



Parent Advisory Council (PAC)

CONSTITUTION AND BYLAWS

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CONSTITUTION

Section I – NAME

The name of the Association shall be the **Qatar Canadian School Parent Advisory Council (PAC)**.

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender or politics.

Section II – PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies, and activities.
2. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

Section III – DISSOLUTION

In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting. In the event of dissolution of the PAC all records of the organization shall be placed under the jurisdiction of the School Board in the person of the principal of Qatar Canadian School.

BYLAWS

Section IV – MEMBERSHIP

All parents and guardians of students registered at Qatar Canadian School may be voting members of PAC. Elected members are Chair, Vice Chair, Treasurer and Secretary. Non elected members are School Principal and Vice Principal and two staff members (elected by school staff internally) as school representatives in addition to a member of CNAQ and U of Calgary.

Section V – MEETINGS

There shall be an Annual General Meeting for the purpose of election of officers held in [June] of each year and additional general meetings shall be held on a monthly basis during the school year to conduct current business. In the event where the meeting was attended by less than half the members (<3) the meeting will be cancelled and rescheduled to another time that best suits all PAC members. Parents have the right to attend any pack meeting to express their concern or raise any issue and give their input. Parents with

concerns regarding school related issues should discuss this concern with the school's officials before resorting to PAC, to give the school a chance to express the reasons behind their decision. If the issue/concern dealt with by the school does not satisfy parents, they then have the right to raise it at any PAC meeting. All meetings will be moderated by the Chair and/or Vice Chair in the Chair's absence.

Section VI – VOTING

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. The Chair holds the right to use his/her right to veto on issues concerning school safety.

Section VII – ELECTIONS

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made in the school newsletter and any other means of communications.
3. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.

Section VIII – TERM OF OFFICE

1. The term of office shall commence immediately after the General Meeting and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position but preferably no person should hold any one position for more than two consecutive years.
3. No person should hold more than one elected executive position at any one time.
4. The Past-Chair shall hold that office for one year, if still a member of the PAC.
5. The term of office for School Managing Board representatives shall be one year.

Section IV – EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
2. The Executive Officers will be as follows:
 - Chair
 - Vice Chair(s)
 - Treasurer
 - Secretary
 - Past-Chair

Section X – Duties of the Officers

A. CHAIR

- Shall convene and preside at all membership, special and executive meetings.
- Shall ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership.
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization.
- Shall be the official spokesperson for the organization.
- Shall be a signing officer.
- Shall submit an annual report.
- Shall be approachable for parents with concerns.

B. VICE CHAIR

- Shall assume the responsibilities of the Chair in the Chair's absence.
- Shall accept extra duties as required.
- Shall be as signing officer.
- Shall assist in preparing the annual report.

C. SECRETARY

- Shall record the minutes of membership, special and executive meetings.
- Shall distribute minutes to Council members.
- Shall keep an accurate copy of the Constitution and By Laws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping.
- Shall issue and receive correspondence on behalf of the organization.
- May be a signing officer.
- Shall safely keep all records of the Council.
- Shall submit their part of the annual report.

D. TREASURER

- Shall be responsible for and report on the accounts of the organization
- Shall be one of the three signing officers of the executive as per Section XII
- Shall prepare a financial report for publication in the school newsletter
- Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XII
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence

- Shall submit their part of the annual report

E. PAST CHAIR

- Shall help smooth transition between Chairs
- Shall assist and advise the Council
- Shall act as a consultant for the Chair

For further details regarding job descriptions, please refer to Appendix A

Section XI – COMMITTEES

- Standing and ad-hoc committees shall be formed when necessary.
- A Nominating Committee shall be appointed annually before the Annual General Meeting.
- Committees are responsible to the executive and members.
- Members may be appointed annually to committees by the Chair (after consultation with the executive.)

Section XII – 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 [] each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank account.
3. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount (**QAR 1,000.00**) will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
5. A Treasurer’s Report to all members should be published in the PAC/school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

Section XIII – CONSTITUTION & BY LAW AMENDMENTS

Amendments to the Constitution and By Laws of the **Qatar Canadian School Parent Advisory Council** shall be made at any general membership meeting, providing:

1. Written notice of the meeting has been given [two months] in advance to PAC members.
2. The notice of the meeting includes notice of the specific amendments proposed and shall be circulated by means of the school’s newsletter.

3. A three-quarter (3/4) majority vote of those voting members present at the meeting will be required to amend the Constitution and By Laws.

Section XIV – Code of Conduct

1. The **Qatar Canadian School Parent Advisory Council** is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. Initial inquiries made by parents regarding school internal activities or concerns must first be directed towards school officials i.e. Principal, Vice Principal or Administrative Coordinator to hear their response and reasoning. However; If matter is not resolved to the satisfaction of the enquirer, the parent is then welcomed to forward the concern to PAC for resolution.
3. 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 the people involved.
4. A parent who accepts a position as a PAC Executive Member:
 - Upholds the constitution and bylaws, policies and procedures of the PAC
 - Performs his/her duties with honesty and integrity
 - Works to ensure that the well-being of students is the primary focus of all decisions
 - Respects the right of all individuals
 - Takes direction from the members, ensuring that representation processes are in place
 - Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - Works to ensure that issue are resolved through due process
 - Strives to be informed and only passes on information that is reliable and correct
 - Respects all confidential information.
 - Is present at every PAC meeting and may be allowed to miss no more than 3 meetings throughout the year. Absenteeism of more than 3 meetings will result in a decision to dismiss the member.

PAC Chair

Date

School Official

Date