

RAYMER ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL
Constitution and By-Laws

ARTICLE 1 - NAME

The name of this organization shall be: RAYMER ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL.

ARTICLE 11 - OBJECTS

1. To maintain direct communication between the school and an interested parental body.
2. To inform the parental community of school organization, affairs, educational changes, needs and concerns, via public meetings, newsletters, discussion groups, etc.
3. To allow for input and discussion between parents and school administration and staff; School Board; and the Provincial Ministry.
4. To assist each child to meet his/her physical, mental, social and spiritual needs; to foster high ideals of citizenship; and to promote goodwill and peace through co-operation within the school and community.
5. To undertake from time to time to raise funds in order to assist extra curricular and/or school programs.

BY-LAWS

ARTICLE 1 - POLICIES

1. The policies and programme shall be educational.
2. This Parent Advisory Council shall be non-commercial, non-partisan, non-sectarian, and non-racial.

ARTICLE 11 - MEMBERSHIP

1. Any person with a child or children presently attending Raymer Elementary School , may become a member.

ARTICLE 111 - OFFICERS

1. The officers shall include: President, Immediate Past President, Vice-President, Honorary President, Secretary, and Treasurer.
2. The Directors shall include: Family Fair Convener, Social Convener, Program Director, Volunteer, Absentee Phoning Food, and Block Parent Co-ordinators.
3. Only members in good standing shall be eligible to stand for election to any office.
4. No member shall hold more than one office at any one time, and no member may hold the same office for more than three consecutive years except under extraordinary circumstances.

ARTICLE 1V - DUTIES OF THE EXECUTIVE MEMBERS

1. President: Shall preside at all meetings of the Parent Advisory Council and Executive meetings. Shall perform all other duties pertaining to the office. The President shall

be a member, ex-officio, of all committees.

2. Vice-President shall preside at meetings in the absence of the President.
3. Honorary President: The Principal should be asked to this office, with a voice
4. Immediate Past President: Is asked to remain on the Executive as an advisor.
5. Secretary Shall keep full and accurate minutes of all meetings. Shall have charge of and conduct all the correspondence of the Council.
6. Treasurer: Shall receive, collect and deposit in a bank all funds; shall keep an accurate account of all receipts and expenditures; shall pay by cheque all bills and accounts which have been approved by the Council. All cheques are to be co-signed by two of the signing officers. The Treasurer shall submit a statement of finances at each meeting.
7. Signing Officers of the Parent Advisory Council shall be any two of the following: President, Vice President, or Treasurer.

ARTICLE V - EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of all executive members, directors and chairmen as appointed by the President.
2. The Executive Committee shall carry out such commitments as may be assigned it by the Council; it may make suggestions and recommendations and may transact routine and emergency business.
3. Vacancies occurring in any office between Annual meetings shall be filled by the Executive Committee for the unexpired portion of the term.
4. The Executive Committee shall have the authority to pay accounts up to the amount of \$50.00 with out the consent of the general meeting.

ARTICLE VI - SPECIAL COMMITTEES

1. A Special Committee shall be created by the Parent Advisory Council as the need arises. The chairman and personnel of such shall be appointed by the President, Executive, or Council. Reports shall be made as directed and such committee automatically dissolved when its duties are completed.
2. The Chairman of each special committee shall submit plans of the proposed work or the committee to the Executive for approval and no action may be taken until the approval of the Executive Committee has been obtained.

ARTICLE VII. - MEETINGS

1. General meetings are to be held on a predetermined day of each month of the school year. If any meeting should fall on a holiday or be otherwise inexpedient, dates may be changed.
2. Executive meetings shall be held only when necessary, at the call of the President.
3. The Annual General Meeting shall be held in May of each year.

ARTICLE VIII - QUORUM

1. A quorum for a meeting shall be 50% of the Executive Members.

ARTICLE IX - NOMINATIONS

1. Two months before each annual meeting, the President shall appoint a Nominations Committee of at least three members. The Past President should be asked to chair this committee. The committee shall prepare a list of candidates who have signified their willingness to stand for election.
2. Nominations shall be called for and may be made from the floor, provided the consent of the nominee is given.

ARTICLE X - ELECTION - VOTING

1. Election of officers shall take place at each annual meeting.
2. A plurality of votes shall elect.
3. In the event that only one candidate is standing for election to an office, the candidate shall be elected by acclamation.
4. Each member shall be entitled to cast one vote.

ARTICLE XI - INSTALLATION

1. The elected officers shall be installed at the end of the last meeting of the year and they shall hold office until their successors are installed.

ARTICLE XII - DISSOLUTION

1. If this Council desires to disband, 60 days notice shall be given to the members. Following this action, all funds shall be expelled for school use.

ARTICLE XIII - AMENDMENTS

1. These by-laws may be amended at any regular meeting, by a

two-thirds vote, providing the proposed amendment has been submitted at a previous meeting of the Council.

ARTICLE XIV - RULES OF ORDER

1. The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered by these by-laws.