



May 6, 2002

School District No.38 (Richmond)
7811 Granville Avenue
Richmond, B.C.
V6Y 3E3

School District No. 38 (Richmond)
OFFICE OF THE SECRETARY-TREASURER

Change to Howard DeBeck Parent Advisory Council (PAC) Constitution

Please be advised that the Howard DeBeck PAC has amended its Constitution to conform to the B.C. Gaming Commission requirements to include an unalterable Dissolution Clause.

Our Constitution has replaced the previous Section 16.1:

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

with

"Upon winding up or dissolution of the Howard DeBeck Parent Advisory Council, the assets which remain after payment of costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable purpose as may be determined by the members of the Howard DeBeck Parent Advisory Council at the time of winding up or dissolution. This provision shall be unalterable."

Yours truly,

Sharon Gulbranson
PAC Co-chair

Ken Lee
PAC Co-chair

DeBeck

RECEIVED
JAN 28 1999

School District No. 36 (Richmond)
OFFICE OF THE SECRETARY-TREASURER

Howard DeBeck Elementary School
Parent Advisory Council
Constitution Adopted April, 1993

Get minutes
from DeBeck

Marion

How many teachers
DeBeck with Mrs. Lenny / DeBeck
when Currier is

Roggy

Flowers,

\$165.00

\$10.00

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Section 1 Name

The name of the council shall be the Howard DeBeck Parent Advisory Council, as per the School Act - Bill 67 - Division 2, hereby referred to in this text as the PAC.

Section 2 Mission Statement

- 2.1 The PAC is dedicated to the education and the well-being of the child.
- 2.2 The PAC primary mandate is to promote effective communication between the home and the school.
- 2.3 The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.
- 2.4 The PAC shall provide advice to the Board of School Trustees utilizing the following channels: PAC Chairperson, School Principal.

Section 3 Objectives

- 3.1 The objectives of the PAC shall be to enhance communication between the Parents, the Students, the Community AND the School Administration and Staff and the Richmond School District.
- 3.2 To review, discuss and make recommendations to the School Administration and Staff on school policy, school programs and services, facilities and equipment, parent/community education and learning resource.
- 3.3 To promote cooperation between the home and the school in providing for the education of children.
- 3.4 To contribute to the effectiveness of the school by promoting the involvement parents and other community members.

Section 4 Membership

- 4.1 All parents and guardians of students registered at Howard DeBeck School shall be voting members of the PAC. Parents/guardians who do not wish to become members may advise the PAC.
- 4.2 Administration and staff (teaching and non-teaching) of Howard DeBeck School shall be non-voting members of the PAC.

- 4.3 Members of the school community who are not parents of students currently in the system shall also be non-voting members of the PAC.

4.4 Responsibilities

Members: The PAC member should:

- A. attend as many PAC meetings as possible;
- B. become knowledgeable about the educational programs and resources of the school;
- C. promote positive attitudes about the school and its educational programs and services and;
- D. support the PAC purposes and objectives.

Principal: The Principal should:

- A. facilitate the organization and operation of the PAC;
- B. encourage the participation of parents in the PAC;
- C. assist in the development of PAC objectives;
- D. provide information to the PAC contained in the annual report on the general effectiveness of educational programs in the school;
- E. attend PAC meetings or designate another staff member to attend.

Section 5 Executive

The PAC shall elect a slate of officers from the voting members for each school year. Numbers and positions of the Executive should be determined by PAC needs. It is recommended that the size of the Executive be open-ended, but must include the following:

5.1 Chairperson

Shall convene and preside at all general, special and executive meetings.

Shall, in consultation with the school administration, ensure that an agenda is prepared and presented.

Shall appoint 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 PAC.

5.

Shall convene a special meeting at the request of the majority of the PAC members. This request shall contain the reason for the meeting and the business conducted shall be restricted to this reason.

Shall be one of the signing officers of the Executive as per Section 14.

5.2 Vice Chairperson

Shall assume the duties and the responsibilities of the Chairperson in the Chairperson's absence.

Shall carry out such duties as may be assigned by the Chairperson or the Executive.

Shall be one of the signing officers of the Executive as per Section 14.

5.3 Secretary

Shall record the minutes of all Executive, general and special meetings of the PAC.

Shall post and distribute the minutes two weeks prior to the next PAC meeting.

Shall issue and receive all correspondence on behalf of the PAC.

5.4 Treasurer

Shall receive, collect and deposit all PAC funds.

Shall be one of the signing officers of the Executive as per Section 14.

Shall prepare and present a written financial report for each meeting period.

Shall prepare and present a written year-end financial report for the annual general meeting.

Shall assist the Executive with a draft budget and a tentative plan of expenditures as per Section 14.

Section 5 Executive (continued)

5.5 Additional Executive Officers

Titles and duties of additional executive officers (ex. Past Chairperson, Members at Large, Committee Chairpersons, R.D.P.A. and D.A.C. Representatives) may be added as determined by the PAC.

5.6 Executive Meetings

Executive meeting times may be prescribed by the Chairperson.

Special meetings may be called by the Chairperson.

5.7 Vacancy on Executive

If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may appoint someone to fill the vacancy until the next election.

Section 6 Committees

6.1 Committee chairpersons are responsible to the Executive.

6.2 Members may be appointed to special committees by the Chairperson (after consultation with the Executive).

Special committees (including the nominations committee) shall be established by the Executive upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee.

Section 7 Elections

7.1 The length of term for the Executive may be one year but no longer than two years. It is recommended that one-half of the Executive serve a one-year term and one-half serve a two-year term.

7.2 Specific Executive positions may be determined during the usual election process or at the first Executive meeting by those elected.

7.3 Such terms shall take effect July 1 and end on June 30.

Section 8 Election Procedures

- 8.1 Election of the Executive shall take place during an Annual General Meeting which will be in May or June of each year.

Section 9 Nominations

- 9.1 A nomination committee chairperson shall be appointed by the Chairperson, two months prior to the Annual General Meeting.
- 9.2 A nomination committee shall be formed as required by the Executive.
- 9.3 Nominations may be received up to and during the Annual General Meeting, until declared closed by the nomination committee chairperson.
- 9.4 A letter of notice for nominations should be distributed to all families in the school at least thirty (30) days prior to the Annual General Meeting.

Section 10 General Meetings

- 10.1 The number, the time, the dates and the location of the meetings shall be set by the Executive.
- 10.2 Special meetings may be called by the Executive with a minimum of seven (7) days notice.

Section 11 Constitutional Amendments

- 11.1 Amendments to the Constitution and By-laws of the Howard DeBeck School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
- A. written notice of the meeting has been given to all members (fourteen days minimum);
 - B. the notice of the meeting included notice of the specific amendment(s) 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;
 - D. amendment(s) to the Constitution and By-laws shall be submitted to the Board of Trustees of School District #38 (Richmond) for their information.

Section 12 Quorum

- 12.1 A minimum of 10 voting members present at any duly called general meeting shall constitute a quorum.

Section 13 Procedure

- 13.1 Meetings shall be conducted efficiently and with fairness to the members present.
- 13.2 If procedural problems should arise, "Robert's Rules of Order" shall be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
- 13.3 The Constitution and By-laws of the school council shall be filed with the Board of School Trustees for School District #38 upon application for recognition.

Section 14 Finances

- 14.1 A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a general meeting prior to the end of June of each year.

It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.

- 14.2 All funds of the PAC shall be on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act.
- 14.3 The Executive shall name three signing officers; the PAC Treasurer, the Chairperson and the Vice Chairperson, for banking and legal documents. Two of these signatures shall be required for these documents.
- 14.4 All monies spent above and beyond a pre-determined petty cash amount shall be presented to and voted on by a majority at a PAC meeting.
- 14.5 A written Treasurer's report shall be prepared for the Annual General Meeting.
- 14.6 A need for audits shall be agreed upon by the members at any general meeting, whereupon an independent auditor may be appointed as needed. All accounting of funds is open to audit.
- 14.7 The PAC may raise and spend monies in accord with its purpose and objectives.

Section 15 Code of Conduct

- 15.1 The Howard DeBeck Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

Section 15 Code of Conduct (Continued)

- 15.2 A PAC member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such a discussion as confidential.

Section 16 Dissolution

- 16.1 In the event of dissolution and following payment of all outstanding debts, dispersement of remaining funds shall be decided upon by the membership at the final general meeting.
- 16.2 All records of the PAC shall be placed under the jurisdiction of School District #38 in the person of the principal of the school.
- 16.3 The PAC shall be dissolved if the school is permanently closed.

APRIL 1993
HOWARD DEBECK PARENT ADVISORY COUNCIL