

Constitution & Bylaws May 2017

Legislative authority preamble:

The British Columbia School Act provides that:

...it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;

And to assist in facilitating the achievement of those objectives the Act recognizes Parent Advisory Councils and provides further that:

...A parents' advisory council through its elected officers, may advise the Board, and the principal and staff of the school or Provincial school respecting any matter relating to the school or the Provincial school.

Approved by the members of the
McCammon Elementary PAC
on Monday, April 4, 2016.

First amended on Thursday, October 6, 2016
Second amendments passed Thursday, May 11, 2017

Third amendment passed Thursday, June 3rd, 2022

CONSTITUTION

TABLE OF CONTENTS

SECTION 1: Name

SECTION 2: Purpose

SECTION 3: Interpretation of Terms

CONSTITUTION

SECTION 1 - NAME

The name of the Association shall be the McCammon Elementary School Parent Advisory Council or McCammon Elementary School PAC. The PAC will operate as a non-profit organization with no personal financial benefit accruing to members. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 - PURPOSE

The purposes of the PAC will be:

1. To promote effective communication between the home and school.
2. To promote improvements in the educational program, facilities and culture of McCammon Elementary School with a view to enhancing student learning.
3. To encourage parents to participate in meaningful educational activities and decision making.
4. To strengthen the role of parents in the education of their children through professional development on the rights and responsibilities of parents within the education system.
5. To organize PAC activities and events for students and parents.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. To advise the principal and staff on parents' views on any matter relating to the school programs, policies, plans and activities.
8. To provide financial support for the goals of the PAC as determined by the membership.

SECTION 3 - INTERPRETATION OF TERMS

"**community organizations**" means groups that demonstrate an interest in education or the health and well-being of students enrolled at M'Cammon Elementary School

"**district**" means the Chilliwack School District (No. 33)

"**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 Chilliwack School District

"**PAC**" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in M'Cammon Elementary School

"**parent**" is as defined in the School Act and means:

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in the Chilliwack School District

"**school**" means M'Cammon Elementary School

BYLAWS

TABLE OF CONTENTS

SECTION 1: MEMBERSHIP

SECTION 2: MEETINGS OF MEMBERS

SECTION 3: PROCEEDINGS AT GENERAL MEETINGS

SECTION 4: EXECUTIVE

SECTION 5: EXECUTIVE MEETINGS

SECTION 6: COMMITTEE CHAIRS

SECTION 7: DUTIES OF THE EXECUTIVE

SECTION 8: CODE OF ETHICS

SECTION 9: COMMITTEES

SECTION 10: FINANCIAL MATTERS

SECTION 11: CONSTITUTION AND BYLAWS AMENDMENTS

SECTION 12: PROPERTY IN DOCUMENTS

SECTION 13: DISSOLUTION

BYLAWS

SECTION 1 - NAME

Voting members

1. All parents of students registered in McCammon Elementary School are voting members of the Council.
2. Each member shall be able to cast one vote.

Non-voting members

3. Administrators and staff (teaching and non-teaching) of McCammon Elementary School are encouraged to attend general meetings of the PAC as non-voting members and liaise with parents.
4. Members of the school community who are not parents of students registered in the school may be invited to attend as non-voting members of the PAC.
5. At no time will the PAC have more non-voting than voting members.

Compliance with bylaws

6. Every member will uphold the constitution and comply with these bylaws.

SECTION 2 - MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members as per Robert's Rules of Order.
2. General meetings shall be held on a regular basis during the school year (September to June) to conduct current business.
3. Additional meetings may be called by the Chairperson or at the written request of at least five members.

Annual General Meetings

4. The Annual General Meeting (AGM) shall be held each May.
5. The Annual General Meeting shall include:
 - a. Presentation of the minutes from the previous AGM
 - b. Presentation of the reports from the executive and any committee chairs
 - c. Election of the new executive officers
 - d. Approval of financial statements and proposed budget
 - e. An audit or financial report on the PAC finances

Conduct

6. At general meetings and Annual General Meetings, members will not discuss individual school personnel, students, parents or other members of the school community.

Notice of meetings

7. Members will be given reasonable notice of general meetings.

SECTION 3 - PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings and Annual General Meetings will be three executive members plus two PAC members in attendance.

2. If at any time during a general meeting or an Annual 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. Motions shall be passed by a simple majority with the exception of those that require 2/3 majority as per Robert's Rules of Order. Where procedural problems arise which cannot be resolved with these bylaws, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.

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, or in the case of an electronic meeting, members may vote if their name and face are displayed. 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 secret ballot.

7. A vote will be taken to destroy the ballots after every election.

SECTION 4- EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the Chairperson, Vice-Chairperson, Secretary, Treasurer, DPAC representative and Immediate Past Chairperson and such other members of the PAC as the membership describes.

3. The Immediate Past Chairperson shall hold that office for one year. This is a non-voting executive position.

Eligibility

4. All nominees must be voting members of the PAC.

5. Only voting members who are not actively employed by the Chilliwack School District or the Ministry of Education shall be eligible to hold the position of Chairperson or Vice-Chairperson.

6. All executive members must provide a valid Police Information Check to the PAC or school.

Nomination and election of executive

7. The executive will be elected at each Annual General Meeting.

8. The Nominations Committee shall be formed in March.

9. Nominations and elections for the following positions will be held in this order:

- a. Chairperson
- b. Vice-Chairperson
- c. Treasurer
- d. Secretary
- e. DPAC Representative
- f. Members-at-Large

10. The nomination and election process shall be chaired by either the school's principal, vice-principal, or principal designate

11. The the principal of the school calls for nominations to a position. The call is repeated three times.

12. A vote is conducted by secret ballot if there is more than one nominee for a position. All votes for the election of the DPAC Representative must be by secret ballot according to the School Act.

13. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

Term of office

14. Term of office is from July 1st to June 30.

15. No person shall hold more than one elected position at any one time.

16. Any elected PAC executive member may serve on the executive for a limit of three consecutive terms In any one executive position.

Vacancy

17. 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

18. The members 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 or appoint an eligible member to complete the term.

19. 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.

20. If at any time an executive member cannot provide a valid Police Information Check to the PAC or school, their acceptance of the position will be void and the PAC may appoint or elect an eligible member of the membership to fill the vacancy until the next Annual General Meeting.

Remuneration of executive

21. 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.

Viability

22. In the event all positions cannot be filled, the minimum to be viable is three: Chairperson, Secretary and Treasurer.

SECTION 5 - EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chairperson.

2. The executive may meet prior to each general meeting or as necessary to conduct the business of the PAC.

Quorum

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

Notice

4. Executive members will be given reasonable notice of executive meetings.

Voting

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

6. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

7. Motions shall be passed by a simple majority with the exception of those that require 2/3 majority as per Robert's Rules of Order. Where procedural problems arise which cannot be resolved with these bylaws, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.

Electronic meetings

8. Electronic meetings may be held at the discretion of the executive.

9. Electronic meetings must abide by the bylaws governing executive meetings and the code of ethics.

SECTION 6 - CONDUCT OF EXECUTIVE AND COMMITTEE CHAIRS

Code of ethics

1. On election or appointment, every executive member and committee chair must sign and agree to abide by the code of ethics contained in these bylaws.

Representing the PAC

2. Every executive member and committee chair must act solely in the interests of the PAC.

Privilege

3. Any information received in confidence by an executive member and committee chair 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

4. An executive member and committee chair 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 member and committee chair shall Inform the PAC of any matters of conflict of interest and shall refrain from discussing, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.

SECTION 7 - DUTIES Of EXECUTIVE

A. The Chairperson will

- a. Provide leadership
- b. Ensure that the business of the PAC is proceeding effectively
- c. Speak on behalf of the PAC
- d. Preside at membership and executive meetings
- e. Prepare an agenda for general and executive meetings
- f. Be current on the M'Cammon PAC constitution, bylaws and meeting rules
- g. Read information sent to the PAC and distribute information to the members as necessary
- h. Collaborate with the Principal of the school to assist members
- i. Appoint standing and special committees where authorized by the membership or executive
- j. Consult PAC members regularly and keep them informed
- k. Prepare a notice of meeting and agenda highlights that may be included in the parents' newsletter, bulletin board, posted on school website, Facebook Group or other digital media
- l. Be a signing officer for cheques and documents
- m. Ensure all other members of the executive and committee chairs have a valid Police Information Check
- n. Ensure the PAC is represented in school and district activities
- o. Ensure a Nominations Committee is formed in March
- p. Submit an annual report for the Annual General Meeting
- q. Ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting

B. The Vice-Chairperson will

- a. Assist the Chairperson as required
- b. Accept extra duties as required by the executive
- c. Ensure that the business of the PAC is proceeding effectively
- d. Maintain the PAC calendar of events and activities
- e. Assume the duties of the Chairperson in the Chairperson's absence or upon request
- f. Ensure the Chairperson has a valid Police Information Check
- g. Submit an annual report at the Annual General Meeting
- h. Ensure that all relevant information regarding this position is passed on to the succeeding Vice-Chairperson by the June general meeting
- i. Be a signing officer for cheques and documents

C. The Secretary will

- a. Record the minutes of all meetings
- b. Record the attendance at all PAC meetings
- c. Post the minutes of all PAC meetings within two weeks to the school website, Facebook Group or other digital media and forward to the members who attended
- d. Maintain all records of the PAC Including bylaws, reports and minutes
- e. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- f. Prepare and maintain other documentation as requested by the membership or executive
- g. Ensure safekeeping of all records of the PAC
- h. Be a signing officer for cheques and documents
- i. Submit an annual report for the Annual General Meeting
- j. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the June general meeting

D. The Treasurer will

- a. Ensure all funds of the PAC are properly accounted for
- b. Deposit all funds collected on behalf of the membership in an account at a recognized financial institution approved by the PAC
- c. Disburse funds as authorized by the executive or PAC
- d. Report on all receipts and disbursements at general and executive meetings
- e. Maintain detailed accounts of all receipts and expenditures ensuring all expenditures are authorized by motion or through the approved budget
- f. Present a written report on the financial status of the PAC for all general meetings
- g. Make books available for viewing by members upon request
- h. Be a signing officer for cheques and documents
- i. Ensure that another signing officer has access to the books in the event of their absence
- j. With the assistance of the executive and/or budget committee, draft an annual budget to be presented at the next Annual General Meeting
- k. Prepare the books for an annual audit or review
- l. Submit an annual report for the Annual General Meeting
- m. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end

E. The DPAC Representative will

- a. Attend meetings of the DPAC and represent, speak and vote on behalf of the PAC
- b. Maintain current registration of the PAC with DPAC and BCCPAC as directed by the executive
- c. Report regularly to the PAC and executive on all matters relating to the OPAC
- d. Seek and give input to the OPAC on behalf of the PAC
- e. Receive, circulate, and post OPAC newsletters, brochures, and announcements
- f. Receive and act as directed by the executive on all other communications from the DPAC
- g. Liaise with other parents and OPAC representatives
- h. Prepare an annual report for the Annual General Meeting
- i. Ensure that all relevant information regarding this position is passed onto the succeeding DPAC Delegate by the June general meeting
- j. Be a signing officer for cheques and documents

F. The Immediate Past Chairperson will

- a. Provide continuity of leadership
- b. Serve as advisor to the chairperson
- c. Advise and support the membership and executive
- d. Provide information about resources, contacts, and other matters
- e. Assume specific tasks or responsibilities as requested by the executive
- f. Prepare an annual report for the Annual General Meeting

G. The Members-at-Large will

- a. Serve in a capacity to be determined by the PAC at the time of the election and at other times as the PAC requires
- b. Support the other executive members
- c. Be a signing officer for cheques and documents
- d. Submit an Annual Report

SECTION 8 - CODE OF ETHICS

Any parent who accepts a position as a PAC executive member or committee chair must abide by the following Code of Ethics:

1. Uphold the constitution, bylaws, policies and procedures of the PAC
2. Perform duties with honesty, integrity and in the interests of the PAC
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made
4. Promote the wellbeing of students
5. Respect the rights of all individuals
6. Take direction from the members
7. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward
8. Work to ensure that issues are resolved through due process
9. Strive to be informed and only pass on information that is reliable
10. Respect all confidential information
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings
13. All positions shall submit an annual report of their term in office
14. Must sign the following Statement of Understanding

CODE OF ETHICS - Statement of Understanding

A parent who accepts a position as a PAC executive member or committee member must:

1. Uphold the constitution and bylaws and policies and procedures of the PAC
2. Perform duties with honesty, integrity and in the interests of the PAC
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made
4. Promote the wellbeing of students
5. Respect the rights of all individuals
6. Take direction from the members
7. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
8. Work to ensure that issues are resolved through due process
9. Strive to be informed and only pass on information that is reliable
10. Respect all confidential information
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings
13. All positions shall submit an annual report of their term in office

Statement of Understanding

I, the undersigned, in accepting the position of _____ of M'Cammon PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member or Committee Member:

Signature _____

Date _____

Phone number _____

Email _____

SECTION 9 - COMMITTEES

Appointment of committees

1. The executive or PAC may appoint committees and individuals to undertake various tasks and responsibilities as the need arises.

Committee types

2. Committees may be either standing committees or special committees.

3. The terms of reference and privileges of each committee will be specified by the PAC or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.

Committee terms

4. All committee chairs must have a valid Police Information Check or file with the school.

5. Committees or individual appointees will report to the executive or to the PAC as requested at general meetings.

6. At the completion of a committee's term or at the AGM, committee chairs will submit a report.

SECTION 10 - FINANCIAL MATTERS

Financial year

1. The financial year of the PAC will be July 1st to June 30.

Power to raise money

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

Bank Accounts

3. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act or governed by the Credit Union Incorporation Act.

Signing Authority

4. The executive (excluding the Immediate Past Chairperson) will be signing officers for banking and legal documents. Two signatures will be required for all cheques and documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

6. The preliminary budget must be presented to the PAC at the Annual General Meeting for approval by the members.

Non-budgeted expenditures

7. The executive will present all proposed expenditures and amendments beyond the current budget for approval at the next general meeting.

Treasurer's report

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

Audit

9. There may be an annual audit or review of the financial records by a qualified community person who is not a member of the PAC executive.

10. Members at a general meeting may appoint an auditor.

SECTION 11 - 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. Written notice specifying the proposed amendments must be given to the members at least 14 days before the meeting.

SECTION 12 - PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member 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, executive member or

committee member ceases to perform the task to which the papers relate.

2. A copy of the adopted constitution and bylaws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.

3. Any subsequent amendments to the constitution and bylaws must be forwarded to the Superintendent In the form of the amended and adopted document.

SECTION 13 - DISSOLUTION

1. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.

2. In the event of winding up or dissolution of the PAC, and after discharge of all debts and obligations, the assets and remaining funds of the PAC shall be transferred to McCammon Elementary School or distributed to another parent advisory council or councils in the Chilliwack School District having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

3. In the event of winding up or dissolution, all records of the Council shall be given to the principal of McCammon Elementary School.

Adopted by McCammon Elementary School Parent Advisory Council at Mccammon Elementary School, Chilliwack, BC, on April 4, 2016.

Updated and amended on April 25, 2022

Updated and amended on June 3, 2022.

Chairperson _____ Treasurer _____