

**Lochside Elementary Parents Advisory Council  
Constitution and By-laws**

[April-September 2018-2020](#)

**CONSTITUTION**

I. NAME

The name of the organization shall be the Lochside Elementary Parents' Advisory Council, herein referred to as LEPAC, in accordance with the School Act [R.S.B.C. 1996] C.412 Section 8 (1).

II. MISSION STATEMENT

LEPAC is dedicated to the education and the well-being of the child. Its primary mandate is to enhance student success. Promoting effective communication between home and school, LEPAC shall liaise with the Lochside Elementary School administration, encourage parent participation in school activities, support the school's goals, and pursue educational enhancement opportunities.

III. OBJECTIVES

1. To further enhance the educational excellence of the school through the combined efforts of the parents, students, teachers and administrative staff.
2. To work in an advisory capacity with the school principal and staff on matters including but not limited to:
  - a) School policy and procedures,
  - b) Programs and services,
  - c) Facilities and equipment,
  - d) parent/community education, and
  - e) Learning resources.
3. To provide a forum for the discussion of matters of mutual interest or concern to the school and children.
4. To promote co-operation between home and school in providing for the education of children.
5. To develop, maintain and encourage communications between parents, students, educators, administrators, the district's Board of School Trustees, the district's Council of Parent Advisory Committees (COPACS), the provincial Council of Parent Advisory Committees, and the Ministry of Education.

6. To promote good relations between Lochside Elementary School and the community.
7. To organize events and activities that support the school community, [which may including include community events, fund-raising funds](#) for school equipment and activities [and providing volunteers.](#)

#### **BY-LAWS**

#### IV. MEMBERSHIP

1. Parents and/or guardians of students registered at Lochside School shall be members of LEPAC.
2. Parents and/or guardians of students registered at Lochside School shall be eligible to hold an elected office.
3. Each member shall have the right to vote at any general or special meeting of LEPAC.

#### V. EXECUTIVE

1. LEPAC shall be managed by an Executive of elected officers, and the elected officers of LEPAC shall be
  - a) President, who
    - i) Shall convene and preside at all general, special, and Executive meetings,
    - ii) Shall ensure that an agenda is prepared and presented,
    - iii) Shall appoint committees, including committee chairs, where authorized to do so by the Executive,
    - iv) Shall take actions or ensure such actions are taken by others to achieve the objectives and purpose of the organization,
    - v) Shall be an official spokesperson on behalf of the organization,
    - vi) Shall be an ex-officio member of all committees,
    - vii) Shall ensure a nominating committee is formed prior to the Annual General Meeting,
    - viii) Shall oversee all committees, and
    - ix) Shall be one of four signing officers of the Executive as per Section XVI.
  - b) Vice President, who
    - i) Shall assume the responsibilities of the President in the President's absence,
    - ii) Shall act as assistant to the President, and
    - iii) Shall chair the Constitutional Revisions Committee.
  - c) Secretary, who
    - i) Shall record the minutes of all general, Executive and special meetings,
    - ii) Shall issue and receive correspondence on behalf of the organization as directed,
    - iii) Shall maintain files of minutes and correspondence,
    - iv) Shall post approved minutes of all general meetings on the LEPAC [bulletin-section of the board at](#) Lochside School [website](#) within fourteen (14) days of the meeting,

- v) Shall make available copies of the Constitution and By-Laws to members upon request, and
  - vi) Shall ensure that all the minutes of the year are collected and filed at the end of June.
- d) Treasurer, who
- i) Shall be responsible for and report on the accounts of the organization,
  - ii) Shall, in consultation with the Executive and school principal, draft a budget and tentative plan of expenditure as per Section XV,
  - iii) Shall prepare monthly financial reports for publication in the LEPAC minutes, and a yearend report for the Executive and for the LEPAC or school newsletter as per Section XV, and
  - iv) Shall be one of four signing officers of the Executive as per Section XVI.
- e) COPACS Delegate, who
- i) Shall attend COPACS meetings,
  - ii) Shall report back to LEPAC,
  - iii) Shall seek input from LEPAC when required, and
  - iv) Shall be elected by secret ballot [School Act, s. 8.(6)].
- f) Volunteer Coordinator, who
- i) Shall work with the President to recruit and orient classroom representatives for LEPAC,
  - ii) Shall maintain a current list of volunteers and recruit for special events, and
  - iii) Shall be in charge of special event information to forward to special event coordinators.
- g) Wellness and Digital Safety Healthy Schools Coordinator, who
- i) Shall organize events and lead initiatives that raise awareness about the benefits of active living, and physical and mental health
  - ii) Shall provide opportunities to students to make healthy lifestyle choices.
- h) Internet Safety Coordinator, who
- i) Shall work to ensure safe and appropriate use of technology at school, and
  - ii) Shall work in conjunction with other parents, administration and staff on internet safety and other use of technology.
- i) Up to four ~~Directors-Members~~ At Large, who shall accept duties as required.
- j) Communications Coordinator
- a) Shall coordinate communications from LEPAC to the Lochside community through different platforms such as the LEPAC section of the school website, Parent Facebook group, emails, etc

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2. Any Executive position may be shared by up to two members, except for the position of Treasurer.
3. Despite this section and section XVI, if the position of President is shared by two members, one or both may have signing authority.
4. Non-elected non-voting officers of LEPAC shall be
  - a) the Immediate Past President, who shall serve in an advisory capacity to the Executive, and
  - b) the Immediate Past Treasurer, who shall serve in an advisory capacity to the Executive.
5. Executive meetings
  - a) Executive meeting dates and times are set by the Executive, and
  - b) Extraordinary meetings may be called by the President.
6. Vacancy on the Executive
  - a) If any elected officer resigns during a term of office or if any elected office is not filled at the time of elections, the Executive may appoint a voting member of LEPAC to fill the vacancy until elections at the next General Meeting.
  - b) If any elected officer is temporarily unable to act during a term of office, the Executive may appoint a voting member of LEPAC to fill the position until the earlier of the elected officer's return or elections at the next General Meeting.

## VI. COMMITTEES

1. There are two standing committees:
  - a) The Nominating Committee who shall call for nominations two months prior to the Annual General Meeting and annually prepare a slate of candidates for the following school year prior to the Annual General Meeting, and
  - b) The Constitutional Review Committee who shall review the constitution and bylaws, and make recommendations, at least every two years.
2. Other committees may be formed as required.
3. All Committees are accountable to the Executive.
4. Members may be appointed annually to committees by the President (after consultation with the Executive), including committee chairs.
5. Committee chairs are responsible for the preparation and maintenance of meeting agendas and minutes.
6. Committee chairs shall present a written report on their yearly activity at the Annual General Meeting, and a final report earlier if their committee is dissolved.
7. Committee chairs are encouraged to attend each monthly general meeting and any special meetings called by the President or Vice President.

## VII. LEPAC EXECUTIVE

~~VII. Executive terms shall take effect July 1 and end June 30.~~

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~~1.2. Executive Elections shall take place at the Annual General Meeting ~~which will be in May of each year~~. Nominees shall be announced in a newsletter prior to election, and nominations will be open to the floor at the meeting.~~

~~2. Elections will take place by blind ballot if more than one person is nominated for a position.~~

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#### VIII. NOMINATIONS

1. A nominating committee will be formed prior to the Annual General Meeting or when required by the Executive.

#### IX. GENERAL MEETINGS

1. Notices of meetings shall be provided through the school newsletter and shall state the place, date, time and purpose of the meeting.
2. At least 8 General Meetings will be held each school year from September to June.
3. The Annual General Meeting shall be held before the end of June on a date fixed by the Executive.
4. Special meetings may be called by the Executive.
5. Unless otherwise provided, questions arising at any meeting shall be decided by majority vote.
6. Except where these bylaws require otherwise, voting shall be by show of hands.
7. In the case of a tie vote, the motion is lost.

#### X. ANNUAL GENERAL MEETING

1. The business of an Annual General Meeting ~~in May~~ shall include the following:
  - a) Adoption of the minutes of the previous Annual General Meeting of LEPAC;
  - b) Presentation of reports from the Executive and heads of committees;
  - c) General business;
  - d) Election of Executive officers for the following school year;
  - e) Voting for Executive officers will be done by ~~secret written~~-ballot when more than one person is nominated for a position.
2. Unless otherwise provided, questions arising at any meeting shall be decided by majority vote.
3. Except where these bylaws require otherwise, voting shall be by show of hands.
4. In the case of a tie vote, the motion is lost.

#### XI. CONSTITUTION AMENDMENTS

1. The Constitution of LEPAC may be amended by a vote of eligible members at any General Meeting.
2. Written notice of the proposed amendments will be posted on the LEPAC ~~bulletin-section of the board at~~ Lochside School ~~website~~ and publicized in a newsletter sent to all Lochside parents at least fourteen (14) days prior to the General Meeting.

3. Passage of amendments will require an affirmative vote of two-thirds of those present at the advertised meeting.

## XII. QUORUM

1. The voting members present at any duly called General Meeting shall constitute a quorum.

## XIII. PROCEDURE

1. If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution or unless they are waived by the meeting.

## XIV. POLICIES

1. Written notice of a motion of non-confidence in a member of the Executive shall be received by the meeting immediately prior to the meeting at which the vote is to be taken. Passage of a motion of non-confidence shall require an affirmative vote of two - thirds of those present at the General Meeting.
2. All written communication on behalf of LEPAC shall be reviewed by the President.
3. Minutes of all committee meetings shall be sent to the LEPAC President and Secretary.

## XV. FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of November of each year.
2. Whenever possible LEPAC funds should primarily benefit the students. For any funds raised where the monies raised will not remain at the school the intended recipient(s) will be identified and clearly communicated to participants prior to and during the fundraising event(s).
3. In September of each year, LEPAC may give the principal \$300 for the purchase of miscellaneous items.
4. LEPAC will donate a minimum of \$500.00 to the Joy Paquin Memorial Scholarship Fund by June of each year.
5. A Treasurer's report to all members should be published in the first LEPAC or school newsletter in the new school term.
6. The Executive shall name four signing officers, two of whom shall be the president and the treasurer, for banking and legal documents. Two signatures will be required on banking and legal documents.
7. For expenses that arise after the approved budget, the LEPAC executive may vote to approve expenses up to \$1000. For such expenses greater than \$1000, a vote shall take place at a general meeting, with advance notice of the vote being given in a LEPAC newsletter at least 14 days prior.
8. The treasurer shall advise the Executive immediately if the LEPAC total bank balances are less than \$5,000 in the aggregate at any time.
9. Need for impromptu audits will be agreed upon by members at any General Meeting, whereupon an independent auditor will be appointed as needed.

XVI. CODE OF CONDUCT

1. The LEPAC meetings are not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive Member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of people involved. He or she may advise the parent of the problem solving process outlined in the Parent Handbook, published by School District 63 Saanich.

XVII. DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. All records of the organization shall be placed under the jurisdiction of School District 63(Saanich) in the person of the principal of the school.