

Inman Elementary School Parent Advisory Council

CONSTITUTION AND BYLAWS

Amended November 6, 2014

Table of Contents

Constitution

- Section 1 Name
- Section 2 Mission and Purpose
- Section 3 Definitions

Bylaws

- Section 1 Membership
- Section 2 Meetings of Members
- Section 3 Proceedings at General Meetings
- Section 4 Executive
- Section 5 Duties of Executive
- Section 6 Executive Committees
- Section 7 Conduct of Executive and Representatives
- Section 8 Executive Meetings
- Section 9 SPC Representatives
- Section 10 Financial Matters
- Section 11 Constitution and Bylaws Amendments
- Section 12 Property in Documents
- Section 13 Dissolution

Constitution

Section 1 Name

(a) The name of the organization shall be the Inman Elementary School Parent Advisory Council (the “Inman PAC” or the “PAC”) as established under the School Act Section 8(2).

Section 2 Mission and Purpose

(a) The Inman PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

(b) The Inman PAC’s mission is to enhance the education and well being of Inman students.

(c) The purpose of the Inman PAC will be:

(i) to encourage parent involvement in the school, educational and extracurricular activities, and decision making;

(ii) to organize and support activities for students and parents;

(iii) to enhance communication between parents, students, the community and the school staff and administration;

(iv) to review, discuss and make recommendations to the school staff and administration on:

- school policies and procedures
- learning resources
- programs and services
- facilities and equipment
- parent education;

(v) to participate in the work of the School Planning Council through the Inman PAC’s elected representatives;

(vi) to provide leadership and contribute to a sense of community within the school and between the school, home, and neighbourhood;

(vii) to provide parent education, and a forum for discussion of educational issues;

(viii) to assist the principal and staff in ensuring that the highest safety standards are maintained in the school and neighbourhood;

(ix) to provide financial support for the goals of the Inman PAC, as determined by the membership; and

(x) to advise and participate in the activities of the Burnaby DPAC and the BC Confederation of Parent Advisory Councils.

Section 3 Definitions

(a) “district” or “school board” means B.C. School District No. 41.

(b) “DPAC” or “district parent advisory council” means the parent advisory councils organized under to the School Act and operating as a district parent advisory council in School District No. 41.

(c) “PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Inman Elementary School.

(d) “parent” is as defined in the School Act and means, in relation to students registered at Inman Elementary School:

(i) a parent or other person who has guardianship or custody of the student, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s education; or

(ii) a person who usually has the care and control of the student.

(e) “school” means Inman Elementary School operating within School District No. 41.

(f) “SPC” means the School Planning Council created for Inman Elementary School under to the School Act.

Bylaws

Section 1 Membership

Voting members

(a) All parents of students registered in Inman Elementary School are voting members of the Inman PAC.

Non-voting members

(b) Administrators and staff (teaching and non-teaching) of Inman Elementary School shall be non-voting members of the Inman PAC.

(c) Persons in the school community who are not parents or guardians of students registered in the public school system may be invited to become non-voting members of the Inman PAC.

(d) At no time will the Inman PAC have more non-voting than voting members.

Compliance with constitution and bylaws

(e) Every member will uphold the constitution and comply with these bylaws.

Section 2 Meetings of Members

Meetings, Frequency and Annual General Meeting

(a) The number of PAC meetings will be set by the executive, with a minimum of four (4) general meetings to be held during the school year.

(b) One of the general meetings will be the annual general meeting, which shall be held in May.

Conduct

(c) General meetings will be conducted with fairness to all members.

(d) At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

Notice

(e) Members will be given reasonable notice of general meetings by newsletter, e-mail, and/or website.

Section 3 Proceedings at General Meetings

Procedures

- (a) Meetings will be conducted efficiently and with fairness to the members present.
- (b) If procedural issues should arise, the PAC constitution and bylaws shall be consulted and followed. If the procedural issue is not addressed within the constitution or bylaws, Robert Rules of Order will be used to resolve the situation.

Quorum

- (c) A quorum for general meetings will be three (3) voting members.
- (d) 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

- (d) Members must vote in person on all matters. Voting by proxy will not be permitted.
- (e) Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by at least two voting members present, by secret ballot.
- (f) Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the eligible votes cast (50% plus 1).
- (g) The chairperson of the general meeting shall be permitted to vote on all matters. Except as provided elsewhere in these bylaws, in the case of a tie vote the chairperson shall not be permitted to make a second or casting vote and the motion is defeated.

Section 4 Executive

Role

- (a) The executive will lead the activities of the PAC and manage the PAC's affairs between general meetings.

Positions

- (b) The executive shall include the President, Vice-President, Secretary, Treasurer, SPC Representative, DPAC Representative and such other Members-at-Large of the PAC as the membership may decide.

Eligibility

- (c) Any voting member of the PAC is eligible to serve on the executive.
- (d) The positions President, Vice-President, Secretary and Treasurer shall each be held by a different member.
- (e) The President, Vice-President, Secretary or Treasurer is permitted to also hold the position of SPC Representative and/or DPAC Representative.
- (f) The position SPC Representative may only be held by a voting member who has been elected to the SPC under Section 9 of these bylaws.

Nominations

- (g) The PAC will form a nominations committee at a PAC general meeting prior to the annual general meeting.
- (h) A letter of notice for nominations shall be distributed to all families in the school at least thirty (30) days before the annual general meeting.
- (i) Nominations may be made up to and during the annual general meeting, until declared closed by the chairperson of the nominating committee. Any voting member is eligible to make a nomination.
- (j) All nominees must provide verbal or written acceptance of their nomination prior to voting beginning at the annual general meeting.

Elections

- (k) The executive will be elected at the annual general meeting.
- (l) Elections will be conducted by the chairperson of the annual general meeting, who shall be permitted to vote.
- (m) Elections for all executive positions shall be by secret ballot.
- (n) The candidate receiving the largest number of votes shall be declared elected.
- (o) In the event that only one eligible candidate is nominated for a position, that candidate shall be elected by acclamation without the need for a vote to be taken.
- (p) In the event of a tie vote, the chairperson of the annual general meeting shall have a second or casting vote which shall break the tie.

Term

- (q) The executive will hold office for a term of one year beginning immediately following the election.
- (r) No person may hold the same executive position for more than four years.

Vacancy

- (s) Except for the positions of SPC representative and DPAC representative, if an executive 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 for the remainder of the term.
- (t) If the SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term.

Removal

- (u) The members may, by an affirmative vote 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.
- (v) Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen (14) days before the meeting.

Remuneration

- (w) 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 5 Duties of Executive

President

- (a) The President shall:
 - (i) convene and preside as chairperson of all general and executive meetings;
 - (ii) in consultation with the school administration, staff, and executive, ensure that an agenda is prepared and presented at each general meeting;

- (iii) appoint committees where authorized to do so by the membership or executive;
- (iv) take actions, or ensure that such actions are taken by others, to achieve the mission and purpose of the PAC;
- (v) speak on behalf of the PAC; and
- (vi) be a signing officer on PAC accounts.

Vice-President

(b) The Vice-President shall:

- (i) assume the duties of the President in the President's absence;
- (ii) take minutes at general meetings in the Secretary's absence;
- (iii) support and assist the president in the performance of his or her duties;
- (iv) accept extra duties as required; and
- (v) be a signing officer on PAC accounts.

Secretary

(c) The Secretary shall:

- (i) record and file minutes of all general and executive meetings;
- (ii) maintain an accurate copy of the PAC constitution and bylaws, and make copies available to members upon request;
- (iii) issue and receive correspondence on behalf of the PAC;
- (iv) ensure safekeeping of all records of the PAC; and
- (v) serve as a signing officer on PAC accounts, if necessary.

Treasurer

(d) The Treasurer shall:

- (i) maintain proper financial records and books of account of the PAC;

- (ii) prepare and present a financial report, including balance sheet and income statement, at each general meeting;
- (iii) submit annual financial statements at the general meeting immediately following the financial year end;
- (iv) disburse funds as authorized by the membership or executive;
- (v) with the assistance of the executive, draft an annual budget and plan of expenditures;
- (vi) make financial records and books of account available to members upon request;
- (vii) prepare and submit an annual PAC gaming grant application to the B.C. Gaming Policy and Enforcement Branch within required deadlines, and file annual disbursement reports as may be required;
- (viii) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- (ix) be a signing officer on PAC accounts.

DPAC Representative

(e) The DPAC Representative shall:

- (i) attend all meetings of the Burnaby DPAC and represent, speak, and vote on behalf of the PAC;
- (ii) maintain current registration of the PAC with the DPAC;
- (iii) report regularly to the membership and executive on matters relating to the DPAC;
- (iv) receive, circulate, and post DPAC newsletters, brochures, and announcements;
- (v) receive and act on all other communications from the DPAC; and
- (vi) liaise with other parents and DPAC representatives.

SPC Representative

(f) The SPC Representative shall:

- (i) attend all meetings of the SPC;
- (ii) represent, speak, and vote on behalf of the PAC at SPC meetings;
- (iii) consult with the PAC during the preparation of the school plan;
- (iv) be a strong advocate for meaningful parent involvement in the school and school planning; and
- (v) provide a report at all general and executive meetings.

Members-at-Large

(g) Members-at-Large shall:

- (i) serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires.

Section 6 Executive Committees

- (a) The membership and/or executive may appoint committees to further the PAC's purposes and carry on its affairs.
- (b) Committee membership is open to all voting members.
- (c) The terms of reference of each committee, including the designation of a committee chairperson, will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting.
- (d) Committees will report to the membership and executive as required.

Section 7 Conduct of Executive and Representatives

Code of ethics

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

Representing the PAC

- (b) Every executive member and representative must act solely in the interests of the parent membership of the PAC.

Privilege

(c) 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

(d) 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.

(e) Such an executive member or representative must avoid using his or her position on the PAC for personal gain.

Section 8 Executive Meetings

Frequency

(a) Executive meetings shall be held at the call of the president.

Notice

(b) Executive members will be given reasonable notice of executive meetings.

Quorum

(c) A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Voting

(d) All matters requiring a vote at executive meetings will be decided by a simple majority of the eligible votes cast (50% plus 1).

(e) The chairperson of the executive meeting shall be permitted to vote on all matters. In the case of a tie vote, the chairperson of the executive meeting does not have a second or casting vote and the motion is defeated.

Section 9 SPC Representatives

Role

(a) Represent, speak and advocate for the school with the school board with respect to:

- (i) the allocation of staff and resources in the school;
- (ii) matters contained in the school board's achievement contract relating to the school;
- (iii) educational services and educational programs in the school; and
- (iv) school safety, including the installation and operation of video surveillance cameras.

(b) Work with the other SPC members (the school principal and one teacher from the school elected to the SPC) to prepare and submit to the school board, by a date set by the school board, a school plan in respect of improving student achievement and other matters contained in the school board's achievement contract relating to the school.

(c) Present the draft school plan at a PAC general meeting in order to consult with the PAC membership prior to finalizing the school plan with the SPC.

(d) One SPC representative will be designated to take minutes of all SPC meetings and provide those minutes to the PAC executive in a timely way, and in any event no longer than 30 days, for inclusion in or attachment to the PAC minutes.

(e) All SPC representatives are expected to attend every PAC general meeting and take feedback expressed by parents at these meetings to the SPC.

Eligibility

(f) Each SPC representative must be the parent of a student enrolled in Inman Elementary School.

(g) Employees or elected officials of the B.C. Ministry of Education or of any board of education constituted under the B.C. School Act are not eligible to be elected or appointed as an SPC representative.

(h) A minimum of one (1) of the SPC representatives elected must also be an elected executive of the PAC.

Nominations

(i) A letter of notice for nominations for SPC representatives shall be distributed to all families in the school at least thirty (30) days before the annual general meeting.

(j) Nominations may be made up to and during the annual general meeting, until declared closed by the chairperson of the PAC nominating committee. Any voting member is eligible to make a nomination.

(k) All nominees must provide verbal or written acceptance of their nomination prior to voting beginning at the annual general meeting.

Election

(l) Three (3) SPC representatives shall be elected by secret ballot by the voting members at the annual general meeting of the PAC.

(m) The three candidates receiving the largest number of votes shall be declared elected.

(n) In the event that only three eligible candidates are nominated for SPC representative, those three candidates shall each be elected by acclamation without the need for a vote to be taken.

(o) In the event of a tie vote, the chairperson of the annual general meeting shall have a second or casting vote which shall break the tie.

Term

(p) The term of office of a person appointed or elected as an SPC representative must not be more than one year.

Vacancy

(q) In the event that an SPC representative is unable or unwilling to complete their term of office, the PAC executive will give notification to members for nominations and the election of a new SPC representative at the next PAC general meeting.

(r) As provided in the School Act, if three SPC representatives are not elected at the annual general meeting, the school principal, in consultation with the PAC, shall make appropriate recommendations to the school board for appointments that fulfill the required membership of parent representatives for the SPC.

Section 10 Financial Matters

Financial year

(a) The financial year of the PAC is from September 1 through August 31 annually.

Power to raise money

(b) The PAC may raise and spend money to further its purposes.

Bank accounts

(c) All funds of the PAC must be kept on deposit in the name of the PAC in a chartered bank registered under the Bank Act or in a credit union registered with the B.C. Financial Institutions Commission.

(d) Any grant funds received from the B.C. Gaming Policy and Enforcement Branch must be deposited into a separate bank account.

Signing authority

(e) The executive will name at least three signing officers for banking and legal documents.

(f) A minimum of two signatures will be required for all banking and legal documents. If there are only two signatories for banking or legal documents, they shall not be members of the same immediate family.

Annual budget

(g) The executive will prepare a budget, including revenue and plan of expenditures, and present it to the membership for approval at a general meeting before the current budget expires.

Non-budgeted expenditures

(h) The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

(i) Any non-budgeted expenditures made must be presented to and voted on by the members at a general meeting before any reimbursements are made.

Treasurer's report

(j) A treasurer's report will be presented at each general meeting.

Audit

(k) Members at a general meeting may appoint an auditor.

(l) The financial records and books of account of the PAC shall be made available by the Treasurer for audit or inspection upon request at any time by voting members, the school principal or the school board.

Retained assets

(m) The PAC shall endeavour to retain on deposit at financial year end a reasonable level of current assets to be carried over for PAC use in the following year.

Section 11 Constitution and Bylaws Amendments

Vote

(a) The members may, by an affirmative vote of not less than 2/3 of the votes cast, amend the PAC's constitution and bylaws at a general meeting.

Notice

(b) Written notice specifying the proposed amendments must be given to the members not less than 14 days before the general meeting.

(c) Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Filing

(d) Amended copies of the constitution and bylaws of the PAC shall be filed with the school principal in the school office, and with the school board and DPAC as may be required.

Section 12 Property in Documents

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

Section 13 Dissolution

(a) The PAC shall be dissolved in the event that the school board closes the school.

(b) In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed as decided upon by the voting members at the final PAC general meeting.

(c) In the event of winding up or dissolution, all records of the PAC shall be placed under the jurisdiction of the school board, in the person of the school principal and/or the Secretary of the school board.

**Adopted by the Inman Elementary School Parent Advisory Council at Burnaby,
British Columbia, on November 6, 2014.**

/s/ Jaclyn Pho
Jaclyn Pho
President

/s/ Chris Doerksen
Chris Doerksen
Secretary

Amended March 2001
Amended November 6, 2014

APPENDIX I.

Code of Ethics

A parent who accepts a position as an executive member, committee member, or representative of the Inman Elementary School Parent Advisory Council:

- (a) upholds the constitution and bylaws, policies, and procedures of the membership;
- (b) performs his or her duties with honesty and integrity and in the interests of the PAC;
- (c) fully and promptly discloses to the PAC all potential personal interests, either directly or indirectly, that he or she may have in a proposed contract or transaction involving the PAC;
- (d) avoids using his or her position on the PAC for personal gain;
- (e) works to ensure that the well-being of students is the primary focus of all decisions;
- (f) respects the rights of all individuals;
- (g) takes direction from the membership and executive;
- (h) 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;
- (i) works to ensure that issues are resolved through due process;
- (j) strives to be informed and only passes on information that is reliable;
- (k) respects all confidential information; and
- (l) supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the Inman Elementary School Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that may be agreed to by the PAC membership, should there be any concerns about my work.

Signature and Name of Executive Member, Committee Member, or Representative:

Name:

Position:

Date _____

Phone number _____