



ÉCOLE PAULINE JOHNSON
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS



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CONSTITUTION

1. The name of the society shall be École Pauline Johnson PARENT ADVISORY COUNCIL (the "PAC").
2. The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students in École Pauline Johnson (the "School"), including without limitation the following:
 - a) To advise the principal and staff on parents' views on any matter relating to the School, including its programs, policies, plans, and activities.
 - b) To communicate with parents and to promote cooperation between the home and School in providing for the education of children.
 - c) To support the teachers at the School in their work in the classroom.
 - d) To assist parents to gain access to the educational system.
 - e) To organize, in conjunction with the principal and staff, PAC activities and events which support and enhance the School.
 - f) To contribute to the effectiveness of the School by promoting the involvement of parents and other community members.

BYLAWS

Here set out, in numbered clauses, are the bylaws providing for the matters referred to in section 6(1) of the *Society Act* and any other bylaws.

Article 1: DEFINITIONS

- a) **Annual General Meeting:**
A meeting of the PAC held once each year within 90 days of the fiscal year end.
- b) **Executive Meeting:**
A meeting normally attended by the Executive Officers between General Meetings for the purpose of carrying on PAC business.
- c) **Executive Officers:**
The Executive Officers of the PAC are the Chairperson, Vice-Chairperson, Treasurer, Secretary, School Planning Council



Representative, DPAC Representative, and the Communications Coordinator.

- d) **Fiscal Year End:**
The PAC fiscal year end is June 30 each year unless altered by Special Resolution.
- e) **General Meeting:**
A Meeting of the PAC held no less than six times each school year, including the Annual General Meeting.
- f) **Member (of the PAC):**
A parent or guardian of a student attending École Pauline Johnson
- f) **Member-At-Large:**
A member elected by the PAC or appointed by the Executive Officers to serve in a capacity to be determined by each PAC.
- g) **Ordinary Resolution:**
A resolution passed at a General Meeting by a simple majority of the votes cast by the members of the PAC who are present.
- h) **Special Meeting:**
A meeting of the PAC called at the written request of at least 40 members.
- i) **Special Resolution:**
A resolution passed at a General Meeting by a majority of not less than 75% of the votes cast by the members of the PAC who are present.
- j) **Quorum:**
A quorum at a General Meeting shall be five voting members, a minimum of three of which shall be members other than Executive Officers. A quorum at an Executive Meeting shall be three Executive Officers.

Article 2: DISSOLUTION

- 2.1 Subject to section 2.3, 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 or councils in School District #45 having purposes and objectives similar to those of the PAC.
- 2.2 In the event of dissolution or winding up of the PAC, all records of the PAC shall become the property of School District #45.
- 2.3 In the event of dissolution or winding up of the PAC, all unused gaming funds and assets purchased with gaming funds will be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within British Columbia.



Article 3: MEMBERSHIP

- 3.1 All parents and guardians of students registered at the School are voting members of the PAC.
- 3.2 The principal, vice-principal and staff of the School may be non-voting members of the PAC.
- 3.3 Members of the School community who are not parents or guardians of students currently enrolled in the School may be invited to become non-voting members of the PAC.
- 3.4 At no time shall the PAC have more non-voting than voting members.
- 3.5 Members of PAC should:
 - a) Attend as many General PAC meetings as possible;
 - b) Become knowledgeable about the educational programs and resources of the School;
 - c) Promote positive attitudes about the School and its educational programs and services; and
 - d) Support the PAC's purposes and objectives.

Article 4: MEETINGS

- 4.1 Meetings will be conducted efficiently and fairly.
- 4.2 There shall be an AGM for the purpose of electing Executive Officers and Members-at-Large and approving year-end financial statements within 90 days of the Fiscal Year End of the PAC.
- 4.3 General Meetings shall be held not less than six times per year, one of those being the AGM.
- 4.4 Executive Meetings may be held at anytime or place as deemed necessary. The purpose of Executive Meetings is to carry on business between General Meetings.
- 4.5 At the written request of at least 40 members, which shall contain the reasons for the meeting, the Chairperson shall call a Special Meeting.
- 4.6 Notice of a Special Meeting shall be sent to all parents and the principal at least seven days before the date of the Special Meeting, except in the case of urgency as determined by the Chairperson, and shall contain a statement of the general nature of the business to be addressed at the Special Meeting.
- 4.7 The inadvertent omission to give notice of a meeting, or a parent's failure to receive notice of a meeting does not invalidate proceedings at that meeting.



- 4.8** If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
- 4.9** Meetings shall not be a forum for the discussion of individual School personnel, students, parents, or other individual members of the School community.

Article 5: QUORUM AND VOTING

- 5.1** A quorum at a General Meeting shall be five voting members, a minimum of three of which shall be members other than Executive Officers. A quorum at an Executive Meeting shall be three Executive Officers.
- 5.2** Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- 5.3** In the case of a tie vote, the motion is defeated.
- 5.4** Members must vote personally on all matters; voting by proxy shall not be permitted.
- 5.5** Voting shall be done by a show of hands, or at the discretion of the Chairperson, by secret ballot.
- 5.6** Voting for the election of Executive Officers and Members-at-Large may be done by secret ballot.
- 5.7** The election of representatives to the School Planning Council (the "SPC") must be by secret ballot.
- 5.8** After each vote by secret ballot, a vote shall be taken to destroy the ballots.
- 5.9** The Chairperson may postpone a vote for one meeting to allow additional participation of members.

Article 6: ELECTIONS

- 6.1** The Executive Officers and Members-at-Large shall be elected by a majority vote of the voting members at the AGM. No employee or elected official of School District #45 or the B.C. Ministry of Education shall hold an Executive Officer or Member at Large position.
- 6.2** In the event of a vacancy of an Executive Officer or Member-at-Large during the year, the Executive Officers shall appoint a new Executive Officer or Member-at-Large who shall hold office until the next election.

Article 7: TERM OF OFFICE



- 7.1 The term of office for Executive Officers and Members-at-Large shall commence immediately following election at the AGM and shall be for one year.
- 7.2 No person may hold any one position for more than four consecutive years.
- 7.3 The Past Chairperson shall hold that office for one year.

Article 8: EXECUTIVE OFFICERS

- 8.1 The affairs of the PAC shall be managed by the Executive Officers and the Members-at-Large.
- 8.2 The Executive Officers are as follows:
 - a) Chairperson
 - b) Vice-Chairperson
 - c) Treasurer
 - d) Secretary
 - e) Communications Coordinator
 - g) SPC Representative
 - h) DPAC Representative

Article 9: DUTIES

The following duties may be reassigned by the Chairperson as circumstances warrant:

- 9.1 The Chairperson Shall:
 - a) Convene and preside at General, Special, and Executive Meetings
 - b) Ensure that an agenda is prepared and presented
 - c) Know the Constitution and Bylaws and meeting rules
 - d) Know where to find resources to assist members
 - e) Appoint committees where authorized to do so by the Executive Officers or membership
 - f) Ensure that the PAC is represented in School and school district activities
 - g) Ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC
 - h) Be the official spokesperson for the PAC
 - i) Be a signing officer
- 9.2 The Vice-Chairperson Shall:
 - a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
 - b) Assist the Chairperson in the performance of his/her duties
 - c) Accept extra duties as required
 - d) Be a signing officer
 - e) Liaise with room parents on important PAC matters



- f) Prepare and present the slate of nominations for Executive Officers and Members-at-Large of the PAC each year

9.3 The Secretary Shall:

- a) Record the minutes of General, Special, and Executive meetings in writing and post electronic copies on the PAC website
- b) Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- c) If changes are made to the Constitution and Bylaws, ensure they are dated and initialled and a copy is submitted to the office of School District #45 for safekeeping
- d) Issue and receive correspondence on behalf of the PAC
- e) Be a signing officer, if required
- f) Safely keep all administrative records of the PAC and create a repository of PAC records for successive PAC Executive Officers, including, but not limited to, General and Executive Meeting minutes, PAC newsletters, correspondence, survey results, and committee reports

9.4 The Treasurer Shall:

- a) Be one of the signing officers of the PAC
- b) Maintain or supervise the maintenance of the PAC's bank accounts
- c) Receive or supervise the receipt of all funds for the PAC
- d) Disburse funds or supervise the disbursements authorized by the Executive Officers or the PAC
- e) Maintain an accurate record of all expenditures of the PAC
- f) Present a Treasurer's Report at each General Meeting
- g) Deposit or supervise the deposit of all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- h) Make PAC books available for viewing by PAC members upon request
- i) Have the PAC books ready for inspection or audit annually
- j) With the assistance of the Executive Officers, draft a budget and tentative plan of expenditures as per Article 12.1
- k) Ensure that another signing officer has access to the PAC books in the event of his/her absence
- l) Submit an annual financial statement at the AGM of the PAC
- m) Be a signing officer on all PAC bank accounts
- n) Oversee all applications for external funding

9.5 The Communications Co-ordinator Shall :

- a) Advise members of upcoming PAC meetings via PAC newsletters, the PAC bulletin board, class bulletin boards, the PAC "sandwich board", and via emails co-ordinated with the Vice-Chairperson and the class parents
- b) Keep members informed of general School issues as they pertain to parents via the PAC newsletter, the PAC bulletin board, class bulletin boards, the PAC "sandwich board, and via emails co-ordinated with the Vice-Chairperson and the class parents
- c) Encourage parents to become involved in PAC activities and fundraising events



- d) Work in conjunction with the Signmaker to facilitate communication between the Executive Officers and the members
- e) Coordinate and supervise the making of signs when required

9.6 The School Planning Council (SPC) Representative Shall:

- a) Be one of three elected SPC representatives
- b) Represent and speak on behalf of the PAC at SPC meetings
- c) Take direction from the PAC
- d) Report back to the PAC at General Meetings

9.7 The DPAC Representative Shall:

- a) Attend General PAC and DPAC meetings
- b) Seek and give input on behalf of the PAC to the DPAC

9.8 Members-At-Large Shall:

- a) Attend General, Executive and Special Meetings as required and requested by the PAC Chairperson
- b) Serve in a capacity to be determined by the PAC at the time of their election by the PAC or at the time of their appointment by the Executive Officers, and at other times throughout their tenure as the needs of the PAC require
- c) Report back to the PAC and Executive Officers as required and requested by the PAC Chairperson

Examples of Members-at-Large:

Fundraising Chairperson:

- Prepare and maintain the PAC's fundraising schedule incorporating a schedule of the fundraising activities of the School staff
- Review all potential fundraising proposals, excluding those run by the School staff, against the criteria for fundraising approved by the PAC and make recommendations for fundraising activities
- Work with the volunteer coordinator, the Grade 7 Excursion Chair, and the PAC to fill fundraising coordinator positions for fundraising activities
- Monitor the fundraising activities to ensure the schedule is maintained
- Maintain documentation on past, present, and potential fundraisers for use by coordinators
- Assist the fundraising coordinators as required with timing, volunteers, and contacts
- Solicit written post-event assessments from fundraising coordinators regarding viability of event

Fundraising Treasurer:

- Ensure that appropriate signing officers are put in place for the fundraising bank account
- Collect and deposit all monies received from each of the fundraising events
- Prepare cheques for signature and ensure that proper documentation supports each payment made from the fundraising bank account



- Record all transactions processed through the fundraising bank account
- Prepare financial reports in a format that shows all the results of fundraising events
- Report to Treasurer
- Meet regularly with Fundraising Chairperson
- Attend fundraising committee, Executive, and General Meetings as requested and required
- Disburse final net revenue according to PAC policies and procedures

Past Chairperson:

- Assist with the transition between Chairpersons
- Assist, advise, and support the PAC

Article 10: CODE OF ETHICS

A member who accepts a position as an Executive Officer shall:

- a) Uphold the Constitution and Bylaws, and the policies and procedures of the PAC.
- b) Perform her or his duties with honesty and integrity.
- c) Work to ensure that the well-being of the students is the primary focus of all decisions.
- d) Respect the rights of all individuals.
- e) Take direction from the members, ensuring representation processes are in place.
- f) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
- g) Work to ensure issues are resolved through due process.
- h) Strive to be informed and only passes on information that is reliable.
- i) Respect all confidential information.
- j) Support public education.

Article 11: COMMITTEES

11.1 The Executive Officers may strike committees when necessary and appoint members thereto.

11.2 Committees are to report to the Executive Officers and the PAC.

Article 12: FINANCES

12.1 The Executive Officers will draft and present for approval to the members a budget and tentative plan of expenditures for the upcoming fiscal year.

12.2 The Executive Officers will present, for approval at a General Meeting, all proposed expenditures above and beyond the budget.



- 12.3 All funds of the organization will be kept on deposit in a bank or financial institution registered under the *Bank Act*.
- 12.4 The Executive Officers shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- 12.5 A Treasurer's Report shall be presented at each General Meeting.
- 12.6 Members may appoint an auditor at a General Meeting.
- 12.7 The PAC may raise and spend money in furtherance of its purposes and objectives. All fundraising activities conducted under the auspices of the PAC must be approved by the Executive Officers in consultation with the School's principal.
- 12.8 Without prior PAC approval, and when approved by at least three Executive Officers, the Executive Officers may authorize expenditures up to but not exceeding \$2500 per year in total.
- 12.9 The fiscal year end of the PAC shall be June 30th.

Article 13: CONSTITUTION AND BYLAW AMENDMENTS

- 13.1 Except as provided in the Constitution, the members may, by Special Resolution, by a majority of not less than 75% of the votes cast, amend the Constitution and Bylaws of the PAC.
- 13.2 Written notice of a meeting, at which a Special Resolution will be considered to amend the Constitution and/or Bylaws, shall be given to all members in writing at least 14 days before the meeting.
- 13.3 The notice of the meeting shall include a copy of the proposed amendments.
- 13.4 A Constitution or Bylaw amendment shall be dated, signed, and forwarded to the office of School District #45 for safekeeping only.

Article 14: REMOVAL OF AN EXECUTIVE OFFICER

- 14.1 The Members may, by Special Resolution, by a majority of not less than 75% of the votes cast, remove an Executive Officer or Member-at-Large before the expiration of his or her term of office, and may elect a successor to complete the term.
- 14.2 Written notice specifying the intention to make a motion to remove the Executive Officer or Member-at-Large shall be given to the Members not less than 14 days before the meeting at which the vote will take place.



Article 15: PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by an Executive Officer, Member-at-Large 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 Executive Officer, Member-at-Large or committee member ceases to perform the task to which the papers relate.

Article 16: NOTICES TO MEMBERS

A notice may be given to a member by publication in the School newsletter and/or by electronic means.

Adopted by the École Pauline Johnson Parent Advisory Council at West Vancouver, British Columbia, on June 16, 2004.

President/Secretary