

**CONSTITUTION
AND
BYLAWS
FOR
EDITH CAVELL ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

**Adopted as outlined herein by voting members
at the Parent Advisory Council meeting held**

On March 5th, 2019

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CONSTITUTION

SECTION I - NAME

The name of the association is EDITH CAVELL SCHOOL PARENT ADVISORY COUNCIL (School District No. 39).

The Edith Cavell Elementary School Parent Advisory Council (“PAC”) shall operate as a non-profit organization with no personal financial benefit.

No PAC members shall receive remuneration, either directly or indirectly from the PAC, for their services as PAC members. Likewise, no executive shall receive remuneration for their services as executive members.

The business of the PAC shall be unbiased towards race, religion, sex, gender identity, gender expression, sexual orientation, physical or mental ability, or politics.

SECTION II - PURPOSES OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students in Edith Cavell School (the “School”). More particularly, the PAC may:

1. advise the principal and staff on parent/guardian views on any programs, policies, plans, and activities relating to the School;
2. communicate with parents/guardians and promote cooperation between the home and the School in providing for the education of children;
3. assist parents/guardians in accessing the system and facilitate advocacy support for students and parents;
4. organize PAC activities and events, including fundraising;
5. contribute to the effectiveness of the School by promoting the involvement of parents/guardians and other community members; and
6. represent the views of the PAC to organizations outside 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 Edith Cavell Elementary School
Parent	<p>Is defined by the School Act, and means:</p> <ul style="list-style-type: none"> (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the <i>Family Law Act</i> that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or (b) a person who usually has the care and control of the student or child
School	Edith Cavell Elementary School (SD #39)

BYLAWS

SECTION I - QUORUM AND VOTING

Voting Members

All parents of students registered at Edith Cavell Elementary School are voting members of the group, to a maximum of 2 adults per family.

Non-Voting Members

1. Administration and staff (teaching and non-teaching) of Edith Cavell Elementary School are non-voting members of the group.
2. At no time shall the PAC have more non-voting than voting members.

Quorum

The quorum for any general meeting shall be eight voting members.

Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the chair does not break the tie and the motion shall be defeated.
3. Members shall vote personally on all matters. Voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands or, where requested by two voting members present, by secret ballot with the exception of elections.
5. The election of officers shall be done by secret ballot as set in Section III.

SECTION II - MEETINGS

1. There shall be an Annual General Meeting (AGM) for the purpose of election of Officers at the end of each school year. Additional general meetings shall be held on an ongoing basis, usually one per calendar month during the school year to conduct current business.
2. Notice of meetings shall be given to members of the PAC via email. Additional methods of communication may also be used.
3. Notice of general meetings shall be given a minimum of 3 days in advance.

Notice of the AGM shall be given a minimum of 14 days in advance.

4. Meetings shall be conducted efficiently and with fairness to all members.
5. In general, meetings will be conducted according to a simplified version of Robert's Rules of Order. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

SECTION III - ELECTIONS

1. The positions of Chairperson, Vice-Chair, Treasurer, Secretary, Webmaster and DPAC Representative shall be elected (or acclaimed, in the event there is only one nominee for a position from the voting members at the AGM).
2. No employee or elected official of SD# 39 or the Ministry of Education shall hold the position of Chairperson, Vice-Chair, Treasurer, Secretary, DPAC representative or Webmaster.
3. Call for nominations shall be made two months before the AGM.
4. The Past Chairperson, or if they are unwilling or unable, the Secretary, shall conduct elections.
5. Elections shall be conducted by secret ballot. In the event that only one person is nominated for an Executive position, no vote is required and the person acclaims the position.
6. A vote shall be taken to destroy the ballots after the election.

VACANCY

In the event of a vacancy of an Executive Officer during the year the PAC shall, at any general meeting, elect a new officer who shall hold office 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 their term of office and may elect an eligible PAC 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.

SECTION IV - TERM OF OFFICE

1. The term of office shall commence September 1 and shall be for one year.
2. No person shall hold the same executive position for more than three consecutive years, with the exception of Webmaster and DPAC Representative.
3. No person shall hold more than one elected position at any one time, with the

exception of the positions of Webmaster and DPAC Representative, where these positions may be held concurrently with another elected position.

4. No family shall hold two elected positions at any one time.
5. The Executive Committee shall make a good faith effort each year to encourage new parents to join the Executive Committee so as to attempt to achieve a balance between continuity of personnel and new members.
6. The Past Chairperson shall hold that office for one year, except in the case where the Chairperson remains in office for two or three consecutive years. In that case, the Past Chairperson shall have the option of continuing to hold that office for a second or third year.
7. In the event that an executive does not attend three consecutive meetings, their term is considered expired and a new officer shall be elected.

SECTION V - COMMITTEES

1. The membership and executive may appoint committees (standing or ad hoc) to further the Council's purposes and carry on its affairs.
2. The terms of reference (including decision-making authority) of each committee will be specified by the PAC membership or the executive at the time the committee is established.
3. Committees will report to the membership at each general meeting, and by request to the executive.
4. Any course of action which could profoundly affect the membership must be brought to the membership for a vote.
5. Committees may be terminated at the completion of their tasks.
6. By a majority vote of not less than 75% of votes cast, the PAC may dissolve a committee before the completion of the committee's tasks.
7. All Committee members shall abide by the Code of Conduct outlined in Section XI.

SECTION VI - EXECUTIVE COMMITTEE

1. The elected (or acclaimed) Executive Officers shall be as follows:
 - a. Chairperson
 - b. Vice-Chair
 - c. Treasurer
 - d. Secretary
 - e. Webmaster
 - f. DPAC Representative
2. The Executive Committee consists of the Executive Officers, and the Past

Chairperson.

3. Two or more persons may share each office and shall be named co-officers.
4. The business of the PAC shall be managed by the Executive Committee.
5. Each member of the Executive Committee shall have one vote at all executive meetings.

SECTION VII - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

1. The Chairperson shall:

- a. convene and preside at general and executive meetings;
- b. ensure that a meeting agenda is prepared and presented;
- c. be familiar with the constitution and bylaws of the PAC;
- d. be familiar with resources available to assist members;
- e. appoint committees where authorized to do so by the Executive Committee or members;
- f. consult PAC members regularly;
- g. ensure that the PAC is represented in the activities of the School and School District No. 39;
- h. ensure that the PAC's activities are aimed at achieving the purposes of the PAC; and
- i. be the official spokesperson for the PAC or delegate as necessary;

2. The Vice-Chair shall:

- a. support the Chairperson
- b. assume the duties of the Chairperson in their absence and upon request
- c. assist the Chair in the performance their duties
- d. accept extra duties as required

3. The Secretary shall:

- a. ensure that members are notified of general and executive meetings;
- b. record the minutes of all general and executive meetings;
- c. maintain an accurate copy of the constitution and bylaws;
- d. issue and receive correspondence on behalf of the PAC; and
- e. send PAC-wide emails, as determined by the executive committee;
- f. maintain all records of the PAC.

4. The Treasurer shall:

- a. receive all funds for the PAC;
- b. deposit all funds collected on behalf of the PAC in an account in the name

- of the PAC at a recognized financial institution approved by PAC;
- c. disburse funds authorized by the Executive Committee or members;
- d. maintain an accurate record of all income and expenditures of the PAC;
- e. give a financial report at each general meeting;
- f. make all books and financial records of the PAC available for viewing by members upon request;
- g. prepare the books and financial records of the PAC ready for inspection or audit annually;
- h. ensure that another signing officer for the PAC has access to the books and financial records of the PAC in the event of his or her absence; and
- i. submit an annual financial report.

5. The DPAC Representative shall:

- a. attend PAC and DPAC meetings;
- b. seek and give input on behalf of the PAC to DPAC;
- c. report back to the PAC;
- d. give a report at each general meeting; and
- e. submit an annual report to the PAC, if requested to do so by the Chairperson.

6. Chairpersons of Committees shall:

- a. serve in a capacity as the PAC shall determine from time to time;
- b. give a report at each general meeting; and
- c. submit an annual report if requested to do so by the Chairperson.

7. The Past Chairperson shall:

- a. assist in making a smooth transition between Chairpersons;
- b. assist, advise and support the PAC, including providing information about resources, contacts and other essential information to the PAC so as to achieve continuity in the management of the PAC;
- c. act as a consultant for the Chairperson; and
- d. chair the elections portion of the AGM.

8. The Webmaster shall:

- a. regularly update and maintain the PAC website;
- b. compile and maintain the PAC email list;
- c. post meeting minutes to the website, upon approval;
- d. post the constitution and bylaws to the PAC website;

SECTION VIII - EXECUTIVE MEETINGS

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

SECTION IX - COMMUNICATIONS

1. Any communication (newsletters, email, social media, etc) made on behalf of the PAC shall be unbiased towards race, religion, gender, sexual orientation, physical or mental ability, or politics.
2. The PAC email list and/or PAC social media accounts are to be used for PAC-endorsed messages only. Use by free-standing parent groups is forbidden.

SECTION X - FINANCES

1. The fiscal year-end for Edith Cavell Elementary School PAC is August 31.
2. A budget and tentative plan of expenditures should be drawn up by the Treasurer and presented for approval at a general meeting.
3. All funds of the PAC 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.
5. Two signatures will be required for all banking and legal documents such as for cheques.
6. No individual shall be a signatory on their own reimbursement cheque.
7. All money spent above and beyond a predetermined petty cash amount (\$250) 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.
8. A Treasurer's Report to all members shall be prepared regularly, including a year-end 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 days of the request.
9. 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 XI - CODE OF ETHICS

A parent who is a member of a committee (Executive, ad hoc or standing) shall agree to:

1. uphold the constitution and bylaws, policies and procedures of the PAC;
2. perform their duties with honesty, integrity and transparency;
3. work to ensure that the well-being of students is the primary focus of all decisions;
4. respect the rights of all individuals;
5. acknowledge that all committees are a subset of the PAC, and therefore are responsible to the PAC;
6. take direction from the PAC members, ensuring representation processes are in place;
7. encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward those concerns;
8. work to ensure all issues are resolved through due process;
9. strive to be informed and only pass on information that is reliable, factual and free from bias;
10. respect all confidential information;
11. disclose to the Executive Committee any conflict of interest (namely, any situation in which the individual or their immediate family could benefit monetarily from a decision of the PAC). Then remove themselves from discussion, and refrain from influencing or voting upon the matter; and
12. agree to sign the Statement of Understanding set out in these bylaws.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Edith Cavell PAC _____ Committee, have read, understood, and agreed to abide by the Code of Ethics set out in this document.

Name of Committee Member: _____

Signature: _____

Date: _____

SECTION XII - CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the PAC.
2. Written notice of any meeting at which a resolution shall be considered to amend the constitution and bylaws shall be posted on the PAC bulletin board or website and published in a letter or newsletter to all members at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.

SECTION XIII - PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member of the Executive Committee in connection with the PAC shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member ceases to perform the task to which the papers relate.

SECTION XIV - DISSOLUTION

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to any other parent advisory council or councils in School District No. 39 (Vancouver School District) ("SD #39") which has purposes similar to those of the PAC and which meets all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of SD# 39 in the person of the principal of the School.