



## Sample PAC Constitution

### Constitution for A Parent Advisory Council

**Section 1** The name of the organization shall be the \_\_\_\_\_ hereafter referred to as the Council.

**Section 2** **Mission Statement**

The Council will work in cooperation with students, school staff, trustees, parents and members of the \_\_\_\_\_ school division and community in the following ways:

- As an advisory structure to principal and staff, presenting parental and community concerns and perspectives on issues related to programs, school planning, budgeting and the management of the school.
- As a means of circulating information about the school and about parental priorities and of promoting community understanding and involvement in the school.
- As a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing and cooperation.
- As an advisory structure to the school board in matters relating to the school district

**Section 3** **Objectives**

The objectives of the Council are:

- To advise the principal on school matters as they pertain to school improvement, policies, organization and activities.
- To establish ongoing communication with all parents of the students enrolled in the school and with community members. The Advisory Council is representative of their priorities and concerns.
- To promote community interest, understanding and involvement in the school and in the governance of the school.
- To establish a means of regular accountability to the school and community for involvement, activities, Council expenditures and recommendations.
- To participate in the development of the annual school plan.
- To participate in the annual school district budget process.
- To participate in school reviews and to receive feedback on actions taken
- To provide recommendations to the school board as requested with respect to the process of hiring and assigning principals.

#### **Section 4 Code of Conduct**

The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

The Council is not a problem solving process for individuals; problems should be addressed via the proper channel and as per school divisional policies in place.

#### **Section 5 Council Membership**

At least two thirds (2/3) of the positions on the Council must be filled by parents whose children attend the school. This will ensure parents' views are clearly represented.

In order to provide the view of the community, up to one third (1/3) of the positions on the Council may be filled by community members who live within the school catchment area but do not have children in that school.

Up to one third (1/3) of the total number of positions on any Council may be filled by teachers and other staff who work in the system.

The Council shall consist of a minimum of \_\_\_\_\_ and a maximum of \_\_\_\_\_ elected members who hold a legal vote. The Council shall reflect the cultural diversity of the community and failing that, once seat shall be added to ensure that representation.

The principal is entitled to attend Council meetings as an ex officio (non-voting) member.

Council members must be elected at the Annual General Meeting by those in attendance who are parents of children attending the school or community members in the school catchment area.

Subcommittees can be established at the discretion of the Advisory Council and can include parents, teachers, students, community representatives and individuals with special expertise to help them in developing an informed decision.

The Council will hold regular meetings which will be open to the public. Only Council members may vote at the meetings. The Council shall elect a chair and vice chair from among them for each school year.

#### **Chair**

The chair shall convene and preside at all membership, special and executive meetings. In consultation with the council and other representative members, shall ensure that an agenda is prepared and presented.

Shall appoint committees where authorized to do so by the Council.

Shall take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organizations.

### **Vice Chair**

The vice chair will assume the responsibilities of the chair in the chair's absence. Accept extra duties as required.

### **Treasurer**

The treasurer will assume the responsibilities for all financial transactions on behalf of the council.

### **Secretary**

The secretary will assume the responsibilities for recording all minutes of regularly scheduled meetings of the council.

## **Section 6 Elections**

The Council will be elected at an annual meeting of community members to be held not later than the \_\_\_\_\_.

The annual meeting shall be organized and advertised by the Council Chair with assistance from the school.

Terms of office shall be determined by the Council. (Could have alternating two year terms to ensure both continuity and new representation. To begin the process, members of the Council shall identify up to one-half (1/2 of their member to serve a two (2) year term. The remaining members shall serve a one (1) year term.)

## **Section 7 Meetings**

The Council shall hold at least five (5) regular meetings during a school year. ( or will hold meetings once a month throughout the school year) Additional meetings may be called at the discretion of the chair or at request of other members or parents in the school community). Minutes must be kept of all meetings and shall be taken by a Council member.

## **Section 8 Quorum**

A quorum shall consist of a minimum of sixty percent (60%) of the voting Council members. (or 50 plus 1 for example: seven members = 4 for quorum)

## **Section 9 Procedures**

Recommendations will be determined by consensus whenever possible. If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

## **Section 10    Constitutional Amendments**

Amendments to the Constitution and by-laws of the Council may be made only at the next Annual General Meeting of the Council providing:

Written notice of the Annual General meeting has been given to all Council members (fourteen (14) days minimum.

The notice of the meeting included notice of the specific amendments proposed. A two-thirds (2/3) majority vote of those Council members present at the meeting will be required to amend the Constitution.

## **Section 11    Vacancies on Council**

In the event of a vacancy on the Council, the chair shall, at the direction of the Council,

- call a by-election to fill the vacancy. In the event of the chair or vice chair coming vacant, the position shall be filled by election within the Council. A member, or chair, or vice chair may be deemed to have resigned from the Council or office if three meetings are missed.
- Or, will fill the open position by consensus of the council as an acting position until the next Annual General Meeting.

A member may resign from the Council or chair or vice chair by tendering a letter of resignation to the chair and/or principal.

## **Section 12    Dissolution**

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.