

WINDEBANK ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC)

Constitution and Bylaws

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|---|----------|
| CONSTITUTION | 1 |
| SECTION 1: NAME | 1 |
| SECTION 2: STATEMENT OF PURPOSE | 1 |
| SECTION 3: DISSOLUTION | 2 |
| SECTION 4: INTERPRETATION OF TERMS | 2 |
| BYLAWS | 3 |
| SECTION 5: MEMBERSHIP IN PAC | 3 |
| SECTION 6: MEETINGS OF MEMBERS | 4 |
| SECTION 7: ROLE AND TERMS OF EXECUTIVE OFFICERS | 7 |
| SECTION 8: CONSTITUTION AND BYLAWS UPDATE | 10 |
| SECTION 9: DUTIES OF EXECUTIVE OFFICERS | 10 |
| SECTION 10: COMMITTEES | 14 |
| SECTION 11: FINANCES | 14 |
| SECTION 12: PAC PROPERTY AND DOCUMENTS | 15 |
| SECTION 13: CONSTITUTION & BYLAW AMENDMENTS | 15 |
| SECTION 14: CODE OF ETHICS | 17 |

CONSTITUTION

SECTION 1: NAME

1. The Windebank Elementary School (“Windebank”) Parents Advisory Council (“PAC”) is an association of the parents and guardians of children who are registered at Windebank and shall herein be referred to as PAC.

SECTION 2: STATEMENT OF PURPOSE

1. Guiding Principles

- a. The PAC is dedicated to the education and well-being of the children at Windebank Elementary School. The PAC's primary mandate is to promote effective communication between the school, the home and the community. The PAC will encourage parents to participate in activities and decisions relating to the school, to strengthen the role of families and community in education.
- b. The PAC strives to embrace diversity, encourage unity and ensure inclusion.
- c. The PAC will operate as a non-profit organization with no personal financial benefit to members.
- d. The business of PAC shall be unbiased towards race, religion, gender and politics, sexual orientation, and physical or mental ability.

2. Objectives

- a. To welcome and introduce new families to the school.
- b. To further school and community relations by utilizing local merchants and service whenever possible.
- c. To assist in the educational services at the school by working cooperatively with the principal and school personnel on relevant school policies, programs, and concerns.
- d. To communicate with parents in accessing the education system and to provide advocacy and support for individual children and their parent/guardian.

- e. To provide parent education and professional development and be a forum for discussion of educational issues.
- f. To enhance school personnel awareness of the many facets of the PAC and promote an active and effective relationship between parents and school personnel.
- g. To encourage parent involvement in the school, and to support programs that promote parent/guardian involvement.
- h. To advise and participate in activities within the Mission (SD75) School District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).

SECTION 3: 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 or councils in School District 75, Mission. Having purposes and objectives similar to those of the PAC, and which meet all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up. The clause shall be unalterable. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District #75 (Mission) in the person of the principal of Windebank Elementary.

SECTION 4: INTERPRETATION OF TERMS

1. "Parent": is as defined in the School Act and means The parent(s) or guardian(s) of a child(ren) at Windebank Elementary School.
 - a. The guardian of the person of the student or child enrolled at Windebank Elementary.
 - 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
 - d. And for the purposes of these bylaws, means the parent or guardian of a child or children registered at Windebank Elementary.

Amended May 2021

2. "PAC" or "Parent Advisory Council" means An organized group of parents recognized under the British Columbia School Act and operating as a parent advisory council at Windebank Elementary.
3. "School" means Any public Elementary or Secondary educational institution within School District #75 (Mission).
4. "District" means School District #75 (Mission)
5. "SD#75" means School District #75 (Mission)
6. "DPAC" or "The Mission District Advisory Council" which is recognized by the Board of Trustees of School District #75 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
7. "Community Organizations" means: Groups which demonstrate an interest in education and are not already included in the scope of this constitution and bylaws.
8. "School Personnel" includes anyone who works at Windebank Elementary School, including teaching, non-teaching and support staff, but NOT including the Principal and Vice Principal.
9. "Social Media" means blogs, Facebook (FB), Instagram, Tiktok, podcasts, digital images, videos and other social media technologies.
10. "Meetings" mean meeting via the platform Zoom, Skype, Teams, and "in person" at a location agreed upon by the members.
11. "Voting Member" means a person entitled to vote on motions and in elections of the PAC.
12. "Non-Voting Member" means a person who can attend PAC meetings and provide suggestions and input to the PAC, but are not authorized to create new motions or cast votes on motions or in elections of the PAC.

BYLAWS

SECTION 5: MEMBERSHIP IN PAC

1. **Voting membership**

Amended May 2021

- a. All Parents or guardians of children registered at Windebank Elementary School (including School Personnel) are de facto voting members of the PAC.

2. Non-voting members

- a. The Principal and Vice Principal of Windebank Elementary School are Non-Voting members of the PAC.
- b. Members of the school community who are not parents of students currently in the public school system may be invited to become Non-Voting members of the PAC.
- c. At no time shall the PAC have more Non-Voting members than Voting members.

3. Compliance with bylaws

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

SECTION 6: MEETINGS OF MEMBERS

1. General PAC Meetings

- a. Guiding Principles
 - i. Meetings will be conducted efficiently and with fairness to the members present.
 - ii. General meetings shall be held no less than 6 times per year, one being the AGM. They may be held either in person or virtually through an online platform, as needed. Virtual meetings may also be recorded for ease of members to view at a later date. All members in attendance will be asked for consent before recording.

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- iii. There shall be an Annual General Meeting (AGM) for the purpose of election of Executives, held once annually during the school year and take effect immediately. If more than 2 Executive positions become vacant, an AGM may need to be called more than once during the school year.
- b. Conduct
- i. If procedural problems arise on any issue not covered in these bylaws, Robert's Rules of Order, 1990 or later edition, shall be used to resolve the issue.
 - ii. A PAC meeting shall not be a forum for the discussion of individuals, school personnel, students, parents or other individual members of the school community.
 - iii. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- c. Notice
- i. Members will be given reasonable notice of general meetings and the AGM. Notice should be sent in various ways -by flyer, newsletter, e-mail, or website, and a calendar of meeting for the year shall be posted online.
- d. Quorum
- i. Five (5) voting members present at any duly called general meeting shall constitute a quorum.
 - ii. If at any time during a general meeting the quorum ceases to be present, business then in progress must be suspended until there is a quorum present.
- e. Voting
- i. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
 - ii. In the case of a tie vote the motion is defeated.

Amended May 2021

- iii. Members must vote personally on all matters. Voting by proxy (on behalf of someone else) shall not be permitted.
- iv. Voting shall be done by a show of hands, both in person or virtually.

2. Executive Meetings

a. Guiding Principles

- i. The purpose of Executive Meetings is to carry on business between general meetings.
- ii. Executive meetings will be held with fairness to all members.
- iii. Executive Meetings will be called by the Chairperson. Executive meetings may be held anytime or place as deemed necessary. They may be held either in person or virtually as needed.
- iv. The Executive shall consult with the principal at a minimum of 3 general meetings.

b. Conduct

- i. Same as General Meetings, see above for reference.

c. Notice

- i. Executive members will be given reasonable notice of meetings.

d. Quorum

- i. A quorum of an Executive meeting shall be four (4) of Executive members.
- ii. If at any time during an Executive meeting the quorum ceases to be present, business then in progress, must be suspended until there is a quorum present.

e. Voting

Amended May 2021

- i. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- ii. In the case of a tie vote the motion is defeated.
- iii. Members must vote personally on all matters. Voting by proxy (on behalf of someone else) shall not be permitted.
- iv. Voting shall be done by a show of hands, both in person or virtually.

SECTION 7: ROLE AND TERMS OF EXECUTIVE OFFICERS

1. Role

- a. The Executive are elected officers who manage the PAC affairs between general meetings.

2. Executive Defined

- a. The Executive shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, District Parent Advisory Council (DPAC) Representatives, Immediate Past Chairperson and a number of Members at Large .

3. Eligibility

- a. Any voting member of the PAC is eligible to serve on the Executive, except school personnel (teaching and non-teaching) of Windebank Elementary or elected officials of School District #75 or the Ministry of Education.

4. Election of Executives

- a. The Executive officers shall be elected by the voting membership (all eligible Windebank parents) at the Annual General Meeting (AGM).

5. Nominations

- a. Nominations for Executive positions will be declared open, one (1) general meeting prior to the AGM, and remain open until and during the AGM. Nominations made during the AGM, will be done verbally. Members can be nominated by others or nominate themselves. The nomination form must be made available in multiple ways, including paper copies at the school office, emailed, posted on the website and on social media. .

6. Election

- a. Elections will be conducted by, a DPAC member, or the school Principal, at the AGM. This will be decided by the members one (1) general meeting prior to the AGM. Any members, running for a position on the Executive are exempt from conducting the election process.
- b. The Election shall be held either in person at a location determined by the membership or virtually using an online platform.
- c. Immediately following the AGM, signing authority will be updated to reflect the new Executive officers. This includes banking information
- d. All documents, records, minutes, correspondence or other papers pertaining to PAC, kept by an Executive member who is not re-elected, shall be turned over to the Chairperson in a timely manner.

7. Vacancy

- a. In the event of a vacancy on the Executive during the term, the Executive shall appoint a new officer (an individual who has been nominated by a member) who shall hold office until the next elections.
- b. In case of a mid-term vacancy of more than two Executive positions, and extra-ordinary AGM will be called to fill the vacant positions.

8. Terms of Office

- a. The term of office shall commence immediately following election at the AGM and shall be a one (1) year term. Re election of each Executive position shall be up for nomination annually.

Amended May 2021

- b. No person may hold any one position for more than three (3) consecutive years.
- c. The Immediate Past Chairperson, if still eligible an PAC member, shall hold that position for 4 months, starting in September.
- d. The Executive officers agree to attend at least fifty percent (50 %) of all PAC meetings. Failure to do so, or missing more than 4 consecutive meetings without a reasonable explanation, may result in the removal of the officer.
- e. Executive members agree to attend a minimum of 1 School Board meeting per term.

9. Removal of an Executive Member

- a. The members may, by a majority of not less than seventy-five percent (75%) of the votes cast, remove an Executive member(s) before the expiration of his/her term of office and may elect a successor to complete the team.
- b. Written notice specifying the intention to make a motion to remove the Executive member shall be given to the member not less than fourteen (14) days before the meeting.
- c. All documents, records, minutes, correspondence or other papers pertaining to PAC, kept by an Executive member, shall be turned over, in a reasonable time, to the Chairperson once the member is removed. The signing authority of the officer must also be rescinded immediately following their removal.

10. Remuneration of Executive

- a. No Executive member shall be remunerated for serving on the Executive

- b. They must be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs.

SECTION 8: CONSTITUTION AND BYLAWS UPDATE

- a. No part of these bylaws shall be repealed, amended or enlarged except by consent of 2/3 of the voting membership in attendance at a General meeting.

SECTION 9: DUTIES OF EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers and the Immediate Past Chair.

2. The Executive Officers will be as follows:

Chairperson
Vice- Chairperson
Treasurer
Secretary
DPAC Representative (2)
Members-At-Large (3) or more
Immediate Past Chair

3. **Roles of Officers**

- a. **Chairperson shall:**

- i. Convene and preside at all meetings of the Executive and of the voting membership.
- ii. Ensure that an agenda is prepared for all meetings.
- iii. Ensuring that all activities and correspondence of the PAC are regularly reported to all members.

Amended May 2021

- iv. Have a clear and concise understanding of the current Constitution, Bylaws, and general meeting rules and process.
- v. Ensure that the PAC is achieving the purposes and activities set out in the Constitution and Bylaws.
- vi. Know where to find resources to assist members.
- vii. Appoint appropriate committees when authorized to do so by the Executive or member.
- viii. Consult with PAC members bi monthly.
- ix. Ensure that PAC is represented in school and School District activities and arrange meetings whenever necessary or desirable with the School Board Trustee Or School District.
- x. Be the official spokesperson for the PAC.
- xi. Will temporarily take on roles and responsibilities of other Executives in their absence or vacancy.
- xii. Be a signing authority.
- xiii. Submit an annual report.

b. The Vice- Chairperson shall:

- i. Carry out the duties of the Chair during their absence or upon request.
- ii. Assist the Chairperson in the performance of their duties.
- iii. Accept extra duties as required.
- iv. Be a signing authority.

Amended May 2021

- v. Submit an annual report.
- vi. Support Members-at-large and Committee members.
- vii. Facilitate communication and report to the Chairperson

c. The Secretary shall:

- i. Record and keep minutes of all General and Executive meetings.
- ii. Record and file minutes of all meetings in a timely manner, including the AGM.
- iii. Ensure that the members are notified of meetings.
- iv. Keep an accurate and up to date copy of the constitution and bylaws and have copies available for members upon request.
- v. Issue and receive correspondence on behalf of the PAC or in association with the appropriate committee.
- vi. Facilitate communication by preparing and maintaining other documents as requested by the membership or Executive.
- vii. Be a signing authority.
- viii. Safely keep, maintain, and upkeep all records and documents of the PAC.
- ix. Submit an annual report.

d. The Treasurer shall:

- i. Receive all monies raised by the PAC and account for all expenditures to the general membership

Amended May 2021

- ii. Disburse funds authorized by the Executive per the memberships wishes
 - iii. Expenditures in excess of \$100.00 require approval of a simple majority vote at a General meet
 - iv. Maintain an accurate record of all expenditures of the PAC
 - v. Deposit all funds collected on behalf of the PAC in the account at a recognized financial institution approved by the PAC
 - vi. Make financial documents, available for viewing by the members upon request
 - vii. PAC books may be reviewed annually at the end of the school year by an external source
 - viii. With the assistance of the Executive, draft a budget and tentative plan of expenditures
 - ix. Ensure that another signing authority has access to all necessary financial documents, in the event of his/her absence
 - x. Submit a detailed annual financial statement at the AGM
 - xi. File the gaming grant application no later than June 30th of each year
 - xii. File the gaming report within 90 days after our fiscal year end; by September 30th of each year
 - xiii. Ensure BCCPAC membership remains current and fees are paid
 - xiv. May be a signing Authority.
- e. The DPAC Representative(s) shall:**
- i. Attend all Mission (SD75) DPAC meetings and represent, speak and vote on behalf of the PAC
 - ii. Seek and give input to the DPAC on behalf of the PAC

Amended May 2021

- iii. Report monthly to the PAC on all matters relating to the DPAC
 - iv. Liaise with other parents and DPAC representatives
 - v. Submit an annual report to the PAC
- f. Members-at-Large shall:**
- i. Assisting others in establishing Committees when deemed necessary
 - ii. Responsibilities for these duties shall be decided at the first Executive meeting following the AGM
- g. Immediate Past Chair shall:**
- i. Help smooth the transition between Chairperson within the first 4 months of the school year, (September- January)
 - ii. Provide information about resources, contacts and other matters
 - iii. Act as a consultant for the Chair and Vice-Chair

SECTION 10: COMMITTEES

1. The PAC Executives may appoint members to committees to further the PAC's purposes and carry out its affairs.
2. The terms of reference of each committee will be specified by the Executive at the time the committee is established, or by the committee at its first meeting, as the Executive decides.
3. Committees are responsible to the Executive and membership.
4. Committees shall keep the Chair and Vice-Chair informed and up to date of all Committee activities.

SECTION 11: FINANCES

1. The fiscal year of the PAC shall be July 1st to June 30th.

Amended May 2021

2. The PAC may raise and spend money to further its purposes.
3. The PAC must not borrow money.
4. The Executive will name at least three (3) signing officers for banking and legal documents. Two (2) signatures will be required on all of these documents.
5. A budget and plan of expenditures will be drawn up by the Executive in May or June for the next school year.
6. Non-Budgeted expenditures will be presented by the Executive for approval at the next General meeting.
7. Members at a General meeting may appoint an auditor.

SECTION 12: PAC PROPERTY AND DOCUMENTS

1. All PAC property and all PAC documents, records, minutes, correspondence, websites, notice boards, email addresses, social media sites and any other documents, whether paper or electronic, kept by a member in connection with the PAC, shall be deemed to be the property of the PAC and shall be turned over to the Chairperson when the member ceases to perform the task which the property or papers relate.

SECTION 13: CONSTITUTION & BYLAW AMENDMENTS

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

Amended May 2021

Amended by WINDEBANK ELEMENTARY SCHOOL PAC at, 33570 11th Ave Mission,
British Columbia,

on (date): _____

_____, _____
Chairperson Vice-Chairperson

_____, _____
Secretary Treasurer

_____, _____
DPAC REP DPAC REP

_____, _____
Member at Large Member at Large

_____, _____
Member at Large Immediate Past Chair

SECTION 14: CODE OF ETHICS

1. A parent who accepts a position as a PAC Executive Member:
 - a. Upholds the constitution, bylaws, policies & procedures of the electing body (PAC);
 - b. Performs his/her duties with honesty and integrity and in the best interest of the PAC;
 - c. Works to ensure that the well-being of students is the primary focus of all decisions;
 - d. Respects the rights of all individuals;
 - e. Takes direction from the membership, 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 their concerns;
 - g. Works to ensure issues are resolved through due process;
 - h. Strives to be informed and only passes on information that is reliable;
 - i. Respects all confidential information;
 - j. Supports public education.
2. Every Executive must abide by this code of ethics.
3. Every Executive must act solely in the interest of the PAC.
4. Any information received in confidence by an Executive member from school 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.

Amended May 2021

5. An Executive member who has an interest -, either directly or indirectly - in a proposed contract, fundraiser or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and Executives.
6. An Executive member must avoid using his or her position on the PAC for personal or financial gain.
7. This Code of Ethics shall apply to every Executive member, regardless of whether that member has signed it or agreed to it in writing.

Date: _____

Name: _____

Signature: _____

Executive Position: _____