

ÉCOLE K.L.O. MIDDLE SCHOOL PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS

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Revised: January 22nd, 2024

ÉCOLE K.L.O. MIDDLE SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

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ÉCOLE K.L.O. MIDDLE SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the École K.L.O. Middle School Parent Advisory Council (KLO PAC).

ARTICLE II: PURPOSE OF THE KLO PAC

1. To support, encourage and improve the quality of education and the well being of students at École K.L.O. Middle School.
2. To advise the principal and staff on parents' views on any matter relating to the school's programs, policies, plans and activities.
3. To communicate with parents and to promote cooperation between the home and school in providing for the education of students.
4. To assist parents in accessing the education system at school, district and provincial levels.
5. To organize KLO PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

ARTICLE III: DISSOLUTION

Upon winding up or dissolution of the KLO PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be given to École K.L.O. Middle School for expenditure on school uses.

BYLAWS

ARTICLE I: MEMBERSHIP

1. All parents and guardians of students attending École K.L.O. Middle School shall be voting members of the KLO PAC.
2. Parents and guardians of students attending École K.L.O. Middle School who are also School District #23 employees shall not discuss or vote on issues where they have a conflict of interest.
3. Administration and staff of École K.L.O. Middle School may be invited to meetings as non-voting members of the KLO PAC.
4. Members of the community who are not parents of the current student body may be invited to meetings as non-voting members of the KLO PAC.

ARTICLE II: MEETINGS

1. Meetings will be conducted courteously, efficiently, and fairly.
2. KLO PAC general meetings shall be held not less than seven times per year, one of those being the Annual General Meeting (AGM).
3. There shall be an AGM for the purpose of election of officers to the Executive Council, held in May of each year.
4. Executive Council meetings shall be held as pertinent business arises at the call of the President.
5. KLO PAC meetings shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
6. If procedural problems arise on an issue not covered in these bylaws, the current edition of 'Robert's Rules of Order Newly Revised shall govern all meetings, unless otherwise provided for in these Bylaws.
7. Meetings Held Electronically: Except as otherwise provided in these bylaws, meetings may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the executive team, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted KLO PAC shall supersede any conflicting rules but may not otherwise conflict with or alter any bylaw. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

ARTICLE III: QUORUM

1. A quorum for a general meeting of the KLO PAC shall be a minimum of 6 voting members in attendance at the meeting. A quorum for a meeting of the Executive Council shall be 50% of its voting members.

ARTICLE IV: VOTING

1. Unless otherwise provided, questions at any meeting shall be decided by a simple majority vote.
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of election of officers, which may be done by secret ballot. The election of representatives to the Central Okanagan Parent Advisory Council must be by secret ballot.
5. A vote shall be taken to destroy all ballots after elections.

ARTICLE V: ELECTION OF EXECUTIVE OFFICERS

1. Two months before each AGM, the President shall appoint a Nominations Committee of at least three members. The Nominations 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 of the AGM, provided the consent of the nominee is given in writing or orally.
3. In the event of a vacancy on the Executive Council during the year, the KLO PAC may appoint an individual to hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.

ARTICLE VI: TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be until the next AGM.
2. No person may hold any one Executive position for more than two consecutive terms.

ARTICLE VII: EXECUTIVE OFFICERS

1. The Executive Council shall manage the affairs of the KLO PAC and carry out such business as may be assigned it by the KLO PAC.
2. The elected Executive Officers may include: President, Vice-president, Secretary, Treasurer, Central Okanagan Parent Advisory Council (COPAC) Representative, and whatever additional officers may be deemed necessary.
3. The Executive Council shall have authority to pay accounts up to the amount of \$50.00 without the consent of the general meeting.

ARTICLE VIII: DUTIES OF OFFICERS

1. **Immediate Past President:** Shall be asked to remain on the Executive as an advisor.
2. **President:** Shall convene and preside at all general and executive meetings, know the Constitution and Bylaws and meeting rules, ensure the KLO PAC is represented in school and district activities, provide assistance to members and be the official spokesperson for the KLO PAC. The President shall be an ex-officio member of all committees.
3. **Vice-President:** Shall preside at meetings in the absence of the President and shall accept extra duties as required.
4. **Secretary:** Shall keep full and accurate minutes of all general and executive meetings and keep an accurate copy of the Constitution and Bylaws.
5. Shall have charge of and conduct all the official correspondence of the general and executive meetings. A copy of any correspondence written by other members of the Council, on behalf of the Council, must be filed with the Secretary.
6. **Treasurer:** Shall receive, collect, and deposit in a chartered bank approved by the KLO PAC all funds, keep an accurate account of all receipts and expenditures, and pay by cheque all bills and accounts which have been approved by the KLO PAC within 30 days. All cheques must be signed by any two of the Treasurer, President, or Secretary. The Treasurer shall submit a statement of the finances of the KLO PAC at each general meeting. The annual Treasurer's Report is to be given at the first general meeting of the new term.
7. **COPAC Representative:** Shall take direction from the membership, represent, and speak on behalf of the membership at COPAC meetings, and report back to the KLO PAC at general meetings.

ARTICLE IX: COMMITTEES

1. The KLO PAC may create committees as the need arises and shall provide direction for the proposed work to be done by the committee.
2. The KLO PAC shall appoint committee members; the committee members shall select the committee Chairperson.
3. A committee is responsible to the Executive Council and to the KLO PAC membership.
4. A committee automatically dissolves on completion of its duties.

ARTICLE X: REMOVAL OF OFFICERS

1. The KLO PAC may, by a two-thirds vote of the members present at a general meeting, remove an Executive Officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove an Executive Officer shall be given to the members not less than 14 days before the meeting.

ARTICLE XI: CONSTITUTION AND BYLAW AMENDMENTS

1. The KLO PAC may, by a two-thirds vote of the members present at a general meeting, amend the constitution and bylaws.
2. A notice of motion to amend the constitution and bylaws, and copies of the proposed amendments, shall be submitted at a meeting preceding the meeting to vote on the amendments.
3. Constitution or bylaw amendments shall be dated, signed, and forwarded to the School Board Office for the purpose of safekeeping.

Revisions to this Constitution and Bylaws were adopted by the École K.L.O. Middle School Parent Advisory Council (KLO PAC) at Kelowna, British Columbia, on January 22nd, 2024.

Name of President: Adrian Neer Signature:
Name of Secretary: Michelle Crossley Signature: