



Southwood School Parent Advisory Council Constitution

June 2019

- Section 1** The name of this organization shall be the Southwood Parent Advisory Council, commonly referred to as PAC
- Section 2 Purpose**
PAC are parents/ guardians of children who attend the school, who wish to liaise between other parents, administration and educational/ government authorities to collaborate on fostering an environment that is in our child's best interest
- Section 3 Objectives**
- To establish ongoing communication with all parents of the students enrolled in the school and with community members – PAC 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, PAC expenditures and recommendations
 - To participate in the development of the annual school plan
 - To participate in school reviews and to receive feedback on actions taken
 - To advise the principal on school matters as they pertain to school improvements, policies, organizations and activities
- Section 4 Code of Conduct**
- PAC is not a forum for the discussion of individual school personnel, students, parents or other individuals' members of the school community
 - PAC is not a problem-solving process for individuals; problems should be addressed via the proper channel and as per [Hanover divisional policies](#) and [Southwood student handbook](#)
 - PAC will apply teamwork, honesty, integrity, transparency and respect throughout their efforts
- Section 5 Positions and Terms of Office**
- Positions on PAC must be filled by parents/guardians whose children attend the school – This will ensure parental views are clearly represented
 - PAC is comprised of the following: Executive Council, Committee Leaders, School Representatives and the Members-at-Large
 - The PAC shall elect the Executive Council which consists of a Chair, Vice Chair, Treasurer and Secretary – These are two-year terms and are to be elected at the end the school year (as required)
 - The PAC shall elect Committee Leaders which consist of Hot Lunch Coordinators (2), Communications Coordinator, Fundraising Coordinators (2), and Community Events Coordinator – These are one-year terms and are to be elected at the beginning of each school year at the AGM
 - Sub-committees can be established at the discretion of the Executive Council and can include parents, teachers, students, community representatives and individuals



Section 6 Roles and Responsibilities (As described, but not limited to)

Chair

- The Chair shall convene and preside at all membership, special and executive meetings
- Shall appoint committees where authorized to do so by the PAC
- Shall take such actions or ensure that such actions are taken by PAC to achieve our objectives and purpose
- Has signing authority on bank accounts and documents as needed
- In the event there are two members who wish to Co-Chair, there would be no Vice-Chair position

Vice-Chair

- The Vice-Chair will assume the responsibilities of the Chair in the Chair's absence
- Has signing authority on bank account and documents as needed

Treasurer

- Responsible for all financial transactions on behalf of the PAC
- Must adhere to the School Partnership Councils Organizational & Financial Requirements
- Has signing authority on bank account and documents as needed

Secretary

- In consultation with the Chair, responsible for creating and distributing an agenda
- Recording and distributing all minutes for meetings of the PAC

Hot Lunch Coordinator

- Coordinate hot lunch volunteers and maintain the Munch a Lunch site
- Provide monthly updates at meetings

Communications Coordinator

- Create all communications for parents and prepare website content
- Provide monthly updates at meetings

Fundraising Coordinator

- Manage all aspects of fundraising events as agreed upon by PAC
- Provide monthly updates at meetings

Community Events Coordinator

- Manage all aspects of community events and coordinates staff appreciation
- Provide monthly updates at meetings

Members at Large

- Attend PAC meetings and carry out designated duties
- Provides monthly updates at meetings

School Representation

- Ex-officio members representing the school which include the Principal, Vice Principal and one teacher representative
- Provide monthly updates at meetings

Section 7 Voting

- Voting members will include the Executive Council, Committee Leaders and Members At Large
- Members in attendance at meetings will be allowed to vote – Proxy voting is not permitted
- Decisions should be made by consensus as often as possible – These decisions must be clearly stated and recorded as such in the minutes of the meeting



- If a vote is taken, the motion must be moved, seconded and passed by more than half of the majority to be adopted
- If, after attempts to arrive at a consensus have failed, and after a vote has been unsuccessful at resolving an issue during a meeting, the use of the Robert's Rules of Order will be invoked – The decision to invoke the Rules of Order will be made by the chair with the support of at least one other member of the executive council
- If resolution is still not achieved, PAC considers the vote defeated

Section 8 Meetings

- Executive Council will facilitate an AGM within 30 days of the start of a new school year
- PAC shall hold meetings once a month following the AGM until the end of the school year
- Meeting agenda shall be posted no less than one week prior to the meeting
- Meeting minutes shall be posted no later than one week after the meeting

Section 9 Constitutional Amendments

- Amendments to the Southwood School Parent Advisory Council Constitution providing the meeting notice included notice of the specific amendments
- Voting rules are followed as per Section 7

Section 10 Vacancies

In the event of a vacancy for any elected positions, the Chair shall, with the support of at least one other Executive Council members:

- 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 PAC
 - Any member may be deemed to have resigned from their position if three meetings are missed
- Or, will fill the open position by consensus of the PAC as an acting position until the next Annual General Meeting
- In the event a co-Chair steps down from that role at any time during their term, they may choose to fill the vacant Vice Chair position. If they do not wish to fill this role, they must also resign from the Vice Chair position
- A member may resign from their position by tendering a letter of resignation to the Chair and/or principal

Section 11 Dissolution

- In the event of dissolution all records of the PAC shall be placed under the jurisdiction of the principal