

CONSTITUTION And BY-LAWS

FOR SPUL'U'KWUKS ELEMENTARY SCHOOL
PARENTS' ADVISORY COUNCIL

SPUL'UKWUKS PARENTS' ADVISORY COUNCIL

5999 BLANSHARD DRIVE, RICHMOND, B.C., V7C 5V4

TEL: (604) 303. 5100 FAX: (604) 303.5106

TABLE OF CONTENTS

Section 1	Name	Page 4
Section 2	Purposes of SPAC	Page 4
Section 3	Purposes of DPAC	Page 5
Section 4	Membership (SPAC)	Page 6
Section 5	Membership (DPAC)	Page 6-7
Section 6	Meetings	Page 7
Section 7	Voting	Page 7-8
Section 8	Election of Executive and Term	Page 8
Section 9	Executive Officers	Page 8-10

Section 10	Committees and Coordinators	Page 11-12
Section 11	Code of Conduct	Page 12-13
Section 12	Finances	Page 14
Section 13	Dissolution	Page 14
Section 14	Addendum to Constitution and By-Laws	Page 14

SECTION I - NAME

The name of the Association shall be the Spul'u'kwuks Parent Advisory Council (School District No. 38 Richmond), hereafter referred to as "SPAC".

The SPAC will operate as a non-profit organization with no personal financial benefit.

The business of the SPAC shall be unbiased towards race, religion, sexual orientation, gender and political affiliation.

Setting up any social media accounts under SPAC's title must be approved by SPAC.

SECTION II - PURPOSES OF SPAC

The purpose of the SPAC is:

1. To support, encourage and improve the quality of education and the well being of students at Spul'u'kwuks Elementary School.
2. To assist parents in the accessing of information, the accessing of the school system and to provide advocacy support for individual children and their parents.
3. To organize SPAC activities, meetings and events mutually agreed upon by the administrators and parents.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

5. To advise the school Principal and teaching staff on any matter relating to the school - programs, policies, plans and activities.

SECTION III - PURPOSES OF DPAC

DPAC: The Richmond District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 38, to be the umbrella group of Parent Advisory Councils.

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in School District No. 38 by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
3. Providing the parental voice to education decision-making organizations affecting the School District.

The aims and objectives of the Spul'u'kvuks District Parent Advisory Council shall be:

1. To promote the interests of public education by fostering co-operation and communication among parents, students, educators and school district representatives.
2. To advise the school board on parental views about the school district's programs and policies.
3. To communicate with PACs about school district policies, programs, and activities.

4. To provide leadership in developing and understanding the rights and responsibilities of parents within the education system.
5. To assist parents and PACs in accessing the system.
6. To assist its members in obtaining information about school, district and provincial programs and policies, and in communicating with district representatives.
7. To liaise with partner groups and community organizations.
8. To promote a positive image of the public school system within the district.

SECTION IV - MEMBERSHIP (SPAC)

1. All parents and guardians of the students registered at Spul'u'kwaks Elementary School may be voting members of the SPAC
2. Administrators and staff (teaching and non-teaching) of Spul'u'kwaks Elementary are non-voting members of the SPAC.
3. Members of the school community who are not parents of the students currently attending Spul'u'kwaks Elementary may also be non-voting members of the SPAC.

SECTION V - MEMBERSHIP (DPAC)

1. The voting membership of the District Parent Advisory Council are delegates appointed or elected by individual school Parent Advisory Councils, with one vote per Parent Advisory Council.

2. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff and other Community Organizations with an interest in education, may be invited to attend as non-voting members of the District Parent Advisory Council.
3. At no time shall the Council have more non-voting members than voting members.

SECTION VI – MEETINGS

1. Meetings will always be conducted efficiently, respectfully, and with fairness to all members present.
2. There shall be an Annual General Meeting held for the purpose of the election of officers in June of each year. Additional meetings shall be held once a month during the school year to conduct current business.
3. Executive meetings shall be held monthly prior to the SPAC meeting to discuss issues and the upcoming agenda of the monthly SPAC meeting.
4. Additional general meetings shall be held at the discretion of the Executive or upon the request of 50% of voting delegates.
5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the issue.

SECTION VII – VOTING

1. The voting members present at any called general meeting shall constitute a quorum.

2. Majority vote wins, tie will result in a lost motion. The chairperson may not cast the deciding vote.
3. Voting must take place at the monthly or annual meetings and must be done in person, not by proxy.

SECTION VIII - ELECTION OF EXECUTIVE AND TERM

1. The Executive shall be elected from the voting members at the Monthly Meeting in June, with the call for nominations made one month prior to the Annual General Meeting.
2. The term shall commence in June and shall be for one year.
3. An elected member of the Executive may serve for as many years as he or she is elected to a position, no person shall serve in the same office for more than four consecutive years except in unusual circumstances, as brought forward by the executives and approved by a two thirds majority of those voting members present at the Annual General Meeting.
4. No one person may hold more than one elected position at any one time.

SECTION IX - EXECUTIVE OFFICERS

1. A board of elected officers shall manage the affairs of the SPAC
2. The Executive Officers will be as follows;
 - a. Chairperson(s)

The Chairperson shall:

- convene and preside at all general, executive and special meetings
- in consultation with school administration, ensure that an agenda is prepared and presented
- appoint committees where authorized to do so by the executive or membership
- take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC
- be one of the signing officers of the executive
- submit an annual report

b. Vice-Chairperson(s)

The Vice-Chairperson(s) shall:

- assume the responsibilities of the Chairperson in the Chairperson's absence or upon the request of the chairperson
- assist the chairperson as required to accomplish the objectives and may take on special projects as required
- be one of the signing officers of the executive

c. Secretary

The Secretary shall:

- record the minutes of general, executive and special meetings
- issue, receive and distribute correspondence on behalf of the PAC

- shall post the minutes of the general and special meetings on the PAC bulletin board within a reasonable time following the meetings
- safely keep all the records of the council

d. Treasurer

The Treasurer shall:

- be one of the signing officers of the PAC
- receive, collect, disperse, and deposit all funds of the PAC
- prepare and present a written financial report for each meeting period
- prepare and present a written year end report for the annual general meeting
SPAC Constitution
- assist the executive with a draft budget and a tentative plan of expenditure
- maintain an accurate record of all expenditures of the council

Additional Executive Officers:

3. Titles and duties of additional executive officers (e.g. Past Chairperson, Members at Large, Committee Chairpersons, RDPA representative) may be added as determined by the PAC
4. An elected member of the Executive may be removed from Office by a majority vote at a General, Special or Annual General Meeting
5. Any Officer may resign from the Office by way of written notice to the Chairperson.

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

SECTION X - COMMITTEES AND COORDINATORS

1. Committees and Coordinators are responsible to the Executive.
2. Members may be appointed annually to committees or coordinator positions by the Chairperson (after consultation with the Executive) or elected by the SPAC.
3. Coordinators may enlist committees to assist them in carrying out their duties.
4. Committees and Coordinators must account for monies to the Treasurer. Standing Committees and Coordinators may include but are not limited to:
 - a. Richmond District Council (R.D.P.A.) Representative(s)

The R.D.P.A. Representative shall:

1. Attend RDPA meetings.
 2. Report pertinent information back to the SPAC.
 3. Seek input from the SPAC as requested.
- b. Fund Raising Committee:

The Fund Raising Coordinator shall:

1. Inform the executive of appropriate fund raising options available to the school and the SPAC.

2. Coordinate all approved fund raising activities with the SPAC.

c. Special and Hot Lunch Coordinator:

The Special Lunch Coordinator shall:

1. Be responsible for arranging a special lunch program at the school
2. Coordinate food for Sports Day

d. Volunteer Coordinator:

The Volunteer Coordinator shall:

1. Recruit volunteers
2. Prepare and maintain a list of volunteers with appropriate information
3. Coordinate (with a committee) volunteers into committees.

SECTION XI - CODE OF CONDUCT

A parent who accepts a position as a SPAC/DPAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body (SPAC or DPAC).
2. Performs her/his duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.

5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Supports public education.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ on the _____ Executive, have read, understood, and agreed to abide by the Code of Conduct set out in this document

Name of Executive Member: _____

Signature: _____

Date: _____

Phone number: _____

SECTION XII – FINANCES

1. All funds shall be deposited in a bank or financial establishment, requiring two signatures, of three signing officers. Two of which will be of the Executive Council.
2. A budget and business plan for raising the funds, shall be set out in October. Those funds outside of the expected budget exceeding \$200.00 must be voted on and approved by the SPAC members.
3. The treasurer's report will be made available at all monthly meetings.

SECTION XIII – DISSOLUTION

1. In the event of dissolution or winding up of the SPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the SPAC shall be distributed to another parent advisory council or councils in School district No. 38 having purposes and objectives similar to those of the SPAC and which meet all requirements of the British Columbia Gaming Commission, as the member of the SPAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of the dissolution of the SPAC, all records of the organization shall be placed under the jurisdiction of School District No. 38 in the person of the principal of the school.

SECTION XIII - ADDENDUM TO CONSTITUTION AND BY-LAWS SPAC Constitution