

Elev8 DESK PAC Constitution

Section I: Name

The Name of the association shall be the Elev8 Distance Education School of the Kootenay Council (Elev 8 D.E.S.K) (hereinafter referred to as the “Council).

The Council will operate as a non-profit organization with no personal financial benefit to any of its members or non-arm’s length persons of its members.

The Business of the council shall be conducted without bias to any individual on the basis of their race, religion, gender sexual orientation, mental or physical ability or politics.

Section II: PAC Purposes

The purpose of the Council is to support, encourage and improve the quality of education and well-being of students in all programs included in the Elev8 Distance Education School of the Kootenay (Elev 8 D.E.S.K).

Section III: Dissolution

1. In the event of dissolution or winding up of the council and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils (to be named at the time of dissolution by the current DESK PAC) in School District No. 8 Kootenay Lake having the purposes and objectives similar to those of the DESK PAC.
2. In the event of dissolution of the council, all records of the organization shall be placed under the jurisdiction of School District NO. 8, in the person of the principal of the school.

Section IV: Interpretation of Terms

Parents – The parent/parents or legal guardian of a child or children registered in School District no. 8, attending a program within Distance Education School of the Kootenay.

Parent Advisory Council – Any organized group of parents recognized under the British Columbia School Act.

School – Any public elementary or secondary educational institution within School District No. 8, Kootenay Lake.

District – School District No. 8, Kootenay Lake.

SD8- School District No. 8, Kootenay Lake.

DESK – Distance Education School of the Kootenay all programs which may, from time to time, be housed at the Distance Education Building at 310 Nelson Ave, Nelson BC.

Community groups/organizations groups which demonstrate an interest in education and are not already included in the scope of this constitution.

Bylaws

Section V: Membership in PAC

1. All parents and guardians of students registered in one of the DESK programs are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) may be invited to attend meetings of, and participate in special interest groups formed by the Council.
3. Members of the school community who are not parents of students enrolled in one of the DESK programs may be invited to attend meetings of and participate in special interest groups formed by the council.
4. If a member's participation in meetings requires remote link-up telephone or computer technology, there will be every effort made by the Chair to provide such technology.

Section VI: Meetings

1. Meetings will be conducted efficiently and with fairness to the members present.
2. Meetings can be in person or by electronic means.
3. There shall be an Annual General Meeting for the purpose of election of officers held in September or January of each year.
4. General meetings shall be held not less than three per year, one of those being the AGM.
5. Executive meetings may be held anytime, or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
6. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
7. A council meeting shall not be a forum for the discussion of individual school personnel, students, parents or other members of the school community.
8. Each program and/or class within DESK involved in PAC may elect a representative from their program or class to take uses and information to and from their program or class to DESK PAC. These representatives will take issues and information to and from individual programs. This is an information sharing position only. Each representative will have only one vote at meetings; equal to parents present at meetings.
9. In the event of a program not having an elected representative, or parent at a meeting where decisions/voting regarding that program are being discussed, the Principal of DESK will fill the role of the representative for that program.

Section VII

A. Quorum

1. There must be at least 3 voting members and one of which must be an executive member present at any duty called general meeting to constitute a quorum.

B. Voting

1. Unless otherwise provided, routine, ongoing questions arising at any meeting shall be decided by majority vote.
2. All major new business not receiving 100% approval must be tabled to the next PAC meeting for further discussion.
3. In the case of a tie vote, the Chair may cast a vote to break the tie or may call that the motion be tabled to the next meeting for further discussion.
4. Members must be present at meetings to vote on issues. "Present" includes via telephone and/or computer linking technology.
5. Election of officers may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. Financial proposals involving more than \$250.00 expenditure may be voted on by secret ballot if secret ballot vote is part of the motion for the expenditure.

7. All motions put forward and seconded must then be acknowledged by the chairperson and opened to debate to Robert's Rule of Order before proceeding to a vote.

Section VII: Election of Executive Officers

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No Employee of DESK nor non-arm's length person to an employee of DESK, shall hold an executive position.
2. Call for nominations shall be made at the two meetings prior to the AGM.
3. The Chair shall conduct elections.
4. In the case of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next meeting where a by-election is held, from the members present.
5. Elected officers shall read the Code of Ethics and sign the Statement of Understanding (Section XII)

Section IX: Terms of Office

1. The term of office shall commence immediately following election at the AGM and shall be for one year, but parents/guardians who are still members of DESK PAC may run for as many terms as they wish.
2. The Past Chair shall hold that office for one year.

Section X: Executive Officers

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
2. The Executive Officers may be as follows:
 - A. Chair (position may be shared)
 - B. Vice-Chair (or Co-Chair in the case of 2 Chairs)
 - C. Secretary (position may be shared)
 - D. Treasurer
 - E. District Parents Advisory Council Representative (DPAC rep)
 - F. Past Chair

Executive must consist of a minimum Chair, Treasurer and Secretary.

Section XI: Duties of Officers

1. The Chair(s) Shall:
 - a. Convene and preside at membership, special and executive meetings.
 - b. Ensure that an agenda is prepared and presented
 - c. Know the constitution and bylaws and meeting rules
 - d. Know where to find resources to assist members
 - e. Appoint committees where authorized to do so by the executive or membership
 - f. Consult PAC members regularly
 - g. Ensure that the PAC is represented in school and school activities
 - h. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
 - i. Be a signing officer
2. The Vice-Chair or Co-Chair shall:
 - a. Assume the responsibilities of the chair in the Chair's absence or upon request.
 - b. Assist the Chair in the performance of his/her duties
 - c. Be a signing officer
3. The Secretary shall:
 - a. Ensure that members are notified of meetings
 - b. Record the minutes of general, special, and executive meetings

- c. Keep an accurate and up-to-date copy of the Bylaws and Constitution and have copies available for members upon request.
 - d. Issue and receive correspondence on behalf of the organization
 - e. May be a signing officer
 - f. Safely keep all records of the Council.
4. The Treasurer shall:
- a. Be one of the signing officers
 - b. Receive all funds for the Council
 - c. Disburse funds authorized by the executive of members
 - d. Maintain an accurate record of all expenditures at all general meetings
 - e. Give a report of all receipts and expenditures at all general meetings
 - f. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution.
 - g. Make books available for viewing by the members upon request
 - h. Have the books ready for inspection or audit annually
 - i. Draft a budget and tentative plan with the assistance of the executive as per section XIV
 - j. Ensure that another signing officer has access to the books in the event of his/her absence.
 - k. Submit an annual financial statement at the Annual General Meeting of the Council.
5. The DPAC/PAC Representative shall:
- a. Attend PAC and DPAC meetings
 - b. Seek and give input on behalf of the PAC and DPAC
 - c. Report back to PAC
6. The Immediate Past President shall:
- a. Advise and support the membership and executive
 - b. Provide information about resources, contacts, and other matters
 - c. Submit an annual report

Annual reports are important because they

- Provide an opportunity to review personal and council goals and achievements
- Provide a record of actions taken
- Outline responsibility for those considering running for an executive position.

Section IX – Committees

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference for each committee will be specified by the membership or executive at the time the committee is established or by the committee at its first meeting, as the membership or executive decides.
3. Committees will report to the membership and executive as required.

Section X – Financial Matters

Financial Year

1. The financial year of the Council will be July 01- June 30.

Power to raise money

2. The council may raise and spend money to further its purposes.

Bank Account

3. All funds of the DESK PAC must be kept on deposit in the name of DESK PAC in the Royal Bank.

Signing Authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

The budget gives the executive authority to spend money, without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year, usually the entire financial year. It must not extend over more than one financial year.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

7. A treasurer's report will be presented at each general meeting.

Auditor

8. Members at a general meeting may appoint an auditor.

Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

Section XI- Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's Constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed 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 XII- Property in Documents

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to whom the papers relate.

Code of Ethics

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

1. Upholds the constitution and bylaws, policies, and procedures of the electing body.
2. Performs his and her duties with honesty and integrity and in the interests of the Council.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of understanding

I, the undersigned, in accepting the position of _____ of Distance Education School of the Kootenays (D.E.S.K) have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member or Representative

Signature _____

Date _____

Phone Number _____

Email _____