

Sir William Osler Elementary PAC

Constitution and Bylaws

Table of Contents

| | |
|---|-----------|
| CONSTITUTION | 2 |
| Section I - Name | 2 |
| Section II - Purposes of the PAC | 2 |
| Section III - Interpretation of Terms | 2 |
| BY-LAWS | 4 |
| Section IV - Membership | 4 |
| Section V - Meetings of Members | 4 |
| Section VI - Proceedings at General Meetings | 5 |
| Section VII - Executive | 5 |
| Section VIII - Duties of Executives and Representatives | 7 |
| Section IX - Election of Executive, and DPAC Representative | 8 |
| Section X - Conduct of Executive and Representatives | 8 |
| Section XI - Committees | 9 |
| Section XII - Financial Matters | 9 |
| Section XIII - Constitution & Bylaw Amendments | 10 |
| Section XIV - Property in Documents | 11 |
| Section XV - Dissolution | 11 |
| Sir William Osler PAC - Code of Conduct | 12 |

Sir William Osler Elementary PAC

CONSTITUTION

Section I - Name

The name of the parents' advisory council is Sir William Osler Elementary School Parent Advisory Council, also known as the Osler Parent Group or "OPG" (hereinafter referred to as the "PAC"), in accordance with the School Act, Section 8.

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

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

Section II – Purposes of the PAC

The purposes of the PAC shall be:

1. to enhance the education of the students of Sir William Osler Elementary School by, without limitation, improving communication between parents and staff at the School and providing support, financial and otherwise, for School programs and equipment;
2. to facilitate communication between parents to advise school administration and staff on parents' views on any matter relating to the school's programs, policies, plans and activities;
3. to organize PAC volunteer activities and events which support the school;
4. to contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
5. to work with the administration, staff, parents and community organizations to provide a healthy, safe and supportive environment;
6. to act as a liaison between parents and the District Parents' Advisory Council.

Section III - 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 (Vancouver School District).

Sir William Osler Elementary PAC

“DPAC” or **“District Parent Advisory Council”** means the umbrella group of Parent Advisory Councils formed or to be formed in each local school of the Vancouver School District, which is recognized by the Board of Trustees of School District No. 39 in accordance to the School Act.

“PAC” or **“Parent Advisory Council”** means the legally recognized organization consisting of **parents** of students registered in the **school** according to the School Act.

“parent” as defined in the School Act and means

- (a) a parent or other person who has legal guardianship or custody of the student or child, or
- (b) a person who usually has the care and control of the student or child.

“school” means Sir William Osler Elementary.

“school year” means from September 1st through August 31st.

Sir William Osler Elementary PAC

BY-LAWS

Section IV - Membership

Voting members

1. All parents and guardians of students registered in Sir William Osler Elementary School are voting members of the PAC. Each parent/guardian shall have one (1) vote at a PAC General Meeting.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Osler are invited to become non-voting members of the PAC.
3. Members of the community who are not parents of students 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 bylaws

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

Section V – Meetings of Members

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four (4) times during the school year, with one of those meetings being the Annual General Meeting (hereinafter referred to as the AGM). The AGM shall be held in June of each year (unless another time is deemed appropriate by the current executives) for the purpose of the election of executives.

Notice of meetings

3. Members will be given reasonable notice of general meetings and in any event, notice of at least one week in advance in writing. A calendar of meetings for the year is reasonable notice.

Conduct

4. At general meetings, members shall not discuss personal problems with individual school personnel, students, parents, or other individual members of the school community, and shall discuss matters pertaining to the functions of the PAC within the framework of this Constitution and Bylaws.

Sir William Osler Elementary PAC

Executive Meetings

5. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry out business between general meetings. Executive members will be given reasonable notice of executive meetings.

Section VI – Proceedings at General Meetings

Quorum

1. The voting members present at any duly called general meeting shall constitute a quorum. Of the voting members, a minimum of two (2) executives must be present.
2. The majority of Executive present at any Executive meeting shall be deemed a quorum.
3. 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

4. Except as provided elsewhere in these Bylaws, all matters requiring a vote shall be decided by a simple majority of the votes casted (50% plus 1).
5. In the event of a tie vote, the motion shall be defeated.
6. Members must vote in person on all matters. Voting by proxy shall not be permitted.
7. 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.
8. A vote will be taken to destroy the ballots after every election.

Section VII - Executive

Role of Executive

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

Executive Defined

2. The Executive will include the following:
 - Chairperson or Co-Chairpersons,
 - Treasurer,
 - Secretary, and
 - such other members of the PAC as the membership decides. Examples can include DPAC Representative, Communications Coordinator, Fundraising Lead, Members-at-Large.
3. Each Executive position may be shared by two members subjective to the agreement of the respective members.

Sir William Osler Elementary PAC

Eligibility

4. Any voting member of the PAC shall be eligible to serve on the Executive, except employees or elected officials of the School District No. 39 (Vancouver School District) or the B.C. Ministry of Education.

Term of Office

5. The executive will hold office following election at the AGM and shall continue until the conclusion of the next AGM.
6. No person may hold the same executive position for more than four (4) consecutive years except by special resolution.

Vacancy

7. 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 AGM.

Removal of Executive

8. If an executive or representative should fail to attend to the duties of the office, the members of the PAC 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.
9. 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

10. 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.

Executive Meetings

11. A quorum for executive meetings will be 50% of the members of the executive.
12. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
13. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
14. If an executive position is shared by two members, each of those members is entitled to a vote.

Sir William Osler Elementary PAC

Section VIII - Duties of Executives and Representatives

1. **The Chairperson or Co-Chairperson shall:**

- speak on behalf of the PAC
- coordinate PAC affairs in cooperation with the Executive;
- preside at all general and executive meetings (If the Chairperson is unable to attend, coordinate for an Executive Member to fill in.);
- ensure that an agenda is prepared and presented;
- appoint committees where authorized by the membership or the Executive;
- ensure that the PAC is represented in school and district activities;
- ensure that PAC activities are aimed at achieving the purpose set out in the Constitution;
- be a signing officer (optional).

2. **The Treasurer shall:**

- be a signing officer;
- ensure all funds of the PAC are properly accounted for;
- maintain proper, accurate and up-to-date financial records and books of all PAC accounts;
- disburse funds according to the PAC Constitution and Bylaws, and as authorized by the Executive or Membership;
- report on finances at general and executive meetings;
- ensure that another signing officer has access to the financial records and books of accounts in the event of the Treasurer's absence;
- with the assistance of the executive, draft a budget;
- establish and maintain a separate 'PAC Gaming Account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements;
- submit an annual "Gaming Account Summary Report" or other reports as required by the BC regulatory authorities;
- 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.

3. **The Secretary shall:**

- ensure that members are notified of meetings;
- record and file minutes of all meetings;
- post minutes on PAC Notice Board and distribute it via email and school's website;
- keep a file of incoming correspondence and copies of outgoing correspondence;
- prepare other documentation as requested by the membership or executive;
- circulate attendance sheets during meetings and forwards to chairperson;
- keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
- ensure safekeeping of all records of the PAC; and
- be a signing officer (optional).

Sir William Osler Elementary PAC

4. **The DPAC Representative (if such role is applicable for any year in which Osler PAC is a member of the DPAC) shall:**
 - attend all meetings of Vancouver District Parent Advisory Council and represent, speak, and vote on behalf of the Osler PAC;
 - report regularly to the membership and executive on all matters relating to the DPAC;
 - receive, circulate, and post DPAC newsletters and announcements;
 - receive and act on all other communications from the DPAC; and
 - liaise with other parents and DPAC representatives
5. **The Members-at-Large, if elected, will:**
 - serve in a capacity to be determined by the PAC at the time of election, and at other times, as the PAC requires, including, but not limited to, being a signing officer (optional).

Section IX - Election of Executive, and DPAC Representative

Elections at the Annual General Meeting

1. The Executive shall be elected by majority vote from the voting members at the Annual General Meeting.
2. Call for nominations shall be made through newsletter/email prior to AGM.

DPAC Representative (as applicable for any year in which Osler PAC is a member of the DPAC)

3. As applicable, one representative to the DPAC shall be elected annually from among the voting members. [School Act, Section 8.4(3) and 8.4(4)]. The DPAC representative functions may be included within the role of PAC Chair.

Section X - Conduct of Executive and Representatives

Code of ethics

1. On election or appointment, every Executive and Representative signs the “Code of Conduct” and agrees to abide by the Constitution and Bylaws governing the PAC.

Representing the PAC

2. Every Executive and Representative must act solely in the interests of the parent membership of the PAC.

Privacy

3. Any information received in confidence by an Executive or Representative from school personnel, students, parents, or other members of the school community is privileged and must not be divulged without permission of the person giving the information.

Sir William Osler Elementary PAC

Disclosure of interest

4. An executive 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 his or her interest to the membership and executive.
5. Such an Executive or Representative must avoid using his or her position on the PAC for personal gains.

Section XI - Committees

1. The membership and Executive may appoint committees to further the PAC'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.
3. Committees will report to the membership and executive as required.

Section XII - Finances

Financial year

1. The financial year of the PAC will be June 1st to May 31st of the following year.

Power to raise money

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

Bank accounts

3. All funds of the PAC must be kept on deposit in the name of The Osler Parent Group in a bank or financial institution registered under the Bank Act.

Signing authority

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

Financial procedure

5. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer upon request.
6. Under the recommendation of the Treasurer, the Executive may authorize that any debt or obligation that it considers to be unrealizable or uncollectible be written off.

Annual budget

Sir William Osler Elementary PAC

7. The Executive will prepare a proposed budget (including income and disbursements) and present it to the membership for approval at the first general meeting of the school year. The approved budget covers the time of the current school year. The approved budget provides the Executive the authority to make the transactions included in the budget without coming back to the general membership for approval. Budgets may be amended by the Executive as needed with the approval of the membership.

Non-budgeted expenditures

8. Any proposed expenditure amounting to less than \$1000 which was not already approved in the annual budget may be approved by a majority of executive members.
9. The Executive will present all proposed expenditures not included in the current budget which exceed \$1000 for approval at the next General Meeting.

School Wish List

10. The Principal of Osler shall be asked to collect suggestions from the staff of the school for purchases needed or wanted for Osler and to present the list to the PAC for funding by PAC.
11. Such recommended purchases shall be for the purpose of enhancing classroom instruction or benefitting Osler in areas not directly related to the classroom or otherwise fulfills the purposes of the PAC set forth in the Constitution.

Start-up Funds

12. Each Executive shall leave start-up funds, for the following year's Executive, of at least \$5,000 (or not to exceed 10% of the remaining school funds balance for the following school year) for Sir William Osler, plus funds required to meet any outstanding obligations which remain unpaid for that school year.

Treasurer's report

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

Auditor

14. Members at a general meeting may appoint an auditor.

Section XIII - Constitution & Bylaw Amendments

15. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws.

Sir William Osler Elementary PAC

16. Any proposed amendment to the Constitution and Bylaws must be submitted in writing not less than 14 days before the General Meeting.
17. Amended Constitution and Bylaws must be posted in a conspicuous place in the school or made accessible to all members.

Section XIV - Dissolution

1. The PAC shall be dissolved in the event that the school is permanently closed.
2. In the event of dissolution of the PAC and following payment of all outstanding debts and costs of dissolution, disbursement of remaining funds will be decided upon by the membership of the final PAC meeting.
3. After dissolution, all records of the organization shall be placed under the jurisdiction of School District No. 39 (Vancouver School District), British Columbia to the Principal of Osler.

Section XV - Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member, 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 members, executive member or committee member ceases to perform the task to which the papers relate

Adopted by Sir William Osler Parent Advisory Council or Osler Parent Group (OPG) at Vancouver, British Columbia, on June 6, 2022.

Signatures of Executive Members:

Chairperson: _____ **Signature:** _____

Treasurer: _____ **Signature:** _____

Secretary: _____ **Signature:** _____

Sir William Osler Elementary PAC

Sir William Osler PAC – Code of Conduct

A parent who accepts a position as a PAC Executive, Committee Member or Representative:

1. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
2. Performs his or her duties with honesty and integrity.
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.
9. Respects all confidential information.
10. Supports public education.
11. Attends all meetings; in the event that is not able to attend, ensures that other Executive members are available to complete required tasks (i.e.: recording minutes of the meetings etc.).

Statement of Understanding

I, the undersigned, in accepting the position of _____
of Sir William Osler Elementary PAC / Osler Parent Group (OPG) have read, understood, and
agreed to abide by this Code of Conduct.

Name of the Executive Member, Committee Member, or Representative:

Signature: _____ Date: _____

Email: _____ Phone: _____

This page can be copied and used annually for all executive members and representatives.