LORD STRATHCONA ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION & BYLAWS

Adopted at a General Meeting on April 11/18

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CONSTITUTION

1. NAME

1.1 The name of this Council is Lord Strathcona Elementary School Parent Advisory Council (the "PAC").

2. GUIDING PRINCIPLES

2.1 The PAC strives to embrace diversity, encourage unity and ensure inclusion.

2.2 The PAC is dedicated to the education and well-being of the children at Lord Strathcona Elementary School (the "School"). The PAC's primary mandate is to promote effective communication between the School, the home and the community. The PAC will encourage parents to participate in activities and decisions relating to the School, to strengthen the role of families and the community in education.

2.3 The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

2.4 The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

3. OBJECTIVES

3.1 The objectives of the PAC are:

- to enhance communication between parents and the School administration;
- to promote the development of the parent community;
- to provide a forum for parent input into the educational experience of students at the School; and
- to contribute to the effectiveness of the School by promoting and supporting the involvement of parents and other community members.

BYLAWS

4. INTERPRETATION OF TERMS

4.1 The following definitions apply throughout the PAC Constitution and Bylaws:

"**community organizations**" means groups that demonstrate an interest in education and are not already included in the scope of the PAC's constitution and bylaws.

"**district**" means Vancouver School District No. 39

"**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. 39

"notice" means a form of written notice, including by electronic means, social media postings or posters.

"**PAC**" or "**parent advisory council**" means the parents organized according to the *School Act* and operating as a parent advisory council in Lord Strathcona Elementary School

"**parent**" means, as defined in the *School Act* [RSBC] Ch. 412:

(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 and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in the School.

"**School**" means Lord Strathcona Elementary School.

"***School Act***" means the *School Act* [RSBC] Ch. 412, including associated regulations, as amended from time to time.

"**SPC**" or **"school planning council"** means the school planning council created for Lord Strathcona Elementary School according to the *School Act.*

4.2 Unless the context otherwise clearly indicates, in this Constitution and Bylaws words used in the singular include the plural and vice versa.

5. MEMBERSHIP

Voting members

5.1 All parents of students registered in the School are voting members of the PAC.

Non-voting members

5.2 Administrators and staff (teaching and non-teaching) of the School are non-voting members of the PAC.

5.3 Representatives of the School's Student Council are non-voting members of the PAC.

5.4 Members of the school community who are otherwise not members may become non-voting members of the PAC by invitation of the Board.

5.5 At no time will the PAC have more non-voting than voting members.

Compliance with bylaws

5.6 Every member will uphold the constitution and comply with these bylaws.

6. MEETINGS OF MEMBERS

General meetings

6.1 General meetings will be conducted with fairness to all members.

6.2 General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

6.3 A general meeting may be called by the Board or by written request of 10 or more members.

Conduct

6.4 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

6.5 The PAC will refrain from activities that do not serve the interests of the School or the public school system.

Notice of meetings

6.6 Members will be given reasonable notice of general meetings.

7. PROCEEDINGS AT GENERAL MEETINGS

Quorum

7.1 Quorum for general meetings is ten voting members.

7.2 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.

Voting

7.3 Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

7.4 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

7.5 Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

7.6 After any ballot vote the ballots will be destroyed after being verified by at least 3 members.

8. BOARD

Role of Board

8.1 The Board will manage the PAC's affairs and will lead the business of the PAC in furtherance of the PAC's objectives between general meetings.

Board defined

8.2 The Board will be comprised of chairperson(s), secretary, treasurer, immediate past chairperson, directors-at-large and such other positions at the membership decides.

Eligibility

8.3 Any voting member of the PAC is eligible to serve on the Board, except employees or elected officials of School District No. 36 or the Ministry of Education.

Election of Board

8.4 The chairperson(s), secretary and treasurer will be acclaimed or elected at each annual general meeting.

8.5 One or more directors-at-large may be appointed by the Board, or acclaimed or elected at any general meeting.

8.6 Elections will be conducted by the chair of the Nominations Committee.

8.7 Nominations may be made verbally or in writing to the Nominations Committee up to and including the meeting at which voting will take place, until nominations are declared closed by the chair of the Nominations Committee.

Term of office

8.8 The Board will hold office for a term of one year beginning immediately following the election at the annual general meeting.

8.9 No person may hold the position of treasurer for more than three consecutive years. This three year limitation does not apply if the role of treasurer is undertaken by two Board members who have no personal or professional relationship that might compromise or raise concerns regarding their independence from each other.

Vacancy

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

Removal of Board

8.11 The members may, by a majority of not less than 75% of the votes cast, remove a Board member before the expiration of their term of office, and may acclaim or elect an eligible member to complete the term.

8.12 Notice specifying the intention to make a motion to remove the Board member must be circulated to members not less than 14 days before the meeting.

Remuneration of Board

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

9. BOARD MEETINGS

Meetings

9.1 Board meetings will be held at the call of a chairperson or any two Board members. At least one meeting will be held before each general meeting.

Quorum

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

Notice

9.3 Board members will be given reasonable notice of Board meetings.

Voting

9.4 All matters requiring a vote at Board meetings will be decided by a simple majority of the votes cast (50% plus 1).

9.5 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Written Resolution

9.6 A resolution consented to in writing, which includes email and other means of written electronic communication, by all Board members entitled to vote on that resolution if it had been brought at an Board meeting is valid as if passed unanimously in person.

9.7 Such a written resolution may be consented to in two or more counterparts and a record of the resolution will be retained with the records of the PAC.

10. EXTERNAL COMMITTEE REPRESENTATIVES

External committee

10.1 The membership or Board may elect or appoint a member to represent the PAC on an external committee or to an external organization, such as a DPAC or SPC.

10.2 The term of the representative will be one year unless otherwise established by the membership or Board.

10.3 The representative will report to the membership or Board as required.

11. CONDUCT OF BOARD AND REPRESENTATIVES

Code of ethics

11.1 On election or appointment, every Board member, committee member and representative must sign and agree to abide by a code of ethics that has been approved at a general meeting.

Representing the PAC

11.2 Every Board member, committee member and representative must act solely in the interests of the parent membership of the PAC.

Privilege

11.3 Any information received in confidence by a Board member, committee member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

11.4 An Board member, committee member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their interest to the membership and Board

and must recuse themselves from any vote in respect of the proposed contract or transaction.

11.5 A Board member, committee member or representative must avoid using their position on the PAC for personal gain.

12. DUTIES OF BOARD AND REPRESENTATIVES

12.1 The Chairperson(s) will:

(a) speak on behalf of the PAC;

(b) consult with PAC members;

(c) preside at membership and Board meetings;

(d) ensure that an agenda is prepared;

(e) appoint committees where authorized by the membership or Board;

(f) ensure that best efforts are made to have the PAC represented in school and district activities;

(g) ensure that PAC activities are aimed at achieving the objectives set out in the constitution;

(h) be a signing officer;

(i) submit an annual report.

12.2 The Secretary will:

(a) ensure that members are notified of meetings of general meetings;

(b) ensure that Board members are notified of Board meetings;

(c) record and file minutes of all meetings;

(d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;

(e) prepare and maintain other documentation as requested by the membership or Board;

(f) issue and receive correspondence on behalf of the PAC;

(g) ensure safekeeping of all records of the PAC;

(h) may be a signing officer;

(i) submit an annual report.

12.3 The Treasurer will

(a) be a signing officer;

(b) ensure all funds of the PAC are properly accounted for;

(c) disburse funds as authorized by the membership or Board;

(d) ensure that proper financial records and books of account are maintained;

(e) report on all receipts and disbursements at general and Board meetings;

(f) make financial records and books of account available to members upon request;

(g) have the financial records and books of account ready for inspection or audit annually;

(h) with the assistance of the Board, draft an annual budget;

(i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;

(j) submit an annual financial statement at the annual general meeting.

12.4 Directors-at-Large will:

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

(b) submit an annual report.

12.5 The immediate Past Chairperson will:

(a) advise and support the membership and Board;

(b) provide information about resources, contacts, and other matters;

(c) submit an annual report.

12.6 A representative or committee member of the PAC or Board will:

(a) attend meetings to which the representative has been assigned;

(b) represent, speak, and vote on behalf of the PAC at meetings;

(c) request and take direction from the membership and Board;

(d) act in accordance with the guiding principles of the PAC;

(e) be a strong advocate for the objectives of the PAC;

(f) provide a written report as requested by the membership or Board;

(g) attend general and Board meetings as directed by the membership or Board;

(h) submit an annual report.

13. COMMITTEES

13.1 The membership and Board may appoint committees to further the PAC's purposes and carry on its affairs.

13.2 The terms of reference of each committee will be specified by the membership or Board at the time the committee is established, or by the committee at its first meeting, as the membership or Board decide.

13.3 Committees will report to the membership and Board as required.

13.4 A Nominating Committee will be appointed annually before the annual general meeting.

14. FINANCIAL MATTERS

Financial year

14.1 The financial year of the PAC will be September 1 to August 31.

Power to raise money

14.2 The PAC may raise and spend money as approved by the Board to further its objectives.

No borrowing

14.3 The PAC must not borrow money.

Bank accounts

14.4 All funds of the PAC must be kept on deposit in the name of the PAC in a bank, credit union or other financial institution registered under the *Bank Act* except for

(a) justifiable amounts of petty cash for daily operation; and

(b) income from fundraising activities that are being processed for deposit within 14 days of receipt.

Signing authority

14.5 The Board will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

14.6 The Board will make best efforts to prepare a budget to present to membership for approval by June 31 but under no circumstances later than October 31 of each year.

Expenditures

14.7 Any single expenditure of five hundred ($500) or less must be approved by the Board unless specifically noted in an approved budget. These expenditures will be reported to membership at the next general meeting.

14.8 Any single expenditure of over five hundred ($500) must be approved in advance at a general meeting unless specifically noted in an approved budget.

Treasurer's report

14.9 The treasurer must present a written financial statement of annual income and expenditures at the annual general meeting.

Funds for subsequent year

14.10 The Board must ensure that PAC funds of at least $5,000 or any amount required by an applicable law, whichever is greater, plus sufficient funds required to meet any outstanding obligations of the current financial year will be available in the PAC's primary account to the Board at the start of the subsequent financial year.

Auditor

14.11 Members at a general meeting may appoint an auditor.

15. CONSTITUTION AND BYLAW AMENDMENTS

15.1 The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.

15.2 Written notice specifying the proposed amendments must be provided to the members not less than 14 days before the meeting.

16. PAC PROPERTY AND DOCUMENTS

16.1 All PAC property and all PAC documents, records, minutes, correspondence, websites, noticeboards, email addresses, social media sites and services, or other documents (whether paper or electronic) kept by a member, Board member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the chairperson when the member, Board member, representative, or committee member ceases to perform the task to which the property or papers relate.

17. ADDRESS FOR SERVICE AND LOCATION OF RECORDS

17.1 The PAC's address is 592 East Pender Street, Vancouver, BC V6A 1V3.

17.2 The Board must ensure that all PAC records, financial records and documents are kept at the address of the PAC for as long as required by law or if not prescribed for a reasonable amount of time.

18. DISSOLUTION

18.1 In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 36 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

18.2 In the event of winding up or dissolution, all records of the PAC shall be given to the principal of the School.

Adopted at a PAC General Meeting, at Vancouver, British Columbia, on April 11/18

Signature of PAC Chairperson

Print Name: David Chen

Signature of PAC Board member

Print Name: Allan S. Willis

CODE OF ETHICS

April 2018

Any individual who accepts a position as a PAC Board member, committee member, or representative agrees to

- uphold the constitution and bylaws, policies, and procedures of the electing body;
- recuse themselves from any decision in which they have an actual or perceived conflict of interest;
- perform their duties with honesty and integrity and in the interests of the PAC;
- work to ensure that the well-being of students is the primary focus of all decisions;
- respect the rights of all individuals;
- take direction from the membership and Board;
- encourage and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward;
- work to ensure that issues are resolved through due process;
- strive to be informed and only passes on information that is reliable;
- respect all confidential information; and
- support public education.

STATEMENT OF UNDERSTANDING

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

Name of Board Member, Committee Member, or Representative

_____

Signature_____

Date _____ Phone Number_____

Email _____