

Sir Guy Carleton Elementary PAC

Constitution and Bylaws

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CONSTITUTION

Section I – NAME

1. The name of the organization is the **Sir Guy Carleton Elementary Parent Advisory Council** (hereinafter referred to as the “PAC”) in accordance with the School Act, Section 8.
2. The PAC shall operate as an organization with no personal financial benefit accruing to its members.
3. The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – MISSION STATEMENT

1. The PAC’s primary mandate is to promote effective communication between the home and the school, encourage parents to participate in meaningful educational activities and decision making, strengthen the role of families in education and schooling, and to foster meaningful parent participation.

Section III – OBJECTIVES

1. The purposes of the PAC shall be:
 - a. To advise school administration and staff on parents’ views on any matter relating to the school’s programs, policies, plans and activities;
 - b. To assist parents in accessing the system and to facilitate advocacy support for individual children and their parents;
 - c. To organize PAC volunteer activities and events which support the school;
 - d. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
 - e. To work with the administration, staff, parents and community organizations to provide a healthy, safe and supportive environment;
 - f. To provide a forum for the discussion of educational programs and services; and
 - g. To promote a spirit of tolerance and cooperation within the school community.

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Section IV – INTERPRETATION OF TERMS

“DPAC” or **“District Parent Advisory Council”** means the Vancouver School District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 39 in accordance to the School Act

“SD” or **“school district”** means School District No. 39 (Vancouver School District)

“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

“school” means Sir Guy Carleton Elementary School

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BY-LAWS

Section V - MEMBERSHIP

1. Voting Members:

1. All parents and guardians of students registered in the School shall be voting members of the PAC. Each parent/guardian shall have one (1) vote at a PAC General Meeting.
2. Administrators and staff (teaching and non-teaching) of the School 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.

2. Compliance with Bylaws:

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

Section VI – MEETINGS

1. General Meetings:

1. General meetings shall be conducted with fairness to all members.
2. General meetings shall be held not less than six (6) times during the school year, with one of those meetings being the Annual General Meeting (hereinafter referred to as the AGM).
3. The AGM shall be held in June of each year for the purpose of the election of executives.

2. Notice of Meetings:

1. The calendar of general meetings for the school year shall be approved at the first general meeting of the PAC in the school year, and shall be sent to all parents and the Principal.
2. The notice of general meetings contained in the School Calendar and website shall serve as notice to all members of all general meetings of the PAC.

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3. The inadvertent omission to give notice of a general meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting.

3. Conduct:

1. 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.
2. If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order shall be used to resolve the issue.

4. Executive Meetings:

1. Executive meetings may be held anytime or place as deemed necessary by the PAC Chair or majority of the executive. The purpose of executive meetings is to carry out business between general meetings.

Section VII – QUORUM & VOTING AT GENERAL MEETINGS

1. Quorum:

1. A quorum for general meetings will be three (3) voting members of which a minimum of two (2) executives must present at any duly called general meeting. Since notices of general meetings are issued as per Section VI - Meetings, all general meetings are considered duly called.
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. The quorum cannot be waived or suspended, even by unanimous consent.

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2. Voting:

1. Except as provided elsewhere in these Bylaws, all matters requiring a vote shall be decided by a simple majority.
2. In the event of a tie vote, the motion shall be defeated.
3. Members must vote in person on all matters. Voting by proxy shall not be permitted.
4. 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.
5. A vote will be taken to destroy the ballots after every election.

Section VIII - EXECUTIVE

1. Role of Executive:

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

2. Executive Defined:

1. The Executive of the PAC includes the following but is not limited to the following positions:
 - a) Chairperson or Co-Chairpersons
 - b) Vice-Chairperson, if only a single chairperson presides
 - c) Treasurer
 - d) Secretary
 - e) DPAC Representative, and
 - f) Immediate Past Chairperson (non-voting)
 - g) Immediate Past Treasurer (non-voting)
 - h) School Principal (non-voting)

3. Eligibility:

1. 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.

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4. Term of Office:

1. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
2. No person may hold the same executive position for more than four (4) consecutive years except by special resolution.
3. The term of office for the DPAC Representative shall be for one year. [School Act, Section 8(3)].
4. No person may hold more than one elected executive position at any one time, with the exception of positions for District Parent Advisory Council representative, where this position may be held concurrently with a position of PAC Executive.
5. The immediate past Chairperson should hold that office for one year.

5. Vacancy:

1. 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.

6. Removal of Executive:

1. If an executive should fail to attend to the duties of the office, violates the Code of Conduct or fails to attend two (2) consecutive meetings, 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.
2. If an executive has been removed from PAC, they are not eligible for an executive position in the future.
3. 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.

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7. Remuneration of Executive:

1. 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 IX - DUTIES OF EXECUTIVES & REPRESENTATIVES

1. The Chairperson or Co-Chairperson shall:

1. Coordinate PAC affairs in cooperation with the Executive;
2. Make a sincere effort to understand local conditions in the school and community, and maintain a spirit of cooperation and friendliness among the executive and general membership;
3. Preside at all general and executive meetings;
4. Ensure that an agenda is prepared and presented;
5. Notify members of meetings;
6. Appoint committees where authorized by the membership or the Executive;
7. Assign duties to executives and members if not all executive positions are filled;
8. Be the official spokesperson for the PAC;
9. Be a signing officer; and
10. Meet with the school principal on a regular basis to discuss issues (a week before general executive meetings)

2. The Vice-Chairperson shall:

1. Assist and support the Chairperson in the performance of his/her duties;
2. Read and distribute all materials received, and discuss the information with the committee;
3. Assume the duties and responsibilities of the Chairperson in order to preside at meetings in her or his absence;
4. Take the role of the Chairperson if she or he resigns or is removed from office;
5. Be a signing officer (optional).

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3. The Treasurer shall:

1. Be one of the signing officers;
2. Ensure all funds of the PAC are properly accounted for;
3. Maintain proper, accurate and up-to-date financial records and books of all PAC accounts;
4. Disburse funds according to the PAC constitution and bylaws, and as authorized by the executive or membership;
5. Present a report on finances (all receipts and disbursements) at general and executive meetings and incorporate their report into the meeting's minutes;
6. Ensure that another signing officer has access to the financial records and books of accounts in the event of the treasurer's absence;
7. With the assistance of the executive, draft a budget (all receipts and disbursements);
8. Establish and maintain a separate "PAC gaming account" for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements;
9. Submit an annual "gaming account summary report" or other reports as required by the BC regulatory authorities;
10. Make financial records and books of account available to members upon request;
11. Have the financial records and books of account ready for inspection or audit annually;
12. Submit an annual financial statement at the AGM;
13. Submit a final annual financial statement in September for the previous school year.

4. The Secretary shall:

1. Record and file the minutes of all meetings;
2. Arrange for the distribution of the meeting minutes;
3. Keep a file of incoming correspondence and copies of outgoing correspondence;
4. Prepare other documentation as requested by the membership or executive;
5. Circulate attendance sheets during meetings;

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6. Keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request;
7. Ensure safekeeping of all records of the PAC; and
8. Be a signing officer (optional).

5. The DPAC Representative shall:

1. Act as a liaison between the DPAC and PAC, and provide PAC with information about school district events, policies, and developments;
2. Attend DPAC meetings to represent, speak, and vote on behalf of the PAC;
3. Receive and distribute information from the DPAC meetings; and
4. Be a signing officer (optional)

6. The Immediate Past Chairperson shall:

1. Act as a consultant for the Chairperson;
2. Advise and support the membership and executive of the PAC;
3. Assist in the smooth transition between the old and new Executive; and
4. Provide information about resources, contacts, and other essential information to the PAC.

7. The Immediate Past Treasurer shall:

1. Act as a consultant for the treasurer;
2. Assist in the smooth transition between the old and new executive

8. The Member at Large shall:

1. Be assigned as per needed basis

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Section X - ELECTION OF EXECUTIVE & DPAC REPRESENTATIVE

1. Elections at the Annual General Meeting:

1. The Executive, and DPAC Representative shall be elected by majority vote from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at least one meeting before the AGM.
3. The election of the DPAC Representative must be by secret ballot in accordance with the School Act, Section 8(6).

2. DPAC Representative:

1. One representative to the DPAC (Vancouver School District) shall be elected annually from among the voting members. [School Act, Section 8.4(3) and 8.4(4)]

Section XI - CONDUCT OF EXECUTIVE & REPRESENTATIVES

1. Code of Ethics:

1. On election or appointment, every Executive and Representative must sign the "Code of Conduct" and agree to abide by the Constitution and Bylaws governing the PAC.

2. Representing the PAC:

1. When acting on behalf of the PAC, every Executive and Representative must put the interest of the PAC ahead of personal interest.

3. Privacy:

1. 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.

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4. Disclosure of Interest:

1. 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.

Section XII - 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 shall include conditions of termination of each committee and 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 XIII – FINANCES

1. Financial Year:

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

2. Power to Raise Money:

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

3. Bank Accounts:

1. All funds of the PAC must be kept on deposit in the name of Sir Guy Carleton Elementary PAC in a bank or financial institution registered under the Bank Act.

4. Signing Authority:

1. 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.
2. In cases where the signing officers are issued reimbursement cheque(s), they must not sign their own cheque(s) and the other signing officers must sign the cheque.

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5. Financial Procedures:

1. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer within 30 days of the expenditure having been made, unless given prior approval.
2. 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.

6. Annual Budget:

1. The Executive will prepare a draft budget (including income and disbursements) for the following school year and present it to the membership at the Annual General Meeting in June.
2. Final approval of the draft budget will be made in September of the following school year once final accounting is known for the previous school year of the draft budget.
3. The approved budget covers the time of the next financial 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.
4. Budgets may be amended by the Executive as needed with the approval of the membership.

7. Non-Budgeted Expenditures:

1. The Executive will present all proposed expenditures not included in the current budget which exceed \$250 for approval at the next General Meeting.

8. Start-Up Funds:

1. The current year Executives must leave start-up funds for the following year's Executives, of at least \$500 plus funds required to meet any outstanding obligations that remain unpaid for that school year.

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9. Treasurer's Report:

1. A treasurer's report will be presented at each general meeting and be included in the minutes.

10. Auditor:

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

Section XIV - CONSTITUTION & BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws.
2. Any proposed amendment to the Constitution and Bylaws must be submitted in writing not less than 60 days before the General Meeting.
3. Amended Constitution and Bylaws must be posted in a conspicuous place in the school or made accessible to all members.

Section XV - 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 the school secretary of Sir Guy Carleton Elementary in the person of the Principal of the school.

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Section XVI - PROPERTY IN DOCUMENTS

1. 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.

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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.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ of **Sir Guy Carleton Elementary PAC** 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: _____