budget at the Annual General Meeting and monitor the PAC funds to ensure those wishes are carried out;
- Provide an annual financial statement for the school board;
- Attend and report at monthly meetings.

▪ Secretary:

- Take attendance and record the minutes of the general, special and executive meetings;
- Typing and distribution of agendas and minutes;
- Issue and receive correspondence on behalf of the PAC;
- Preparation of news for the PAC newsletter.

▪ District Parent Advisory Council Representative:

- Attend monthly, Burnaby School District Parent Advisory Council (DPAC) meetings. When not able to attend, representatives may appoint voting members as alternates;
- Attend monthly PAC meetings and report to the parents on the proceedings of the district meeting;
- Notify the District Parent Advisory Committee (through the district steering committee), of any questions, information or concerns regarding educational programs, district operations or issues of district concerns for the Suncrest PAC.

5. Elections for officers are open to all parents/guardians of children in attendance at Suncrest Elementary School.
6. Nominations may be received up to and during the Annual General Meeting.

V. Officers (cont'd.)

7. Written notice calling for nominations shall be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.
8. All positions should be elected or acclaimed at the Annual General Meeting to serve a one-year term, with a maximum of two consecutive terms in the same position. In the case of a position not being filled, a motion may be passed to enable the previous individual to extend their term. The new executive will take office in the last meeting of the school year.
9. The executive may advertise for a member to fill a vacancy, and have an election for that position at the next PAC meeting.

VI. Committees

1. Committees are responsible to the executive and the membership.
2. Special committees shall be established by the executive or upon recommendation of the general membership for set purposes.
3. Committees:
 - Fundraising
 - Traffic and Safety
 - Special/Hot Lunch
 - Technology (only in the case of fully functioning computer equipment)
 - Emergency Preparedness
 - Grade 7 Parent Committee (include a student/s)
 - Ad Hoc—as need arises (Nomination, Constitution Review, Photography, etc.)
4. All committee chairpersons shall submit written summary reports to the executive, or report at each PAC meeting.

VII. Meetings

1. Meetings will be held not less than six times in each school year. Times for regular meetings will be established annually.
2. A quorum shall be a minimum of five voting members.
3. Meeting minutes are to be recorded and made available at the school (posted, mailed, in a newsletter or read at the next meeting – full or condensed form). The minutes shall then be adopted at the beginning of the next PAC meeting.
4. A proposed resolution at a meeting requires a seconder.
5. A member is entitled to one vote. The Chair shall vote only in the case of ties.
6. The Annual General Meeting shall be held in May.

VIII. School Planning Council (SPC)

The School Planning Council representative shall:

- be one of three elected SPC representatives;
- represent and speak on behalf of the PAC at SPC meetings;
- take direction from the general PAC membership;
- report back to the PAC at general meetings.

IX. Finances

1. The upcoming year's budget for funds raised by the PAC will be developed by the executive and PAC in consultation with the administration and staff of the school and be governed by School Board policy. This includes a survey of the parents and staff for a list of priorities and a definition of the short and long-term goals. The budget is to be presented and discussed at the Annual General PAC meeting, posted for one month and voted on at the subsequent PAC meeting.
2. All funds will be used in accordance with the budget approved by the PAC. All other expenditures are to be approved by members at a PAC meeting prior to purchase. If a non-budgeted purchase is made without prior approval, the item must be brought up at the next meeting for approval before the person is rebated. Approval may be denied.
3. A bank account for all parent-raised funds is to be set up in the name of the Suncrest Parent Advisory Council. It shall require a minimum of two signatures; one of the chair or treasurer, and one of the principal or head teachers.
4. Any other bank account for parent raised funds such as a Casino account, shall require a minimum of two signatures; one of the chair or treasurer and the principal or head teacher.
5. Accurate accounting is to be kept by the school administration and is open for audit/inspection at any time, by members of the PAC, staff or School Board. The books are to remain at the school or in the Treasurer's possession.
6. The Treasurer is to present at each meeting, the financial statements based on the financial records maintained by the school principal. The statements will become part of the minutes for that meeting.
7. Fundraising events should be planned in accordance with community values and needs as well as with consideration for the economic status of families in the community.

X. Amendments

Amendments to the constitution can be made at any PAC general meeting provided that written notice has been given to all members at least 15 days prior to the meeting. This notice shall include the specific amendment proposed. A quorum majority vote shall be required.

XI. Code of Conduct

1. The PAC 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 related to the school is in a privileged position and must treat such discussion as confidential and refer the parent to the school administration.

XII. Dissolution

1. The PAC shall be dissolved when the Board of School Trustees, District #41 (Burnaby) closes Suncrest Elementary School.
2. 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 PAC meeting.
3. All records of the organization shall be placed under the jurisdiction of School District #41 in the person of the principal of the school.