

CONSTITUTION AND BY-LAWS
Of the
TWELFTH AVENUE SCHOOL PARENT ADVISORY COUNCIL

1. Objectives

- 1.1 to foster communication between parents and the school
- 1.2 to serve as a sponsoring body for school and community activities and events
- 1.3 to assist school staff in developing educational programs
- 1.4 to develop and sustain a feeling of community spirit and to utilize the school facilities to foster this spirit

2. Executive

- 2.1 Chairperson:
 - 2.1.1. shall preside at the general and executive meetings
 - 2.1.2. shall coordinate the work of the committees
 - 2.1.3. may officially represent the Council at other school and community events
- 2.2 Vice-chairperson:
 - 2.2.1. shall assume the activities of the Chairperson in case of absence
- 2.3 Treasurer:
 - 2.3.1. shall keep an accurate record of all funds and expenditures approved and acted upon by the Council
- 2.4 Secretary:
 - 2.4.1. shall record the minutes of all council meetings
 - 2.4.2. shall receive and send all letters on behalf of the Council
- 2.5 DPAC Representative:
 - 2.5.1. shall be the representative for Twelfth Avenue PAC Council at the District Parent Advisory Council of School District #41
 - 2.5.2. shall advise the Council of DPAC activities
- 2.6 The Executive:
 - 2.6.1. shall be elected for a term of two years
 - 2.6.2. shall be eligible to hold office in consecutive terms

3. Meetings

- 3.1 shall be held at least six times a year
- 3.2 dates of the meetings to be determined by the Executive

4. Voting

- 4.1 all motions shall be passed by simple majority

5. **Elections**

- 5.1 elections of officers shall take place at the June (AGM) meeting each year
- 5.2 all voting shall be by secret ballot except in the case of acclamation

6. **General Provisions**

- 6.1 the books and records of the Council shall be open for inspection by any member upon request
- 6.2 **This clause is unalterable**
dissolution of the Council shall result in all Council funds being placed into Twelfth Avenue School's account
- 6.3 any decisions made by the Council must fall within the guidelines of the Public School Act and the Burnaby School Board policy.

Revisions consolidated April 15, 2004