

**NOOTKA ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

DRAFT

VERSION 1.0
November 2022

Document Control

Change History:

Version	Reason for Version	Date
Version 1.0	First Draft	November 2022

Table of Contents

Constitution	4
<i>Section I – NAME</i>	4
<i>Section II – PURPOSES OF THE COUNCIL</i>	4
<i>Section III -- INTERPRETATION OF TERMS</i>	4
Bylaws	5
<i>Section I – MEMBERSHIP</i>	5
<i>Section II – MEETINGS OF MEMBERS</i>	6
<i>Section III – PROCEEDINGS AT GENERAL MEETINGS</i>	6
Quorum and Voting	6
<i>Section IV -- EXECUTIVE</i>	6
Role of executive	7
Executive defined	7
Eligibility	7
Election of executive	7
Term of office	7
Vacancy	7
Executive	8
<i>Section V - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL & INTERNAL COMMITTEE REPRESENTATIVES</i>	9
District Parent Advisory Council representative	9
External Committee Representatives	9
PAC Committees	9
<i>Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES</i>	9
Code of ethics	9
Representing the Council	10
Privilege	10
Disclosure of interest	10
<i>Section VII – FINANCIAL MATTERS</i>	10
<i>Section VIII – CONSTITUTION AND BYLAW AMENDMENTS</i>	11
<i>Section IX – PROPERTY IN DOCUMENTS</i>	11
<i>Section X – DISSOLUTION</i>	11
CODE OF ETHICS	12
<i>Statement of Understanding</i>	12

Constitution

Section I – NAME

The name of this Council is the NOOTKA ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (School District No. 39).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

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

Where this Constitution refers to parent(s), it applies equally to anyone who is a guardian of a child enrolled in Nootka Elementary School.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To advance Nootka Elementary School’s public education learning environment by providing supplementary funds for the acquisition, operation and maintenance of materials, equipment, services, professionals and off-campus experiences that will enhance the core programs and education services offered by the school.
2. To advise and consult with the school principal and staff on parental views about school programs and education services offered by the school.
3. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
4. To assist parents in accessing the system, and to advocate on behalf of parents and students, which may include involvement with the District Parent Advisory Council or other schools’ Parent Advisory Councils.
5. To organize PAC activities and events, including fundraising.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members as volunteers in order to enhance the core programs and education services offered by the school.

Section III -- INTERPRETATION OF TERMS

Term	Interpretation
Community Organization	Means groups that demonstrate an interest in education and are not already included in the scope of the PAC’s constitution and bylaws

District	Means the Vancouver School District (No. 39)
DPAC or District Parent Advisory Council	Means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in the Vancouver School District (No. 39)
PAC or Parent Advisory Council	Means the parents organized according to the School Act and operating as a parent advisory council in Nootka Elementary School
Parent	Is as defined in the School Act and means: <ul style="list-style-type: none"> a. the guardian of the person of the student or child b. the person legally entitled to custody of the student or child, 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 Nootka Elementary School.
School	Means any public elementary or secondary educational institution as defined in the School Act operating within the Vancouver School District (No. 39)

Bylaws

Section I – MEMBERSHIP

1. All parents and guardians of students registered at Nootka Elementary School are voting members of the organization.
2. Administration and staff (teaching and non-teaching) of Nootka Elementary School are non-voting members of the organization.
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 shall the PAC have more non-voting than voting members.
5. All members of the PAC hold positions strictly as volunteers with no remuneration, either financial or in-kind, received.
6. Every member will uphold the constitution and comply with these bylaws.

Section II –MEETINGS OF MEMBERS

1. General meetings will be conducted with fairness to all members.
2. There shall be an annual general meeting for the purpose of election of a board of executive officers held in June of each year. Additional general meetings shall be held on an on-going basis. Regular meetings shall be held not less than six times per year, one of those being the AGM.

3. Notice of general meetings shall be given to the members of the PAC by issuing written notice of such scheduled meetings by email to member households who have opted in to receiving communication from the PAC.
4. Meetings of the Board of Executive Officers and additional general meetings shall be held at the discretion of the board of Executive Officers or upon the receipt of a petition representing fifty (50%) percent of the voting delegates.
5. Meetings shall be conducted efficiently and with fairness to the members present.
6. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution and Bylaws.
7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum and Voting

1. Quorum:
 - a. Quorum shall be 8 (eight) voting members, of which there must be 2 (two) elected Executive Officers.
 - b. 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.
2. Voting:
 - a. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
 - b. In the event of a tie vote, the motion is defeated.
 - c. Members must vote in person on all matters; voting by proxy shall not be permitted.
 - d. Voting on motions shall be done by a show of hands.
 - e. Any member may make a motion, to be voted on by show of hands, that any particular motion be decided by a secret ballot.

Section IV -- EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

1. The executive officers will include the Chairperson, Secretary, Treasurer and other members of the PAC as the membership decides. In any year, two persons may choose

to share the position's duties as "Co" officers. Each co-officer shall be considered an executive member.

2. The affairs of the PAC shall be managed by a board of elected officers and will be assisted by members-at-large. Members-at-large may be elected; however, if none are nominated or elected, the members-at-large may be appointed by the elected officers.
3. The executive may invite the immediate past Chairperson to serve on the executive for one year.

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 39 or the Ministry of Education.

Election of executive

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at a general meeting prior to the annual general meeting each year, except as required by Item 3 below.
3. Elections shall be conducted by the Nominating Committee chairperson, or in his/her absence the current PAC Chairperson, using a paper ballot given to each member attending the meeting. In the event that only one person is nominated for a PAC position, no vote is required and the person acclaims the position.
4. In the event of a vacancy on the executive during the year the PAC shall, at any general meeting, elect the new officer who shall hold office until the next election.
5. A vote shall be taken to destroy the ballots.

Term of office

1. The executive will hold office for a term of one year beginning immediately following the election.
2. No person may hold the same executive position for more than four years.

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 Council to fill the vacancy until the next annual general meeting.

Removal of executive

1. The members 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. 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

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 Council's affairs.

Executive Meetings

1. Executive meetings will be held at the call of the chair. At least one meeting will be held before each general meeting.
2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Executive Duties

Chairperson (s)

- a. Shall convene and preside at all membership, special and executive meetings.
- b. Shall ensure that an agenda is prepared and presented.
- c. Shall appoint committees where authorized to do so by the Board of Executive Officers or membership.
- d. Shall be an ex-officio member to all committees except a nominating committee
- e. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- f. Shall be one (1) of the three (3) signing officers of the Board of Executive Officers as set in Section VI herein.
- g. Shall submit an annual report to the PAC membership at the AGM.

Secretary

- a. Shall record the minutes of membership, special and executive meetings.
- b. Shall make available minutes to PAC members by ensuring a copy is posted to the PAC website prior to the next occurrence of a duly convened meeting.
- c. Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made shall indicate so in red ink and the copy so amended shall be dated and initialed and submitted to the Vancouver School Board for safekeeping purposes only.
- d. Shall issue and receive correspondence on behalf of the PAC.
- e. May be a signing officer.
- f. Shall safely keep all records of the PAC

Treasurer

- a. Shall be responsible for and report on the accounts of the PAC
- b. Shall be one (1) of the three (3) signing officers of the Board of Executive Officers as set in section VI herein.
- c. Shall prepare a financial report for posting on the PAC website

- d. Shall with the assistance of the Board of Executive Officers draft a budget and tentative plan of expenditures as set in Section VI herein.
- e. Shall ensure that another financial signing officer has access to the books in the event of his/ her absence.
- f. Shall submit an annual report to the PAC

Section V - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL & INTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Vancouver DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 39 or the Ministry of Education.
2. The election of representatives to the DPAC, if held, must be by secret ballot.
3. DPAC representatives will hold office for a term of one year.
4. If a DPAC representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term or the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External Committee Representatives

1. The membership or executive may elect or appoint a PAC member who is not an employee or elected official of the Vancouver School Board (District No. 39) or the Ministry of Education to represent the PAC on an external committee or to an external organisation.
2. The representative will report to the membership or executive as required.

PAC Committees

1. Standing and ad-hoc committees shall be formed when necessary.

Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership (see below).

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

1. Any information received in confidence by an executive member or representative 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.

Disclosure of interest

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VII – FINANCIAL MATTERS

1. The fiscal year end for Nootka Elementary School PAC is June 30th.
2. A budget and tentative plan of expenditures should be drawn up by the Budget Committee and presented for approval at a general meeting at the beginning of each fiscal year.
3. All funds of the organisation will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for all banking and legal documents such as for cheques and the purchase and renewal of GICs. Two approvers will be required for all Interac bank transfers.
5. All reimbursements require two PAC Signing officers to sign in the case of a cheque, or to approve in the case of an Interac bank transfer. No individual shall be a signatory on his/her own reimbursement cheque or approver on Interac bank transfer.
6. All money spent above and beyond a pre-determined petty cash amount (\$500) will be presented to and voted on by the Executive, and then approved by a majority at a general meeting. Monies spent below the petty cash amount must be approved by a simple majority of the Executive.
7. A Treasurer's Report to all members shall be prepared regularly, including a yearend financial statement and made available to all members. Financial records shall be made available regularly to members, or upon request; the Treasurer will provide the records within seven calendar days of the request.
8. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.

Section VIII – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be made accessible to all members.

Section IX – PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section X – DISSOLUTION

1. 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 councils in School District No. 39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Nootka Elementary School.

Adopted by Nootka Elementary School PAC at Vancouver, British Columbia, on (date).

Signatures of chair and one other executive member

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs their 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

- 9. respects all confidential information
- 10. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the Nootka Elementary School PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____

Phone number _____