



**SURREY ACADEMY OF INNOVATIVE
LEARNING (SAIL)
PARENT ADVISORY COUNCIL**

CONSTITUTION AND BY-LAWS

EFFECTIVE DATE:
May 25, 2016

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SAIL ACADEMY OF INNOVATIVE LEARNING PAC CONSTITUTION AND BY-LAWS

1. CONSTITUTION

a) NAME

The name of the organization shall be the Surrey Academy of Innovative Learning (SAIL) Parent Advisory Council, or PAC for short.

b) PURPOSE

To promote the interests of STEM-based learning in general, and specifically, the interests of Surrey Academy of Innovative Learning (SAIL).

c) OBJECTIVES

- To promote the school community
- To encourage parents, staff and student to work together cooperatively
- To encourage support of, lend assistance to, and help provide resources for the activities and events which support the educational goals of the school
- To advise in the child(ren)'s educational and social development
- To participate in joint goal-setting

2. BY-LAWS

A) MEMBERSHIP

Membership is open to all parents and/or guardians with a student enrolled in Surrey Academy of Innovative Learning.

B) STAFF LIASONS

Principal and/or staff designate shall be afforded representation on the Executive as well as all committees struck by the Executive.

C) VOTING

- Each member is entitled to 1 (one vote).
- A simple majority is all that is needed to pass items voted on.
- Prior to conducting a vote, a motion must be made, seconded (2nd), and duly recorded in the minutes of the meeting.

D) MEETINGS

1. QUORUM

A quorum is required for all meeting where businesses to be conducted. At the General, Annual and other special meetings called by the President, the Members in attendance constitute a quorum. Executive meetings require 50% plus one (1) of the Executive to be in attendance.

2. GENERAL MEETINGS

- There shall be a minimum of four (4) meetings per school year.
- One (1) week's written notice shall be given to the Membership listing major items to be discussed, including Executive Member and Standing committee reports.

3. ANNUAL GENERAL MEETINGS

- The Annual General Meeting shall take place in June;
 1. to hold elections of all positions open on the Executive for the coming year.
 2. one (1) week's written notice shall be given to the Membership listing major items to be discussed.
 3. to receive a verified year end Treasurer's report which will be distributed
 4. to adopt a proposed budget for the coming year.
 5. to accept all reports, as published in PAC newsletter prior to the Annual General meeting.
 6. to transact such other business as may require the attentions of the Membership.

4. EXECUTIVE MEETINGS

- Executive Meetings shall take place prior to each General meeting at the time convenient to the majority of the Executive.
- Other special Executive meetings may be called by the President as deemed necessary. Such meetings are to take place at a time and place mutually convenient to a majority of the Executive Members.
- Executive Meetings are open to all Members. Any non-Executive Member(s) attending an Executive Meeting have no vote and cannot disrupt the meeting in any way.

5. ORIENTATION MEETING

In the first two (2) weeks of a new school year, a meeting shall take place for the purpose of orienting all new Executive Members. The previous year's members will be asked to attend.

E) CONDUCT OF MEETINGS

- Good manners and courtesy shall apply at every meeting.
- All Members shall be given equal treatment.
- Business shall be presented in an impartial manner
- Procedures not in our by-laws shall be covered by Robert's Rules of Order.

F) SPECIAL GUIDELINES

Individual school personnel, students or parents shall not be discussed at any meeting.

G) EXECUTIVE/TABLE OFFICERS

Responsibilities of all Executive Members are to submit a brief year-end report for publication in the June PAC newsletter, prior to the Annual General Meeting.

1. PRESIDENT

- Will provide information to the Membership about the activities of the Parent Advisory Council
- Is the Chairperson for the meeting
- Prepares an agenda for each meeting
- Is a signing officer for PAC bank accounts

- May strike a committee where authorized to do so by the Membership
 - Is a member ex-officio of all committees
 - Oversees committees but delegates responsibility to them, only if necessary
 - Facilitates
 - Maintains order at all times
 - Is an advisor to the Members with concerns
 - Maintains confidentiality in all matters
2. VICE PRESIDENT
- Will assume the responsibilities of the President in the President's absence
 - Will accept extra duty as required
3. PAST PRESIDENT
- To act as an advisor to the Executive and ensure continuity from year to year
 - Will assume the responsibilities of the President should the President and Vice-President be absent
 - Will hold the nominations for and conduct the election alongside the Principal, at the Annual General Meeting
 - May have signing authority
4. SECRETARY
- Will record and distribute the minutes of the General, Executive, Annual General meetings, or any special meetings at the President's request
 - In the case of absence at a meeting, will pre-arrange for someone to take minutes
 - Will provide copies of the Parent Advisory Council constitution and By-Laws upon request
 - May receive and distribute correspondence addressed to the council and write correspondence on behalf of the council
5. TREASURER
- Is a signing officer on PAC bank accounts
 - Shall maintain and be responsible for the management of all funds in the PAC's bank account(s)
 - May only disburse funds by the authority of the Membership
 - Will be responsible for and provide a written financial report on all accounts of the PAC at every meeting
 - Must write year-end financial report

- Shall surrender all contracts, books, records, monies, securities and all other properties of the PAC in his/her custody to his/her successor

N.B. Secretary and Treasurer can also hold one (1) office with the title being Secretary-Treasurer and be responsible for all duties of both positions.

6. DISTRICT COUNCIL REPRESENTATIVE(S)

- Shall attend District Council meetings
- Shall inform PAC Membership of upcoming and ongoing issues and get the consensus of the Membership on information required of the Representative(s)
- Shall comply with District Council Rules and Regulations

7. FUNDRAISING CHAIRPERSON

- To coordinate and facilitate the necessary fundraisers as agreed upon by the PAC Executive and Membership for the school year
- The Fundraising Chairperson may also appoint a Vice-Chairperson, with no Executive privileges unless acting on the Fundraising Chairperson's behalf in his/her absence at a Membership meeting, and to assist in helping the Fundraising Chairperson in carrying out their responsibilities
- May be signing officer on PAC bank accounts

H) COMMITTEE HEADS

1. WEBSITE EDITOR

- Responsible for ensuring PAC meeting minutes are posted to website

2. STANDING COMMITTEES

- Shall be formed to handle special business of the PAC that may arise during the school year and will be disbanded upon the completion of the task. School staff will be afforded representation on committees.

I) ELIGIBILITY

All Members are eligible for any Executive position.

J) VACANCY

If a vacancy on the Executive arises, at least three (3) weeks written notice shall be given of the vacant position to all Members. Nominations and election to fill the position will take place at the following General Meeting. If needed, the Executive may appoint an individual to fill the vacant position temporarily.

K) ELECTIONS

Elections require a simple majority vote. In the event of one or more than one (1) person being nominated or volunteering themselves for a position, then the vote will be a majority by secret ballot. An Executive Member should only hold one (1) position and only for two (2) consecutive years and must be re-elected each year.

L) NOMINATING

Four (4) weeks prior to the Annual General Meeting, a written notice shall be given to the Members of the forthcoming PAC elections. In the event of the unavailability of the Past President, the Executive will appoint a "Nominating Officer" prior to the Annual General Meeting. A Member may volunteer from the floor.

M) FINANCIAL OPERATIONS

A minimum of two (2) signing officers' signatures will be required on all cheques. The financial budget shall be reviewed at the beginning of the school year and voted on by the Membership at the first (1st) General Meeting. Other financial expenditures throughout the school year will be voted on as they arise. Any expenditure exceeding the budgeted amount must be voted on and ratified by the Membership. All proposed expenditures shall have a maximum dollar amount stated.

N) PETTY CASH

Fifty dollars (\$50.00) shall be allotted to the Executive for operating expenses to a maximum of \$200.00 per school year, as set out in the annual budget. An itemized financial statement of expenses shall be given to the Treasurer, including all receipts/bills upon the renewal of the fifty dollars (\$50.00).

O) MISCELLANEOUS

- Inspections - All books of the accounts, records and minutes as well as the Constitution and By-Laws shall be open for inspection by any member at any reasonable time.
- Term Length - Each Executive Member will serve a one (1) year term from July to June of each year.
- Resignation - If a member of the Executive is unable or unwilling to maintain active status, then that member may resign his/her position.
- Termination - The Membership shall have the power to terminate any Executive held position for failure to observe the Constitution & By-Laws.
- Remuneration - No Member may receive remuneration except for actual out-of-pocket expenses with prior approval of the Membership.

P) CONSTITUTIONAL AMENDMENTS

The Constitution and/or By-Laws can only be amended at a special meeting of the Membership. One (1) month's written notice of the proposed amendment(s) must be given to the Membership. A two-thirds (2/3) majority of those present at the meeting will be required to amend the Constitution and/or By-Laws.

Q) DISSOLUTION

1. The PAC shall be dissolved in the event that:
 - The school is permanently closed; or
 - There are insufficient parents/guardians willing to serve as President, Vice President and Secretary-Treasurer.
2. Upon dissolution of the PAC any assets remaining after all debts have been paid or provision for payment has been made, shall be paid to:

First (1st) – SAIL Academy, or in the event of school closure;

Second (2nd) – The Surrey School Board to be used for an educational purpose(s) in the community of the school.

3. The records of the PAC shall then become the property of SAIL Academy, or in the event of school closure, the Surrey School Board.

R) RESOLUTION

RESOLVED that should SAIL Academy Parent Advisory Council, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the SAIL Academy Parent Advisory Council to:

-a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the society at the time of winding up or dissolution.]

OR

-such charitable organization or organizations in British Columbia having a similar charitable purpose,

RESOLVED FURTHER that the foregoing resolution shall not be altered or amended and shall continue to be binding on SAIL Academy Parent Advisory Council.

RESOLVED FURTHER that the SAIL Academy Parent Advisory Council will provide its undertaking, by delivering a copy of this resolution to the Gaming Policy and Enforcement Branch, that it will abide by the limits on the application of its assets on dissolution as provided herein.

CERTIFIED to be a true and correct copy of a resolution unanimously passed by the Board of Directors of the SAIL Academy Parent Advisory Council at a meeting held on May 25, 2016.