
**John Norquay Elementary School
Parent Advisory Council (PAC)
Constitution and Bylaws
2023**

The PAC is a parent advisory body to the school board, school administration and staff on matters relating to John Norquay Elementary school. Every parent/guardian of a child attending the school is considered a member of the PAC. An elected group of parents called the PAC Executive act as advocates for your concerns and issues and help in building the school community.

CONSTITUTION

Section I – Name:

The name of this Council is John Norquay Elementary School Parent Advisory Council

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

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

Section II – Purposes of the Council:

The purposes of the Council will be:

- To promote the education and welfare of students in the school
- To encourage parent involvement in the school, and to support programs that promote parent involvement
- To participate in the work of the school planning council through the Council's elected representatives
- To promote the interests of public education and, in particular, the interests of John Norquay Elementary School
- To provide leadership in the school community
- To contribute to a sense of community within the school and between the school, home, and neighbourhood
- To provide parent education and professional development, and a forum for discussion of educational issues
- To assist parents in obtaining information about communicating with the principal and staff about their child's progress or otherwise advocate for their child
- To organize and support activities for students and parents
- To provide financial support for the goals of the Council, as determined by the membership

BY-LAWS

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Section I – MEMBERSHIP

Voting members

All parents and guardians of students registered in John Norquay Elementary School are voting members of the Council.

Non-voting members

Teacher representatives will be appointed to the PAC Executive by the staff council or staff committee at the school.

The principal and/or vice-principal will be a non-voting member of the PAC Executive.

Student representatives, if any, will be appointed to the PAC Executive by the student body at the school.

Members of the school community who are not parents/guardians of students registered in the public school system may be invited to become non-voting members of the Council.

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

Compliance with bylaws

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

Section II – MEETINGS OF MEMBERS

General meetings

General meetings will be conducted with fairness to all members.

General meetings will be held not less than four times during the school year, with best attempts made to hold them once per month.

Members will be given reasonable notice of general meetings.

Conduct

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

If members have concerns about decisions made or motions approved by the Council and/or Executive, they should attend the next general meeting to discuss and/or resolve their concerns. The PAC Executive, school administration or school board can be approached if further discussion is required.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

A quorum for general meetings will be ten voting members.

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.

(A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.)

Voting

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).

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

Members may vote in person or through an online meeting platform if a virtual meeting is offered. Voting by proxy will not be permitted.

Except as provided elsewhere in these bylaws, voting is by a show of hands or something similar through an online meeting platform. Or where requested by two voting members present, by secret ballot.

Section IV -- EXECUTIVE

Role of Executive

The Executive will manage the Council's affairs between general meetings.

Executive defined

Executive shall be defined as encompassing all elected positions.

Eligibility

Any voting member of the Council is eligible to serve on the Executive.

Election of Executive

The Executive will be elected at each annual general meeting.

Term of office

The Executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1st to June 30th).

No person may hold the same Executive position for more than six years unless there is no other Council member available for the position.

Vacancy

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 Council to fill the vacancy until the next general meeting.

Removal of Executive

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.

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

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 Council's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

Executive meetings will be held at the call of the chair(s).

Quorum

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

Notice

Executive members will be given reasonable notice of Executive meetings.

Voting

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

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

Section VI - DISTRICT PAC, AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representatives

One representative to the Vancouver DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No.39 or the Ministry of Education.

Election DPAC representative

The election of representatives to the DPAC must be by secret ballot if there is more than one candidate for this position.

Term of office

SPC and DPAC representatives will hold office for a term of one year.

Vacancy

If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

The membership or Executive may elect or appoint a member who is not an employee or elected official of School District No.39 or the Ministry of Education to represent the Council on an external committee or to an external organization.

The representative will report to the membership or Executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

On election or appointment, every Executive member and representative must agree to abide by a code of ethics.

Representing the Council

Every Executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

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

Disclosure of interest

An Executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive.

Such an Executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chairperson(s) will

- Speak on behalf of the Council
- Consult with Council members
- Preside at membership and executive meetings
- Ensure that an agenda is prepared
- Appoint committees where authorized by the membership or Executive
- Ensure that the Council is represented in school and district activities
- Ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- Be a signing officer
- Submit an annual report

B. The Vice-Chair will

- Support the Chairperson(s)
- Assume the duties of the Chairperson(s) in the Chairperson(s)' absence or upon request
- Assist the Chairperson(s) in the performance of his or her duties
- Accept extra duties as required
- Be a signing officer
- Submit an annual report

C. The Secretary will

- Ensure that members are notified of meetings
- Record and file minutes of all meetings

- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or Executive issue and receive correspondence on behalf of the Council
- Ensure safekeeping of all records of the Council
- May be a signing officer
- Submit an annual report

D. The Treasurer will

- Be a signing officer
- Ensure all funds of the Council are properly accounted for
- Disburse funds as authorized by the membership or Executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and Executive meetings
- Make financial records and books of account available to members upon request
- Have the financial records and books of account ready for inspection or audit annually
- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Submit an annual financial statement at the annual general meeting
- Apply for the annual Gaming grant and submit the Gaming account summary at fiscal year end

E. The John Norquay Elementary Alumni Association (JNEAA) Coordinator will

- Promote commitment and pride among JNE alumni
- Share information relating to prominent alumni with the school's alumni offices
- Develop opportunities for professional development
- Promote community service
- Contribute to Norquay Yearbook

F. The Early Mandarin Bilingual (EMB) Coordinator will

- Work with the DPAC Rep to attend meetings at the Vancouver School District PAC to speak on matters pertaining to the EMB program
- Put their name forward to be on the Modern Language Advisory Committee
- Provide feedback from EMB parents to PAC and school admin
- Receive, circulate and post information, brochures, newsletters, announcements, etc. that may be of interest or concern to the EMB parents and program
- Liaise with parents from other schools that have a Mandarin language program
- Promote the Eileen Sue Legacy Funds and coordinate the application process with the teachers

G. The Volunteer Coordinator will

- Keep an up-to-date list of all parents/guardians able to volunteer at the school
- Contact volunteers as events/needs arise to arrange for help
- Seek to involve parents/guardians in the activities of the school/PAC

H. The Website Coordinator will

- Maintain the Norquay School PAC Facebook page, John Norquay School Alumni Facebook page, PAC Instagram account, PAC Blog, and other social media outlets as needed
- Be responsible for acquisition of website content
- Ensure that the websites are is functioning and up-to-date

I. The Fundraising Coordinator Chair will

- Plan for the appropriate amount of fundraisers to meet the PAC's budget
- Summarize each fundraiser and report to PAC
- Keep records of the effectiveness of PAC fundraisers and advise the PAC
- Make a tentative plan each spring for the following year's fundraisers

J. The Communications Coordinator will

- Organize general communication of PAC info to parents and the school administration, via group email, handouts, posters, etc with a focus on inclusiveness & community outreach
- Be responsible for drafting correspondence between the PAC and non-members, such as sponsorship requests, donor thank-yous, etc.

K. The DPAC Representative will

- Attend all meetings of the Vancouver District Parent Advisory Council and represent, speak, and vote on behalf of the Council
- Maintain current registration of the Council
- Report regularly to the membership and Executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the Council
- Receive, circulate, and post DPAC newsletters, brochures, and announcements
- Receive and act on all other communications from the DPAC
- Liaise with other parents and DPAC representatives
- Submit an annual report

L. Members-at-Large will

- Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- Submit an annual report

M. The immediate Past President will

- Advise and support the membership and Executive
- Provide information about resources, contacts, and other matters

Section IX – COMMITTEES

1. The membership and Executive may appoint committees to further the Council's purposes and carry on its affairs.
2. 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.
3. Committees will report to the membership and Executive as required.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30th.

Power to raise money

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

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

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

Annual budget

5. The Executive will prepare a budget and present it to the membership for approval within the first three months of the school year.

Non-budgeted expenditures

6. The Executive will present all proposed expenditures beyond the current budget for approval at general meetings. All financial transactions over \$500 require motion of approval at a General Meeting, notwithstanding special circumstances.

Treasurer's report

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

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

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

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

3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – PROPERTY IN DOCUMENTS

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

Section XIII – DISSOLUTION

- 1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
- 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of John Norquay Elementary School.

Adopted by the John Norquay Elementary School Parent Advisory Council at Vancouver, British Columbia, on _____.

Signatures of chair(s) and one other executive member.

Jason Yuen - Co-Chair

Hannah Tan - Co-Chair

Annie Wong - Treasurer

Section XIV – Interpretation of Terms

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

“district” means 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

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in John Norquay Elementary School

- “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

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 39

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 39

