CONSTITUTION AND BYLAWS

PARENT ADVISORY COUNCIL

TECUMSEH ELEMENTARY SCHOOL

DRAFT
May 12, 2025

APPROVED BY THE PAC: May 29, 2025

Tecumseh Elementary School Parent Advisory Council -
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The **constitution** of an organization contains the fundamental principles, purpose, philosophy which govern its operation.

The **bylaws** establish the specific rules of guidance by which the group is to function.

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CONSTITUTION

NAME

The name of the Association shall be the TECUMSEH PARENT ADVISORY COUNCIL (PAC).

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

MISSION STATEMENT:

The purpose of the PAC is to support, encourage, and improve the quality of education and the well-being of students at Tecumseh.

VALUE STATEMENTS:

The PAC is dedicated to strengthening the role of parents in education by building an interdependent working team, fostering integrity, recognizing diversity, demonstrating respect, and tolerance.

The business of the PAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and politics.

We will strive to support our school motto of R.O.C.K: "Respect, Open Mind, Community and Kindness"

PURPOSE:

1. To maintain direct communication between the school administration and the parental body.
2. To lead fundraising initiatives to enhance the learning environment at Tecumseh.
3. To organize PAC activities and events which support the PAC mission.
4. To contribute to the effectiveness of Tecumseh by promoting the involvement of Parents and other community members; and
5. To inform Parents about SD 49 and provincial-level matters that affect the education of Tecumseh students

BYLAWS

MEMBERSHIP

Voting Members:
All Parents and their designated guardians of students registered to attend Tecumseh are voting members of the PAC.

Non-Voting Members:
Administrations and staff (teaching and non-teaching) may be invited as non-voting members.

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

MEETINGS

1. Meetings will *be* conducted efficiently and with fairness to the PAC members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive Officers held in June of each year.
3. General meetings shall be held not less than 7 times per year, one of those being the AGM, and shall be open to all members of the PAC.
4. Executive meetings may be held anytime or at any place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of issues pertaining to individual school personnel, students, parents, or other individual members of the school community.

QUORUM:

1. A quorum for voting at PAC meetings shall be *7* or more Voting Members in attendance.
2. A minimum of three (3) Executive members must be in attendance.

VOTING:

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the Co-Chairs do not have a second or casting vote and the motion is defeated.
3. Voting 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 the election of Executive Officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. A Voting Member may be appointed by the PAC to represent and vote on behalf of the PAC at DPAC meetings.

EXECUTIVE OFFICERS

1. The executive will manage the PAC affairs between general meetings
2. No Executive Officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs. Such reimbursement must be subject to a motion passed by the PAC.

NOMINATIONS OF EXECUTIVE OFFICERS

1. Executive Officers must be elected by nomination and accept their responsibility in writing by signing the "Code of Conduct".
2. A Nominations Committee Chair shall be Appointed at or before the meeting that is immediately prior to the Annual General Meeting. It is preferable that this Chair is one who will not have a vested interest in the School or PAC for the coming year. This Chair may choose to form a Committee, to a maximum of 3 members, to assist with the Election. No person intending on running for a position on the Executive Committee shall be on the Nominations Committee.
3. A call for Nominations to the Executive Committee shall be made immediately following the Appointment of the Nominations Committee Chair. Notice of Nominations shall be communicated to all School families a minimum of 14 days prior to the Annual General Meeting. Nominations may be made by any one person either via email to the Committee Chair or in person at any Monthly Meeting. Nominations will close immediately prior to the elections being held.

ELECTION PROCEDURE OF EXECUTIVE OFFICERS

1. Election of the Executive Committee shall take place during the Annual General Meeting
2. Elections shall be conducted by the Nominations Committee. Nominated members must be present at the Annual General meeting to accept the nomination.
3. Each voting member who is present at the Annual General Meeting may elect a maximum of eleven (11) members to represent the Executive Committee. Representatives elected to the Executive Committee must have a child enrolled in the School.
4. Following the Annual General Meeting, the Executive Committee shall convene in order to Appoint from its membership one person to serve in each of the Executive Committee positions.
5. Election of the Executive Committee shall be by secret ballot.

TERM OF OFFICE

1. The term of office for Executive positions shall commence on the first day of July of each year and shall be for one year.
2. All elected and appointed members of the Executive shall resign at the end of each term.
3. No person may hold more than one elected position at any one time.
4. No person shall hold the same Executive position for more than four (4) consecutive terms.
5. The Executive reserves the right to remove an Executive member from office should any of the following occur:
    a. Absence from three (3) consecutive meetings.
    b. Absence from five (5) meetings throughout the school year.
    c. Failure to observe the PAC's Constitution and Bylaws, purposes, or policies of the PAC.
    d. Failure to abide by the PAC's Executive Officer Code of Conduct.

EXECUTIVE OFFICERS ROLES AND RESPONSIBILITIES

1. The elected Executive shall consult with, take direction from and represent all families of the school community. They shall work as a team to ensure PAC purposes are achieved.
2. All Officers are expected to attend all Executive, General, and Special Meetings; to be familiar with the Constitution and Bylaws; to carry out their duties as described; to follow the Code of Conduct.
3. During an Officers Term any documentation or correspondence pertinent to their position shall be forwarded to the Secretary to be stored appropriately.

The mandatory Executive Officer roles are as follows:

1. Chairperson
2. Secretary
3. Treasurer

Having two people act as co-chairs for one role is acceptable. Other roles are possible, at the full discretion of the elected Executive, as long as no other role takes over fully, or partially, any of the responsibilities of the three standard Executive Officer roles listed above.

Other possible Executive Officer roles are; Past Chairperson, Fundraising Committee Chair, DPAC Representative.

Responsibilities of mandatory Executive Officer roles:

The **Chairperson** shall:

1. Convene and preside at membership, special, and executive meetings;
2. Ensure that an agenda is prepared and presented;
3. Be familiar with the constitution, bylaws and meeting rules;
4. Appoint committees where authorized to do so by the executive or membership;
5. Consult PAC members regularly;

6. Ensure that PAC activities are aimed at achieving the mission and purposes of the PAC;
7. Be the official spokesperson for the PAC;
8. Be a signing officer, if needed;
9. Submit an annual Chairpersons report, if needed, and
10. Not put motions forth or vote (unless there is a tie, then the PAC Chair can vote).

The **Secretary** shall:

1. Ensure that members are notified of meetings;
2. Record the minutes of general, special, and executive meetings, ensure that they are archived on the Tecumseh Google Drive and distributed at the following PAC meeting;
3. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
4. Issue and receive correspondence on behalf of the organization;
5. Be a signing officer, if needed; and
6. Safely keep all the PAC records.

The **Treasurer** shall:

1. Be a signing officer;
2. Receive all funds for the PAC;
3. Disburse funds authorized by the executive or approved by members at a PAC meeting, in a timely manner;
4. Maintain an accurate record of all PAC receipts and expenditures;
5. Give a report of all receipts and expenditures at all PAC meetings;
6. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC;
7. Make financials available for viewing by members upon request;
8. Have the financials ready for inspection or audit;
9. In consultation with the executive, draft an annual budget and tentative plan of expenditures;
10. Ensure that another signing officer has access to the financials in the event of his/her absence;
11. Submit an annual financial statement at the Annual General Meeting of the PAC, and
12. Shall file any year end reports as required (i.e. Gaming Grant).

EXECUTIVE OFFICERS' CODE OF CONDUCT

1. A parent who accepts a position as an Executive Officer:
    a. Upholds the mission, values, constitution and bylaws of the PAC;
    b. Performs their duties with honesty and integrity;
    c. Works to ensure that the well-being of the students is the primary focus of all decisions;
    d. Respects the rights of all individuals;
    e. Takes direction from the PAC, ensuring representation processes are in place;
    f. 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;
    g. Works to ensure those issues are resolved through due process;
    h. Strives to be informed and only passes on information that is reliable and accurate;

i. Respects all confidential information;
j. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community,
k. Supports public education, and
l. Reads and signs STATEMENT OF UNDERSTANDING AND CONSENT (See Appendix 1).

2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their conflict to the PAC and executive. Such an Executive Officer must avoid using his or her position on the PAC for personal gain. The PAC will vote on the nature of the conflict. If quorum is reached, and 75% or greater believe that the Executive Office in question has a significant conflict of interest, then said PAC member cannot participate in the vote.

3. Any information received in confidence by an Executive Officer from Tecumseh 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.

4. Upon election or appointment, every Executive Officer must sign the Statement of Understanding and Consent (Appendix 1) and agree to abide by the Code of Conduct.

5. Electronic Communication & Email Etiquette:
   a. E-mail correspondence will be considered an appropriate mechanism for official communication for the PAC in between meetings.
   b. Online email voting among the Executive, initiated by the PAC chair(s) will be accepted if a time-sensitive issue needs to be voted on before the next general meeting. Members will be updated at the next General Meeting.

EXECUTIVE VACANCY AND RESIGNATIONS

In the event of a resignation or sudden vacancy on the Executive, or if any office is not filled at the time of election, the Executive may appoint a member to fill the vacancy for the remainder of the Term.

COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. The terms of reference for 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 decides.
3. Committees will report to the PAC and executive as required.

FINANCES

1. A budget and tentative plan of expenditure will be drawn up by the executive and presented for approval before the budget in force at that time expires.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate PAC account
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general and annual general meeting.
6. Members at a general meeting may appoint an auditor.
7. All cash funds received by the PAC shall be counted and verified in writing by at least one PAC member (other than the Treasurer) and submitted to the Treasurer.
8. All financial records are the property of the PAC.
9. All money spent above and beyond a pre-determined petty cash amount of $50.00 will be first presented to and voted on by the executive, and then approved by the majority at a general meeting.

CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the PAC may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members of the PAC in writing at least 14 days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the Tecumseh office and to DPAC for safekeeping only.

OWNERSHIP OF DOCUMENTS

All original documents, records, minutes, correspondence, or other papers kept by a member of the PAC, Executive Officer, or committee member in connection with the organization shall be deemed to be property of the PAC, and shall be turned over to the Chairperson(s) when the member of the PAC, Executive Officer, or committee member ceases to perform the task to which the papers relate.

DISSOLUTION

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another Parent Advisory Council in SD 49 having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia Gaming Commission, as the PAC members may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all of the PAC's records shall be placed under the jurisdiction of the DPAC.

REMOVAL OF AN EXECUTIVE OFFICER

1. The PAC may, by a majority of not less than 75% of the votes cast, 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 the Executive Officer shall be given to the members of the PAC not less than 14 days before the meeting.
3. Following are grounds for removal of an Executive Officer:
    a. Convicted of a criminal offence or other serious offence; and
    b. Failure to observe the constitution and bylaws and Code of Conduct of the PAC.

PAC DISPUTE RESOLUTION PROCESS

(for PAC Executives and General members of PAC)

Step 1: Every concern brought forward is immediately funneled to the Chair(s). The Chair(s) is responsible to gather any pertinent information. Every concern is documented and this log will remain with the Chair(s). It is recognized that sometimes a person needs only to receive some direction or information to resolve the situation. If it is deemed a "personality conflict", the concerned bearer is encouraged to go back to the individual to work it through. This would also be the case if a second concerned bearer came forward with the same issue. In case of a third concerned bearer bringing forth the same issue, step 1 of the dispute resolution process is applied.

When there are three (3) grievances against the same PAC member, brought forward by three (3) different members of the PAC, the Chair will use the Constitution/Bylaws, Code of Conduct, and be assisted by another PAC Executive, who are responsible to research the issue as it pertains to the PAC. These two individuals, are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this point, although the School Administration is to be fully informed.

If the grievances are against a Chair, the concern shall be taken to a neutral Executive PAC member to act as the Chair in the resolution process.

Step 2: If step 1 fails to resolve the issue, the concerned bearer is required to provide a written request for assistance. This is given to the Executive, where it will be addressed "In Camera", and possible solutions to the concerned are offered. At this point, if is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concerned, the resolution, and the action taken by the person involved, are minuted. These minutes are kept separate from the regular executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to step 3.

Step 3: A resolution is put forward to the PAC General Meeting stating the intention of removing (insert person's name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is minuted in the regular PAC General minutes.

TECUMSEH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) CONSTITUTION / BYLAWS ADOPTED at Vancouver, British Columbia, on _____May 29, 2025_____ BY TECUMSEH SCHOOL PARENT ADVISORY COUNCIL.

Signature_____

Chair (print) _____Eva Yuen_____

Signature_____

Other Executive member (print) _____Jeffrey Helm_____

Signature_____

Principal (print) _____Jesse Brown_____

Appendix 1; Executive Officer Statement of Understanding

Executive Officer:

Statement of Understanding of CODE OF CONDUCT AND CONSENT

I, the undersigned, in accepting the position of_____
as an Executive Officer of the PAC, have read, understood, and agreed to abide by the Code of Conduct set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the PAC, should there be any concerns about my work.

Name of Executive Officer: _____
Signature: _____
Date: _____
Phone: _____ Email: _____