

**Ecole Notre Dame Elementary School  
Parent Advisory Council (PAC)  
Constitution and Bylaws**

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**NAME:**

The name of the Parent Advisory Council shall be The Ecole Notre Dame Elementary Parent Advisory Council of Morinville, Alberta (PAC).

**MISSION:**

The Mission of this PAC is to provide Ecole Notre Dame Elementary School with the support needed to educate and nurture each student in a Catholic Community.

**VISION:**

The PAC will facilitate communication amongst all of the concerned participants of our school community, so that we may work together as partners to create an effective learning environment and enable our students to achieve their potential.

**OBJECTIVES:**

The objectives of the PAC, in keeping with the Education Act, and the School Councils Regulation, are as follows:

- To provide input to the Ecole Notre Dame Elementary staff and Administration team on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
- To encourage improvement with meaningful involvement by all members of the school community.
- To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
- To assist in the development of a common vision for our PAC.
- To keep the Greater St Albert Catholic School board informed, in coordination with the Administration, of the needs of the school.
- To support the school in its efforts to focus teacher's time and school resources on the essential tasks of teaching and learning.
- To support any fundraising activities through the Ecole Notre Dame Elementary School (Morinville) Parent's Fundraising Association.
- To support the school's effort to communicate with the community.

**MEMBERSHIP:**

The membership of the PAC shall consist of the following:

- The parents or guardians of students enrolled in Ecole Notre Dame Elementary School.
- The Administration team of the school.

The membership of the executive committee shall consist of the following:

- The Administration team of the school.
- Parents or guardians of students from the school, elected to the executive positions of Chair, Vice-Chair, Treasurer, and Secretary
- Healthy Hunger Coordinator (if Filled)

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**EXECUTIVE COMMITTEE:**

The executive committee shall have the following members: Chair, Vice-Chair, Treasurer, Secretary, and Healthy Hunger Coordinator.

- Only parents or guardians of students enrolled in the school are eligible to be elected as members of the executive committee.
- The committee will be elected for a one-year term at the annual meeting.
- The terms of office shall run from annual general meeting to annual general meeting.

**DUTIES OF THE EXECUTIVE COMMITTEE :**

**The Chair:**

The Chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, supervising the council. The chair will present the annual report to the school board.

**The Vice Chair:**

The Vice-Chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the Chair.

**The Secretary:**

The Secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the executive committee members.

**The Treasurer:**

The Treasurer shall be responsible for keeping accurate records for all financial transactions of the PAC and subsequently the PFA.

**Healthy Hunger Coordinator-**

The Healthy Hunger Coordinator shall be responsible for the scheduling and maintenance of the Healthy Hunger lunch program for the school.

**VACANCIES:**

With the exception of the executive committee filled by the administrative team, the PAC will elect qualified persons to fill vacancies at the next council meeting. Those people so elected will hold their positions until the next annual general meeting.

**COMMITTEES:**

The PAC may appoint committees consisting of members and others from the school community, with either delegated or advisory responsibilities.

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**MEETINGS:**

Regular meetings will be held each month, or as deemed necessary by the executive committee.

- Meetings will take place at the school using an ASCA meeting model.
- The administration team will attend all meetings.
- The quorum for meetings of the PAC shall be set at a minimum of three executive members with two other parents or guardians.
- Meetings may not be held during the months of December and June due to other activities being held during these times.

**VOTING PROCEDURES:**

Decisions at PAC meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded such as in the minutes of the meeting.

If a vote is taken, the motion must be moved, seconded, and passed by a 51% majority. The chair shall not vote unless required to in the case of a tie vote.

**ANNUAL General MEETING:**

The annual meeting of the PAC shall be held not later than thirty days after the first instructional day of the school year.

- The meeting will be advertised throughout the school and the community at least 14 days in advance.
- Elections for the representatives of the parent community will take place at the annual meeting. All parents or guardians of students attending the school are eligible for election.
- All parents or guardians of students attending Ecole Notre Dame School are eligible to vote at the annual meeting.
- The business of the annual meeting shall include:
  - The election of representatives
  - The financial statement of the previous year
  - Any proposed bylaw amendments
  - Plans and budget for the upcoming year.

**ANNUAL REPORT:**

In accordance with the Alberta School Councils Association, the PAC through the chair, must prepare and provide the GSACRD board with an annual report which includes:

- A summary of the council's activities for the year
- A financial statement
- Copies of the minutes of each meeting

The PAC shall make the report available to all concerned members of the school community.

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**AMENDMENTS TO THE BYLAWS**

The bylaws continue in force from year to year unless:

- They are amended at a special meeting of the PAC called for that purpose, and
- The amendment is approved by 51% of parents or guardians of students enrolled in the school who vote at the special meeting.
- Notice of proposed bylaw amendments must be circulated with notice of the meeting at least 14 days in advance of the meeting.