

Constitution

South Broadview Elementary PAC

Constitution & Bylaws



Last amendment: April 2022

Mission: To advocate for excellence in the education, the safety and well-being of our students, and for the effective and meaningful involvement of parents as partners in the school

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Constitution and Bylaws of the South Broadview Elementary Parent Advisory Council – Revised Oct-Feb 2022

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Section I - Interpretation of Terms

“District” means the School Board of District #83 North Okanagan-Shuswap

“DPAC” means the District Parent Advisory Council of SD83

“Minister” means the Minister of Education – Province of British Columbia

“PAC or Parent Advisory Council” means parents organized according to the School Act and operating as a parent advisory council at South Broadview Elementary School

“Parent” means, in respect of a student or of a child registered under section 13 of the Act,

- 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 the School District #83

“School Act” or “Act” means School Act (RSBC 1996) Chapter 412 (as amended)

“School” means any public elementary or secondary education institution as defined in the School Act operating within SD83

“SPC” means the school planning council created for South Broadview Elementary School according to the School Act.

Any other words shall take on their common meaning or the meaning ascribed to them in the School Act.

Section II – Name

- a. The name of this council is the SOUTH BROADVIEW ELEMENTARY PARENT ADVISORY COUNCIL (PAC)
- b. The Council will operate as a non-profit organization with no personal financial benefit accruing to members
- c. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

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Section III – Purposes of the Council

The purposes of the Council will be:

- a. To provide leadership in the school community;
- b. To support, encourage, and improve the quality of education and the well being of students at South Broadview Elementary School;
- c. To encourage parent involvement in the school and to support programs that promote parent involvement;
- d. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations;
- e. To support public education;
- f. To contribute to a sense of community within the school;
- g. To provide parent education and a forum for discussion of educational issues;
- h. To promote effective communication and cooperation between the home and the school in providing for the education of children;
- i. To provide parents with information on how to effectively communicate within the education system and to advocate of behalf of their children both at the School and District levels;
- j. To initiate fundraising activities when there is a need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses;
- k. To organize and support activities and events for students and parents;
- l. To affiliate with the District 83 Parent Advisory Council (DPAC) and/or the BC Confederation of Parent Advisory Councils (BCCPAC).

Section IV – Dissolution

- a. 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 council within SD83, having purposes similar to those of the Council, as the members of the Council may determine at the winding up or dissolution;
- b. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of SD83 in the person of the principal of South Broadview Elementary School;

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Section V - Membership

1. All parents and guardians of students registered at South Broadview Elementary school are voting members of the Council
2. Administrators and staff (teaching and non-teaching) of South Broadview Elementary School may participate at PAC meetings as non-voting members of the Council. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting members than voting members.
5. Every member will uphold the Constitution and will comply with these bylaws

Section VI - Meetings:

1. There shall be an Annual General Meeting for the purpose of election of officers, preferably held in May, and additional general meetings shall be held as often as necessary during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive.
3. Meetings will be conducted efficiently with fairness to all members
4. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community. The Council will refrain from partisan political activities that do not serve the interests of the school or public school system.
5. Members will be given notice of general meetings through the school newsletter, e-mail, website or postings around the school. Notice should be given no later than five (5) days prior to the meeting date.
6. If procedural problems should arise, Robert's Rules of order will be used to resolve the situation, unless they conflict with the guidelines of this Constitution.

Section VII: Voting & Quorum

1. A quorum for general meetings will be the number of voting members present, as long as they outnumber the non-voting members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the PAC chair does not have a second or casting vote and the motion will be tabled to the next meeting.
4. Voting members on all matters must be given in person; voting by proxy will not be permitted.

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5. Virtual meetings are considered a valid form of meeting and voting will be considered valid. Schedule of in-person and virtual meetings will be decided upon at the September PAC meeting.
6. Voting is done by the show of hands, or where at the discretion of the Chair or where requested by two members present, by secret ballot
7. The election of representatives to the School Planning Council must be by secret ballot (School Act, s. 8(6)).
8. The election of the District Parent Advisory representative (DPAC rep) must be by secret ballot

Section VII – Executive Officers

1. The affairs of the Council shall be managed by a board of elected officers and the immediate past Chairperson
2. The Executive will be as follows:
 - A. Chairperson (required)
 - B. Vice-Chairperson (optional)
 - C. Secretary (required)
 - D. Treasurer (required)
 - E. District Parent-Advisory Council (DPAC) Representative (optional)
 - F. Members-at-Large (optional)
 - G. Past Chairperson (optional)
3. The executive officers will be elected from the voting members at the Annual General Meeting, except that no employee or elected official of the School District #83 or the Ministry of Education shall hold an Executive Position.
4. Executive officers shall be required to have sat in on PAC meetings as voting members for a minimum of one year prior to being elected to required Executive positions.
5. The Executive will hold office for a term of one year (commencing July 1 and extending to June 30 the following year) or until their successor is elected. No person shall hold the same executive position for more than three (3) consecutive years.
6. The past Chairperson will hold that position for one year.
7. The term of office for the School Planning Council representatives shall be one year (School Act s. 8.1(6)).
8. In the event of a vacancy on the Executive during the year, the remaining Executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

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Section IX – Duties of the Executive Officers

A. CHAIRPERSON

- a. shall convene and preside at all executive, general and special meetings
- b. shall be familiar with and follow the Constitution and Bylaws
- c. shall ensure that an agenda is prepared and presented
- d. shall ensure a quorum is present before calling a meeting to order
- e. shall appoint committees where authorized to do so by the Executive or membership
- f. shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- g. shall be a signing officer
- h. shall submit a written annual report to the membership
- i. shall have attended school PAC meetings as a voting member for a minimum of one year

B. VICE-CHAIRPERSON

- a. shall assume the responsibilities of the chairperson in the chairperson's absence
- b. shall accept extra duties required
- c. may be a signing officer
- d. shall have attended school PAC meetings as a voting member for a minimum of one year

C. SECRETARY

- a. shall record the minutes of all executive, general and special meetings
- b. shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
- c. Shall keep a current copy of the Constitution and Bylaws, submit updated copies to DPAC and the District, and make copies available to members upon request
- d. shall issue and receive correspondence on behalf of PAC
- e. shall ensure safe keeping of all records of the PAC. All records will remain at the school at end of each year for access.
- f. shall have attended school PAC meetings as a voting member for a minimum of one year

D. TREASURER

- a. shall have a demonstrated ability and/or understanding of bookkeeping procedures
- b. shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
- c. shall assess all financial undertakings to ensure they are within the annual budget
- d. shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices

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- e. shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts, and outstanding accounts receivable and payable, and the net surplus or deficit
- f. shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC
- g. shall be one of the three PAC signing officers as per Section XI – Financial Matters
- h. shall ensure all bills are paid promptly
- i. shall draft an annual budget with the assistance of the PAC chair
- j. shall maintain all financial records in an orderly fashion
- k. shall submit an annual financial statement at the annual general meeting and a written report
- j. shall have attended school PAC meetings as a voting member for a minimum of one year

E. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- a. shall attend DPAC meetings
- b. shall report back to the PAC regarding issues discussed
- c. shall seek and give input to DPAC on behalf of the Council
- d. shall receive, circulate and post DPAC newsletters, brochures and announcements
- e. shall submit an annual report
- k. shall have attended school PAC meetings as a voting member for a minimum of one year

F. MEMBERS-AT-LARGE

- a. shall serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

G. PAST CHAIRPERSON

- a. shall help smooth transition between chairpersons
- b. shall assist and advise the Council
- c. shall act as a consultant for the chairperson

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Section X – Committees

1. The membership and executive may appoint committees within the voting membership to further the Council's purposes and carry on its affairs.
2. Committees are fully responsible to the executive and membership and will report to the Council as required. A summary of the committee's work will be presented at the Annual General Meeting by the committee.

Section XI - Financial Matters

1. The financial year of the Council will be from July 1 – June 30.
2. A proposed budget should be drawn up by the Chair/Executive and be modified and approved by the membership at the first general meeting of the year.
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for South Broadview Elementary School Parent Advisory Council.
4. The Executive shall name at least three signing officers from the Executive, one of whom will be the Treasurer for banking and legal documents. Two signatures will be required for these documents.
5. PAC expenses must be accounted for and paid for in the year they are accrued following the fiscal year of PAC. No reimbursements will be made after June 15 unless an exception is made by PAC Executive.
6. The general membership must approve all expenditures by the Executive or Committee members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made.
7. All proposed expenditures outside the budget and over and above the petty cash limit of \$300 will be first presented to the Executive, and then must be approved by a majority at a general meeting.
8. The Treasurer will submit a written financial report at each general meeting and an annual financial report at the Annual General Meeting.
9. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. the budget year.
10. All financial records are the legal property of the PAC and must be kept for a minimum of seven years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
11. A contingency fund shall be set up and maintained for the administration PAC activities. The amount shall be \$500. This amount must be carried forward to each new term.
12. Current regulations for the use of gaming funds must be met.

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Section XII – Constitution and Bylaw Amendments.

Amendments to the Constitution and Bylaws of the South Broadview School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority, providing:

1. Written notice specifying the proposed amendments must be given to all members at least fourteen (14) days prior to presentation at a meeting.
2. A three-quarters (3/4) majority by eligible voting members is required to amend any part of the Constitution and Bylaws.

Section XIII – Code of Ethics

1. The South Broadview Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent or guardian who accepts a position as a PAC Executive member, committee member or representative
 - a. upholds the Constitution and Bylaws, policies and procedures of the PAC
 - b. performs his or her duties with honesty and integrity and in the 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 and Executive
 - f. 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
 - g. works to ensure that 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
4. Individuals must refrain from discussion, influencing, and voting upon any matter before the South Broadview Elementary PAC in which they or their family have a pecuniary interest.
5. If any Executive member is found to be in violation of this Constitution and Bylaws and/or fails to abide by the Code of Ethics, that member will be relieved of their duties pending a review by the Executive Council.