

Cameron Elementary Parent Advisory Council (PAC)

Constitution and Bylaws

Adopted November, 2016

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Constitution

SECTION I – NAME

1. The name of the Council is the Cameron Elementary Parent Advisory Council (PAC) (School District No. 41) established by Section 8 of the *School Act*, SBC Chapter 61.
2. The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the PAC will be unbiased with respect to race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION II – PURPOSES

The purposes of the Cameron PAC are:

1. To be the collective voice of parents and guardians of children at Cameron Elementary.
2. To consult with parents for input into the direction and priorities of the PAC.
3. To encourage parent and guardian involvement in the school.
4. To promote cooperation between families, the school, and the community in providing for the education of children.
5. To provide parents and guardians a forum for discussion of issues related to education.
6. To assist parents and guardians in obtaining information about the school system and accessing programs and services.
7. To advocate on behalf of students and parents and guardians.
8. To raise funds in order to provide and support PAC and school events; learning opportunities for parents; and sports, arts, technological, and educational equipment for the benefit of all students.
9. To support the educational, social, and emotional well-being of the members of the school community.
10. To provide input to school and district administration and the Board of Education on any matter relating to education in the District.

11. To advise and participate in the activities of the Burnaby District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).

Bylaws

SECTION I – MEMBERSHIP

1. All parents and guardians of students registered at Cameron Elementary are voting members of the Parent Advisory Council (PAC).

Non-voting members

2. Administration and staff (teaching and non-teaching) of Cameron Elementary may be invited to become non-voting members of the PAC.
3. Members of the school community who are not parents of students currently registered in the public school system may be invited to become non-voting members of the PAC.
4. At no time will the PAC have more non-voting than voting members.

Compliance with Constitution and Bylaws

5. Every member will uphold the Constitution and comply with these Bylaws.

SECTION II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted efficiently and with fairness to all members.
2. General meetings will be held not less than eight times during the school year.
3. An annual general meeting (AGM) will be held in May for the purpose of the election of executive officers.

Notice of meetings

4. Members will be given reasonable notice of all general meetings.

Conduct

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Quorum

7. A quorum for general meetings will be five voting members.
8. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated. If necessary, the meeting will be rescheduled (with adequate notice to members), or business will be carried forward to the next general meeting.

Voting

9. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority vote (50% plus 1).
10. In the case of a tie vote, the motion is defeated.
11. Members must vote in person on all matters. Voting by proxy will not be permitted.
12. Except as provided elsewhere in these bylaws, voting shall be by a show of hands or, where requested by two voting members present, by secret ballot.

SECTION III – EXECUTIVE

Role of executive

1. The executive will manage the PAC's affairs.

Executive defined

2. The executive will include a chairperson, vice-chairperson, treasurer, secretary, DPAC representative, fundraising coordinator, social coordinator, and members-at-large.

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 41 or the BC Ministry of Education.

Election of executive

4. A call for nominations will be made at the April general meeting. Nominations will also be accepted from the floor at the annual general meeting.

5. Voting members will elect the executive by secret ballot at the annual general meeting.
6. Elections will be conducted by the vice-chairperson.

Term of office

7. The term of office shall commence on July 1.
8. The term of office for executive members shall be two years. This term may be extended if a new officer cannot be secured or recruited and the current officer is willing to remain for an extended term.

Vacancy

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.

Removal of executive members

10. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
11. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive members

12. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

SECTION IV – EXECUTIVE MEETINGS

1. Executive meetings and additional meetings shall be held at the discretion of the executive.
2. The purpose of executive meetings is to carry on PAC business between general meetings.
3. Executive meetings may be held at any time or place as deemed necessary by the executive.
4. Executive members will be given reasonable notice of executive meetings.

Quorum

5. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Voting

6. All matters requiring a vote at executive meetings require a majority (50% plus 1) of the members of the executive to pass the motion.
7. If an unforeseen decision needs to be made before the next executive meeting, voting may be conducted by email. Email will only be used in extraordinary situations. The motion will be emailed to all executive members and responses will be received by the chairperson and the secretary. A majority of 50% plus 1 is required to pass the motion. Passed motions will be brought forward at the next executive meeting and incorporated into the minutes.
8. In the case of a tie vote, the motion is defeated.

SECTION V – DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The Chairperson:

- a. will convene and preside at all general, special, and executive meetings;
- b. will ensure that an agenda is prepared and distributed;
- c. will appoint committees where needed;
- d. will be an ex-officio member of all committees;
- e. will be the official spokesperson for the PAC;
- f. may be a signing officer; and
- g. will submit an annual report.

2. The Vice-Chairperson:

- a. will be familiar with the responsibilities of the chairperson;
- b. will chair one general meeting annually in order to gain experience in the role of chairperson;
- c. will assume the responsibilities of the chairperson in the chairperson's absence;
- d. may be called upon to complete the unexpired term of the chairperson in case of resignation;
- e. will preside over the election of executive officers at the annual general meeting;
- f. may be a signing officer; and
- g. will accept extra duties as required.

3. The Secretary:

- a. will record the minutes of all meetings;
- b. will process the minutes of all general meetings and present them for acceptance at the following general meeting;
- c. will keep an accurate copy of the Constitution and Bylaws and when changes are made shall submit the current version to the Board of Education office for safekeeping;
- d. may be a signing officer; and
- e. will safely keep all records of the PAC.

4. The Treasurer:

- a. will be a signing officer;
- b. will ensure all funds of the PAC are properly accounted for;
- c. will disburse funds as authorized by the membership or executive;
- d. will ensure that proper financial records and books of account are maintained;
- e. will report on all receipts and disbursements at general and executive meetings;
- f. will make financial records and books of account available to members upon request;
- g. will have the financial records and books of account ready for inspection or audit annually;
- h. will, with the assistance of the executive, draft an annual budget;
- i. will ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- j. will submit an annual financial statement at the AGM.

5. The DPAC Representative:

- a. will attend all Burnaby DPAC meetings to represent and vote on behalf of the PAC;
- b. will report regularly to the membership and executive on all matters relating to the DPAC;
- c. will receive, circulate, and post DPAC newsletters, brochures, and announcements; and
- d. will liaise with other parents and DPAC representatives.

6. The Fundraising Coordinator:

- a. will, in consultation with the executive, membership, teachers, and staff, and following the Fundraising bylaws (Section VII), develop a fundraising plan for the following year;
- b. will organize fundraising events and campaigns;

- c. will, with input from the executive and membership, designate a specific purpose for funds raised during each event or campaign;
- d. will work with the treasurer to ensure that all incoming funds are handled appropriately and in compliance with PAC procedures;
- e. will report regularly to the membership and executive on all fundraising plans, amounts raised, and designated spending;
- f. may be a signing officer; and
- g. will submit an annual report.

7. The Social Coordinator:

- a. will organize social (non-fundraising) events for the school community;
- b. will liaise with school administration and staff to plan events;
- c. will report regularly to the membership and executive on all event plans;
- d. will recruit and communicate with parent volunteers, and maintain records of volunteer contact information, in compliance with the *Personal Information Protection Act (PIPA)* and other relevant legislation and guidelines; and
- e. will submit an annual report.

8. Members-at-Large:

- a. will serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires.

School Planning Council (SPC)

9. Three representatives will be elected to the School Planning Council, including one member of the PAC executive (who may be a member-at-large).

10. Any voting member of the PAC is eligible to serve on the School Planning Council, except employees or elected officials of School District No. 41 or the Ministry of Education.

11. School Planning Council members:

- a. will represent the parents and guardians of Cameron Elementary students to the School Planning Council;
- b. will liaise between the School Planning Council and the PAC;
- c. will report regularly to the membership and executive on the council's activities; and
- d. will submit an annual report.

SECTION VI – COMMITTEES

1. The executive may appoint standing and ad-hoc committees when necessary to further the PAC's purposes and carry on its affairs.
2. Committee membership is open to the general membership of the PAC.
3. Each committee will appoint a chairperson who must be a voting member of the PAC.
4. The committee chairperson will report to the PAC chairperson regularly and to the executive and membership at meetings.
5. The committee chairperson, in consultation with the treasurer, will establish a budget for the committee's activities if necessary. The committee chairperson will keep an account of all expenditures and submit invoices and receipts to the treasurer in compliance with the Finances bylaws (Section VIII) and any guidelines provided by the treasurer.
6. The committee chairperson may fill vacancies and add members as necessary to carry out the committee's mandate and responsibilities.
7. The committee chairperson may also form part of the executive, particularly in the case of standing committees.
8. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide (refer to Appendix 3).
9. Committees will work in consultation with the PAC executive and school staff.

SECTION VII – FUNDRAISING

1. Each year the PAC, led by the fundraising coordinator and in consultation with staff, will engage in a process which identifies fundraising priorities for the year. These will be reflected as capital costs in the PAC's budget.
2. All fundraising efforts:
 - a. will be scheduled so as not to over-burden area residents or parents;
 - b. will not duplicate or complicate fundraising efforts by other groups in the neighbourhood or school;
 - c. will raise funds for a specific and clearly stated purpose; and
 - d. will reflect the principles of the PAC.

3. Special requests from staff to meet unexpected needs can be considered for funding by the PAC. Any staff member with a special request is asked to first bring the request to a staff meeting for endorsement and then to the PAC for consideration.

SECTION VIII – FINANCES

1. The PAC's financial year will be from July 1 to June 30.

Power to raise money

2. The PAC may raise and spend money to further its purposes.

Bank accounts

3. All funds of the PAC will be kept on deposit in a bank or financial establishment registered under the *Bank Act*.

Signing authority

4. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking purposes. Two signatures will be required on cheques and other banking documents.

Annual budget

5. The treasurer, in consultation with the executive, will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

7. A treasurer's report will be presented at each general meeting.

Auditor

8. Any voting member can request an audit. The need for an audit will be agreed upon by the members at a general meeting, whereupon an independent auditor will be appointed as needed.

SECTION IX - CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of the PAC may be made at any meeting at which business is conducted, provided written notice of the meeting including specific proposed amendments has been given to all members at least 7 days in advance.
2. A two-thirds (2/3) majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION X – CODE OF CONDUCT

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics (Appendix 2).
2. The PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
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 and rights of the people involved.
4. A parent who accepts a position as an executive member:
 - a) upholds the Constitution, Bylaws, policies, and procedures of the PAC;
 - b) performs her/his duties with honesty and integrity and in the interests of the PAC;
 - c) works to ensure that the well-being of students is the primary focus of all decisions;
 - d) respects the rights of all individuals;
 - e) takes direction from the membership and executive;
 - f) encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward;
 - g) works to ensure that issues are resolved through due process;
 - h) strives to be informed and only passes on information that is reliable and correct; and
 - i) respects all confidential information.

SECTION XI – DOCUMENTATION

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with PAC business shall be deemed to be property of the PAC and shall be turned

over to the chairperson when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION XII – DISSOLUTION

1. Upon winding up or dissolution of the PAC, the assets which remain after payment of all costs, and expenses that are properly incurred in the winding up, shall be distributed to a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act (Canada)*, as may be determined by the members of the PAC at the time of winding up or dissolution. This provision shall be unalterable.

Adopted by Cameron Elementary Parent Advisory Council at Burnaby, British Columbia, on (date) _____.

Signatures of chairperson and one other executive member:

APPENDIX I – DEFINITIONS

“Board” or **“Board of Education”** is as defined in the *School Act*, and means the elected officials responsible for establishing procedures and guidelines for the operation of the public schools in School District No. 41.

“District” means School District No. 41 (Burnaby).

“DPAC” or **“District Parent Advisory Council”** means the parent advisory councils organized according to the *School Act* and operating as a district parent advisory council in School District No. 41.

“PAC” or **“Parent Advisory Council”** means the parents organized according to the *School Act* and operating as a parent advisory council at Cameron Elementary.

“parent” is as defined in the *School Act* and means

- a) the guardian of the person of the student or child,
- b) the person legally entitled to custody of the student or child, or
- c) the person who usually has the care and control of the student or child;
- d) and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 41.

“school” means any public elementary or secondary educational institution as defined in the *School Act* operating within School District No. 41.

APPENDIX 2 – CODE OF CONDUCT AGREEMENT

A parent who accepts a position as a PAC executive member, committee member, or representative:

1. upholds the Constitution, Bylaws, policies, and procedures of the PAC;
2. performs her/his duties with honesty and integrity and in the interests of the PAC;
3. works to ensure that the well-being of students is the primary focus of all decisions;
4. respects the rights of all individuals;
5. takes direction from the membership and executive;
6. encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward;
7. works to ensure that issues are resolved through due process;
8. strives to be informed and only passes on information that is reliable and correct; and
9. respects all confidential information.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the Cameron Elementary Parent Advisory Council, have read, understood, and agreed to abide by this Code of Ethics.

Name of executive member, committee member, or representative

Signature _____

Date _____

Phone number _____ Email _____

APPENDIX 3 – COMMITTEE TERMS OF REFERENCE TEMPLATE

Mandate

What is the purpose of the committee?

Chair:

Members:

Responsibilities

What are the tasks or activities of the committee?

Reporting and timeline

How frequently will the committee chairperson report to the PAC chairperson?

Will the committee chairperson need to report to other executives (e.g. treasurer)?

How frequently will the committee chairperson report to the membership?

What are the target deadlines for the committee's tasks, responsibilities, and/or events?

How long (if known) will the committee be active?

Financial responsibilities

Does the committee have a budget?

What are the rules, procedures, and reporting requirements for the committee's financial activities?

Final decision

In the event of a disagreement between the committee's plans or recommendations and the executive's recommendations, will the executive have veto power?