

Sir James Douglas PAC

Constitution and Bylaws

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Sir James Douglas PAC

CONSTITUTION

Section I – Name

The name of the parents' advisory council is the Sir James Douglas Parent Advisory Council (hereinafter referred to as the "PAC"), in accordance with the School Act, Section 8.

The PAC shall operate as a non-profit organization with no personal financial benefit accruing to its members.

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

The PAC's primary mandate is to strengthen the role of families in education and schooling through various committees, projects, and objectives. These include:

- hosting information meetings,
- providing parent education through guest speakers,
- providing opportunity for parent-school dialogue, and
- fundraising

Section III – Objectives

The purposes of the PAC shall be:

- To advise, through its elected officers, the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school (see section 8 of the BC School Act current to August 19, 2015)
- To assist parents in accessing the system and to facilitate advocacy support for individual children and their parents;
- To organize PAC volunteer activities and events which support the school;
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
- To work with the administration, staff, parents and community organizations to provide a healthy, safe, and supportive environment;
- To provide a forum for the discussion of educational programs and services; and
- 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 umbrella group of Parent Advisory Councils formed or to be formed in each local school of the Vancouver School District, 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 and means

- (a) a parent or other person who has legal guardianship or custody of the student or child, or
- (b) a person who usually has the care and control of the student or child

“school” means Sir James Douglas Elementary School and Sir James Douglas School Annex.

~~**“French trip”** means the Grade 7 Quebec trip.~~

~~**“English trip”** means the Grade 7 English trip.~~

~~**“Leaving activities”** means end-of-year activities organized by grade 7 English and French classes to celebrate the conclusion of their school years at Sir James Douglas Elementary School.~~

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~~**“Main School”** means Sir James Douglas Elementary School.~~

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~~**“Annex”** means Sir James Douglas Elementary School Annex.~~

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~~**“SEVEC”** means Society for Education Visits and Exchanges in Canada.~~

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BY-LAWS

Section V – Membership

Voting members

1. All **parents** of students registered in the School shall be voting members of the PAC. Each family shall have one (1) vote at a PAC General Meeting.

Non-voting members

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.

Compliance with bylaws

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

Section VI – Meetings

General meetings

1. General meetings shall be conducted with fairness to all members
2. General meetings shall be held not less than five (5) 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~~between June 1 and - November 30, but not during July or August, September of each year for the purpose of the election of executives.

Conduct

4. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community. Members shall discuss matters pertaining to the functions of the PAC within the framework of this Constitution and Bylaws.
5. 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.
6. If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order shall be used to resolve the issue.

Notice of meetings

7. Members will be given reasonable notice of general meetings. Meetings are usually announced on the monthly school calendar.

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~~7.8.~~ For meetings requiring approval of financial matters, members will be given at least 14 days, but not more than 21 days' notice. The financial motion for approval must be provided as part of the notification.

Executive Meetings

~~8.9.~~ Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry out business between general meetings.

Section VII – Quorum and Voting at General Meetings

Quorum

1. A quorum for general meetings will be 5 voting members, of which there must be two (2) executive members.
2. 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.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by a secret ballot. Note that the position of DPAC Rep must be voted upon by a secret ballot.

Section VIII – Executive

Role of executive

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

Executive defined

2. The executive will include the following:
 - Chairperson or Co-Chairpersons,
 - Vice Chairperson or Co-Vice Chairpersons
 - Up to two Treasurers
 - Up to two Secretaries
 - Up to two Hot Lunch coordinators

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- one DPAC Representative (BC School Act 8(3) allows only one DPAC Representative for each school), and
- Immediate Past Chairperson (not elected)
- Unlimited Members-at-Large

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive, except staff of the school.

Election of executive

4. The executive will be elected at each annual general meeting. Nominations will ideally be received ~~accepted~~ by or on at least one meeting prior to the AGM. Nominations can also be made at the AGM.
- 4.5. Additional at-large members and other vacant executive positions can be appointed by majority vote at a General Meeting.

Term of office

- 5.6. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
- 6.7. No person may hold the same executive position consecutively for more than four (4) consecutive years, except if elected by acclamation.
- 7.8. The immediate past Chairperson shall hold that office for one year.

Vacancy

- 8.9. 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 annual general meeting.

Removal of Executive

- 9.10. If an executive or representative should fail to attend to the duties of the office, 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.
- 10.11. 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.
- 11.12. The executive may appoint an interim officer or representative, and a replacement shall be elected by the members at the next General Meeting.

Remuneration of Executive

- 12.13. 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.

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Section IX – Duties of Executives and Representatives

1. The Chairperson or Co-Chairperson shall:

- coordinate PAC affairs in cooperation with the Executive;
- 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;
- preside at all general and executive meetings (If the Chairperson is unable to attend, the Co-Chairperson or other member of an executive fills in);
- ensure that an agenda is prepared and presented.
- appoint committees where authorized by the membership or the Executive;
- be the official spokesperson for the PAC.
- reads and distributes all materials received, and discusses the information with committee;
- be a signing officer.

2. The Vice Chairpersons or Co-Vice Chairperson shall:

- assume the duties of the president in the president's absence or upon request;
- assist the president in the performance of his or her duties;
- accept extra duties as required;
- be ~~a one of~~ the signing officer (optional)s;

3. The Treasurer shall:

- be one of the signing officers;
- ensure all funds of the PAC are properly accounted for;
- maintain proper, accurate and up-to-date financial records and books of all PAC accounts;
- disburse funds according to the PAC Constitution and Bylaws, and as authorized by the Executive or Membership;
- report on finances (all receipts and disbursements) at general and executive meetings;
- ensure that another signing officer has access to the financial records and books of accounts in the event of the Treasurer's absence;
- with the assistance of the executive, draft a budget (all receipts and disbursements)
- establish and maintain a separate 'PAC Gaming Account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements;
- submit an annual "Gaming Account Summary Report" or other reports as required by the BC regulatory authorities;
- make financial records available to members upon requests;
- have the financial records and books of account ready for inspection or audit annually;
- submit an annual financial statement at the AGM.

4. The Secretary shall:

- record and file the minutes of all meetings;
- circulate attendance sheets during meetings and forwards to chairperson;
- keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request; and

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- be a signing officer (optional)

5. Hot Lunch Coordinator shall:

- Organize the hot lunch activities for both the Main School and the Annex
- Coordinate volunteers for the distribution of Hot Lunch
- Manage food orders and coordinate with parents
- Manage the Hot Lunch budget
- Be a signing officer (optional)

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5.6. The DPAC Representative shall:

- act as a liaison between the DPAC and PAC, and provide PAC with information about school district events, policies, and developments;
- attend some or all DPAC meetings to represent, speak, and vote on behalf of the PAC; and
- receive, circulate, and post DPAC newsletters, brochures, and announcements.
- be signing officer (optional)

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6.7. The Immediate Past Chairperson shall:

- act as a consultant for the Chairperson;
- advise and support the membership and executive of the PAC;
- assist in the smooth the transition between the old and new Executive; and
- provide information about resources, contacts, and other essential information to the PAC.
- Be a signing officer (optional)

Section X – Election of Executive and DPAC Representative

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, except if elected by acclamation.
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).

DPAC Representative

4. 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)]. Election of DPAC Representative must be by secret ballot [School Act, Section 8(6)].

Section XI – Conduct of Executive and Representatives

Code of ethics

1. On election or appointment, every Executive and Representative must agree to:
 - a. uphold the constitution and bylaws, policies, and procedures of the electing body
 - b. perform his or her duties with honesty and integrity and in the interests of the Council

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- c. work to ensure that the well-being of students is the primary focus of all decisions
- d. respect the rights of all individuals
- e. take direction from the membership and executive
- f. encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward
- g. work to ensure that 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

Representing the PAC

- 2. Every Executive and Representative must act solely in the interests of the parent membership of the PAC.

Privacy

- 3. 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.

Disclosure of interest

- 4. 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.
- 5. Such an Executive or Representative must avoid using his or her position on the PAC for personal gains.

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 of each committee will be specified by the membership or Executive at the time of the committee is established.
- 3. Committees will report to the membership and executive as required.

Section XIII – Financial Matters

Financial Year

- 1. The financial year of the Council will be September 1st to August 31st.

Power to raise money

- 2. The Council may raise and spend money to further its purposes.

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Treasurer's report

3. A treasurer's report will be presented at each general meeting.

Signing authority

4. The executive will name at least three and no more than four signing officers for banking and legal documents. The Chairperson and Treasurer shall be signing officers. Additional signing officer may be any of the Vice Chairperson, Secretary, Hot Lunch Coordinator, DPAC Representative or Past Chairperson. Two signatures will be required on all of these documents.

Auditor

5. Members at a general meeting may appoint an auditor

Funds Distribution

6. General Fund:

- The PAC shall prepare and present a PAC Budget for approval at the AGM, by the end of the current school year to be used as guidance for the next school year.
- The PAC Budget can support up to 30% of the cost estimated for Grade 7 leaving activities to a maximum of \$10,000 French and English trips. These funds will be used to provide subsidies to families who cannot afford the full cost of leaving activities. Any additional funds will only be provided to match money raised by grade 7 parents. Requests for subsidies will be presented to the PAC no later than April 30 of each year.
- Financial expenditures outside the yearly budget can be approved at another General Meeting, in accordance with the notification requirements above.

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7. Gaming Fund

- The PAC Chairperson and Treasurer will be responsible for the yearly community gaming grant application and follow-up report.
- Gaming funds must be distributed in accordance with community gaming requirements.

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8. Legacy Fund

- The purpose of the Legacy Fund is to:
 - i. support initiatives that will have a permanent and lasting impact on multiple generations of students at either the Main School or the Annex.
 - ii. Provide a financial contingency for the PAC.
- Proposals for use of the Legacy Fund will be considered yearly and approved at the Annual General Meeting.
- The Legacy Fund must contain a minimum of \$10,000 as a contingency fund.
- Contingency funds can be used to offset operating deficits by approval at an Annual General Meeting.
- If the PAC approves the use of funds that diminish the Legacy Fund below \$10,000, those funds must be replaced by money raised by the PAC during the next fiscal year.
- The Legacy Fund may also be used to support leaving activities, through a majority vote at a PAC general meeting.

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- ~~6. The PAC will request a legacy gift from the grade 7 classes each year.~~
- ~~7. Trip budgets for next school year Grade 7 French and English trips respectively should be presented or submitted by organizers in time for PAC's June meeting. In the event of missed trip budgets, the PAC can use the last submitted trip budgets as guidance.~~
- ~~8. The PAC Budget will keep in mind to maintain a single legacy account for both Grade 7 French and English trips that would support approximately \$300/student times estimated number of participating students for one year (default estimate is 90 students). Should the number of students be projected to be above or below 90 for the next year, this allocated amount should be increased or decreased by \$300/student accordingly.~~
- ~~9. Up to \$300 per student from the Legacy Fund can be requested by the Principal for additional funding.~~
- ~~10. In the event there are excess fund from legacy account due to calculation in 8, the PAC can prepare a separate Surplus Budget to be presented to the membership for approval.~~

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Section XIV – Constitution and 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 ~~(preferably in in~~ writing in advance of the ~~as well as orally) at~~ the General Meeting where discussion is welcomed. Amendments will not be voted upon until at least the next General Meeting following the proposal and written changes must be provided to the Members at least 14 days in advance of the meeting where the vote will be taken.
3. Minutes containing Constitution and Bylaw amendments should be posted at least 14 days before the next General Meeting.

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 School District No 39 (Vancouver School District), British Columbia in the person of the Vice-Principal of the school.