

Sir James Douglas PAC

Constitution and Bylaws

Section I – Name.....	3
Section II – Mission Statement.....	3
Section III – Objectives.....	3
Section IV – Interpretation of Terms.....	4
Section V – Membership.....	5
Voting members.....	5
Non-voting members.....	5
Compliance with bylaws.....	5
Section VI – Meetings.....	5
General meetings.....	5
Conduct.....	5
Notice of meetings.....	5
Executive Meetings.....	6
Section VII – Quorum and Voting at General Meetings.....	6
Quorum.....	6
Voting.....	6
Section VIII – Executive.....	7
Role of executive.....	7
Executive defined.....	7
Eligibility.....	7
Election of executive.....	7
Term of office.....	7
Vacancy.....	8
Removal of Executive.....	8
Remuneration of Executive.....	8
Section IX – Duties of Executives and Representatives.....	8
Section X – Election of Executive and DPAC Representative.....	10
Elections at the Annual General Meeting.....	10
DPAC Representative.....	10
Section XI – Conduct of Executive and Representatives.....	10
Code of ethics.....	10
Representing the PAC.....	11
Privacy.....	11
Disclosure of interest.....	11

Sir James Douglas PAC

Section XII – Committees.....	11
Section XIII – Financial Matters.....	11
Financial Year.....	11
Power to raise money.....	11
Treasurer’s report.....	11
Signing authority.....	11
Auditor.....	12
Funds Distribution.....	12
Section XIV – Constitution and Bylaw Amendments.....	12
Section XV - Dissolution.....	13

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.

Sir James Douglas PAC

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.

“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.

“Main School” means Sir James Douglas Elementary School.

“Annex” means Sir James Douglas Elementary School Annex.

Sir James Douglas PAC

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. Note that parents who are staff of the School shall be non-voting members as indicated in Section V.2.

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 during the month of June 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.

Sir James Douglas PAC

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

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. Voting members participating via video conference, when allowed, shall be counted towards the quorum.
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). Note that an abstention does not count as a vote, but can be counted towards quorum, under Robert's rule.
4. Chair shall be given an option to abstain from voting unless there is a tie vote, in which case the Chair vote can be used to break the tie. If the chair chooses to not to abstain, s/he will not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters or through an online meeting platform if virtual meeting is offered. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or something similar through an online meeting platform (i.e. video must be turned on so online participants can be identified).
7. Voting can be by secret ballot if requested by at least two voting members present. Only in-person participants are eligible to participate in a secret ballot. Therefore, items in question shall be deferred to the next meeting that includes in-person attendance when a secret ballot is requested. However, it's important to note that the DPAC rep election via secret ballot shall not be deferred and must take place during the AGM.
8. The position of DPAC Rep must be voted upon by a secret ballot.

Sir James Douglas PAC

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
 - Hot Lunch coordinator or Co-Hot Lunch co-ordinators
 - one DPAC Representative (BC School Act 8(3) allows only one DPAC Representative for each school), and
 - Immediate Past Chairperson (not elected)
 - Up to two Director-at-Large (not elected but appointed by the executive team)
 - Executive Members-at-Large (MAL), where number of executive MAL is used to help keep the healthy size of the executive team up to ten members, when required; There will be no executive MAL when the size of executive (excluding Director-at-Large) is already ten or larger.

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 by or on at least one meeting prior to the AGM. Nominations can also be made at the AGM.
5. Additional at-large members and other vacant executive positions can be appointed by majority vote at a General Meeting.

Term of office

6. The first four groups of executive positions listed in Section IX (i.e. Chairpersons, Vice Chairpersons, Treasurers, and Secretaries) shall have 2 years term. Ideally, these two-year terms will be staggered to minimize disruption. The other positions listed in Section IX shall have 1 year term that commences immediately following election at the AGM and shall continue until the next AGM.
7. No person may hold the same executive position consecutively for more than four (4) consecutive years, except if elected by acclamation.
8. The immediate past Chairperson shall hold that office for one year.

Sir James Douglas PAC

Vacancy

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

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.
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.
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

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.

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 (required).
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 signing officer (optional);
3. **The Treasurer shall:**
 - be one a signing officers (required);
 - 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;

Sir James Douglas PAC

- 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
- 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)

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 a signing officer (optional)

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)

8. The Executive Members-at-Large shall:

- hold leadership positions within the PAC but do not serve in specific designated roles such as chairperson, vice-chairperson, treasurer, or secretary

Sir James Douglas PAC

- assist other executive members in decision-making, participate in discussions and planning sessions, and represent the interests of parents within the school community.
- attend meetings regularly, contributing ideas and feedback, volunteering for various PAC initiatives or events, and supporting the PAC's objectives and goals. It is expected that the executive Members-at-Large shall attend at least 50% of the executive meetings or forfeit his/her role as Executive Members-at-Large.

9. The Director-at-Large shall:

- participates in the governance of the PAC, attending meetings, contributing to discussions, and voting on matters brought before the executive team and the general membership.
- supports the implementation of PAC initiatives and activities, volunteering time and resources as needed to help achieve the organization's goals.
- Director-at-Large shall abstain from voting.

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
 - 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

Sir James Douglas PAC

- 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.

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

Sir James Douglas PAC

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, 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. 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.
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.
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.
 - The PAC will request a legacy gift from the grade 7 classes each year.

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.

Sir James Douglas PAC

2. Any proposed amendment to the Constitution and Bylaws must be submitted in writing in advance of 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 at 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.