

Quarterway Elementary School Parent Advisory Council

Constitution and Bylaws (Revised May 18, 2023)

Section 1 - Constitution

1. The name of the association shall be the Quarterway Elementary School Parent Advisory Council (PAC) of School District 68. The council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender, politics, sexual orientation, gender identity and physical or mental ability.
2. The purpose of the Council is:
 1. To review, discuss and make recommendations to the Principal, Board of Education, School District 68 and school staff on any matter relating to the school,
 2. To review, discuss and make recommendations to the principal on educational matters pertaining to the school
 3. To communicate with parents and promote cooperation between the home and school in providing for the education of children
 4. To assist parents in obtaining information regarding the school and its programs and to advocate on behalf of parents and students
 5. To organize PAC activities and events
 6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
 7. To exchange ideas and information in coordination with the District Parent Advisory Council and/or the BC Confederation of Parent Advisory Councils

Section 2 - Dissolution

1. Upon dissolution of the Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having similar charitable purpose. The provisions shall be unalterable.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the School District 68 in the person of the principal of the school.

Bylaws

3. Membership

1. All parents and guardians of students registered at Quarterway Elementary School may be voting members of the group
2. Administration and staff (teaching and non-teaching)(with children in attendance at the school) of Quarterway Elementary School may be voting members of the group
3. Members of the school community who are not parents of students currently in the system may be non-voting members of the group
4. At no time shall there be more non-voting members than voting members

4. Meeting and Executive Meetings

1. There shall be an Annual General Meeting for the purpose of election of offices held in February each year and additional general meetings shall be held once a month during the school year to conduct business
2. Executive meetings and additional extraordinary meetings shall be held at the discretion of the Executive or upon receipt of a petition containing 25 signatures of voting members
3. Written notice, in the form of an email or paper copy and including the proposed agenda, must be sent or given to all members a minimum of 14 days prior to extraordinary meetings
4. Meetings will be conducted efficiently and with fairness to the members present
5. 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 the constitution

5. Voting

1. The voting members at any duly called General meeting shall constitute a quorum
2. Questions arising at any meeting shall be decided upon by a simple majority vote. If the issue is deemed extraordinary by executive or by petition containing 25 signatures of voting members, the topic will be deferred until the next meeting. If the issue is deemed extraordinary the executive will report on it the next meeting to clarify why the issue will not be put to a vote
3. In the case of a tie vote, the chairperson does not have a second or casting vote and the motion is defeated
4. Voting in all matters, with the exception of spending requests as outlined in Section 11, bullet #4, must be performed in person; voting by proxy shall not be permitted. Voting on spending requests outlined in Section 11, bullet #4 may be performed in person or via email thread. The email thread must be sent from a PAC email address and include a clear subject line, with the email body including the context of the request, as well as the

total dollar value. The spending request is considered approved once the majority of the Council has replied to the email thread indicating "Yes". The email thread must then be saved to a PAC shared drive for record keeping.

5. In the case of extraordinary issues, the executive is responsible for conducting a vote ensuring as many voting members as possible cast a ballot
6. Voting shall be done by a show of hands or where requested by two present voting members by secret ballot

6. Election of Executive Officers

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting. Any employee or elected official of the school district or of the Ministry of Education must make their position known to the potential voters at the time of accepting the nomination
2. Call for nominations shall be made at meetings in December or January with elections held in February
3. In the event of a vacancy on the Executive during the year the Council shall elect a new officer who shall hold office until the next election
4. Elections shall be conducted by the Nominations Committee Chairperson at the time of the election
5. Scrutineers shall be appointed as required by the Nominations Committee Chairperson at the time of the election
6. A vote shall be taken to destroy the ballots (if required)

7. Terms of Office

1. Members running for Executive positions must be present at the Annual General Meeting in February to be elected
2. The term of office shall commence on March 1st of each year
3. No elected member of the Council may hold any one position for more than two consecutive years. If no new member is able to fill an executive position the PAC may vote to allow the same person to continue in their previous role
4. The past chairperson shall remain on the Executive for one year

8. Executive Officers

1. The affairs of the council shall be managed by a board of elected officers and the immediate past chairperson
2. The executive officers will be as follows:
 - a. Chairperson(s)
 - b. Vice Chairperson(s)
 - c. Treasurer(s)

- d. Secretary(ies)
- e. Member(s) at large
- f. Past Chairperson
- g. DPAC Representative

9. Duties of Officers

1. Chairperson(s) *Mandatory position
 - a. Shall convene and preside at all general and executive meetings of the PAC
 - b. Shall ensure that an agenda is prepared and presented
 - c. Shall appoint Committees where authorized to do so by the executive and the voting membership
 - d. Shall take such actions to ensure that such actions are taken by others to achieve the objectives and purpose of the organization
 - e. Shall be an ex-officio member to all Committees except the Nominations Committee
 - f. Shall be called upon to report as required to do so during the term of office
 - g. Shall be a signing officer
2. Past Chairperson
 - a. Shall help smooth the transition between Chairpersons
 - b. Shall act as a consultant for the Chairperson
 - c. Shall chair the Nomination Committee, if not running for another executive position
 - d. Shall assist and advise the Council on objectives and purpose of the organization
 - e. Shall be called upon to report as required during the term of office
3. Vice Chairperson
 - a. Shall assume the responsibilities of the Chairperson in his or her absence
 - b. Shall accept extra duties as required
 - c. Shall be a signing officer
 - d. Shall be called upon to report as required during the term of office
4. Secretary *Mandatory Position
 - a. Shall record the minutes of all general, special and executive meetings
 - b. Shall distribute minutes to Council members
 - c. Shall keep an accurate copy of the Constitution and Bylaws; if and when changes are made they shall be done in red and the copy amended shall be dated and initialed, and a copy submitted to the school office for safekeeping
 - d. May issue and receive correspondence on behalf of the organization
 - e. May be a signing officer
 - f. Shall safely keep all the records of the Council in the school
 - g. Shall be called upon to report as required during the term of office
5. Treasurer *Mandatory Position

- a. Shall be responsible for and report on the accounts of the organization
- b. Shall be one of the three signing officers of the executive as per Section 11
- c. Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section 11
- d. Shall prepare a financial report for the Annual General Meeting in February
- e. Shall ensure that another executive member has access to the books in the event of his or her absence
- f. Shall be responsible for the application for Gaming Funds
- g. Shall be responsible for the annual report submitted to the BC Gaming Branch
- h. Shall assist the Chairperson with obtaining Gaming License(s) when required for PAC sponsored events

6. Members at Large

- a. Shall number no more than two (2) persons
- b. Shall undertake such duties from time to time as determined by the council at the time of election and at other times throughout their tenure
- c. Shall be called upon to report as required during the term of office

7. District Parent Advisory Council Representative(s)

- a. Shall facilitate the exchange of ideas and information between Quarterway Elementary PAC and the District PAC
- b. Shall attend DPAC meetings
- c. Shall seek input from the PAC
- d. Shall be called upon to report as required during the term of office

10. Committees

1. Committees are responsible to the Executive
2. All committees will be required to report the committee minutes to the Executive when required to do so
3. Standing and ad-hoc committees shall be formed when necessary
4. Committee Chairs may be appointed by the executive; any PAC member can request to join a committee
5. A Nomination committee shall be appointed at the general meeting in December of January
6. Shall abide by the Code of Conduct as per the Constitution and Bylaws

11. Finances

1. A budget and tentative plan of expenditure would be drawn up and reviewed by the Executive and presented for approval at a General meeting prior to the end of November each year

2. All funds of the organization will be on deposit in a Bank or Financial establishment registered under the Bank Act
3. 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 these documents
4. The Executive may spend up to \$400 to further the Council's regular business between meetings. Any expenditures required over \$400 shall be voted on by the Council at either the next general meeting or a duly called extraordinary meeting
5. A Treasurer's report to all members should be distributed to general PA members prior to the end of each school term
6. A need for audits will be agreed upon by the members at any General Meeting whereupon an independent Auditor will be appointed as needed

12. Constitution and Bylaw Amendments

Amendment to the Constitution and Bylaws of the Quarterway Elementary Parent Advisory Council may be made at any general meeting at which business is conducted providing:

1. Written notice, in the form of an email or paper copy, of the meeting has been given to all members prior to the meetings (14 days minimum)
2. The notice of the meeting includes the specific amendments proposed, including the proposed agenda
3. A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

13. Removal of an Executive Member

1. The members may, by a majority vote of at least 75% of the votes cast, remove an executive member before the expiration of his or her term of office and may elect a successor to complete the term. This may be done in the following circumstances; when the member has committed a violation of the Code of Conduct during their term in an executive position
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting; by mail or in person

14. Code of Conduct

1. Quarterway Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community
2. An executive member who is approached by a parent with concern relating to an individual is in a privileged position and must treat such discussion with discretion

3. A parent/guardian who accepts a position as a PAC executive member:
 - a. Upholds the constitution and bylaws, policies and procedures of the PAC
 - b. Performs his or her duties with honesty and integrity
 - c. Works to ensure that the well-being of students is the primary focus of all decisions
 - d. Respects the rights of all individuals
 - e. Takes direction from the members, ensuring that representation processes are in place
 - f. Encourage and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - g. Works to ensure that issues are resolved through due process
 - h. Strives to be informed and only passes on information that is reliable and correct
 - i. Supports public education
 - j. Shall abstain from voting on an issue which places that member in a conflict of interest position

Code of Conduct Signature Page

I, the undersigned, in accepting the position of _____ for the Quarterway Elementary Parent Advisory Council have read, understood and agreed to abide by the Code of Conduct as outlined in the Constitution and Bylaws. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concern about my work.

Name of executive member/committee member/representative

Signature

Date

Phone Number

