

Springvalley Elementary School
Parent Advisory Council (PAC)
Constitution and Bylaws
(Amendments Feb 2019)

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Constitutions

Section I — Name

- The name of this organization shall be the School District #23 Springvalley Elementary Parents Advisory Council. Hereafter referred to as PAC.
- The council shall operate as non-profit organization with no personal financial benefit accruing to any members.
- The business of the Council shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II — Interpretation of Terms

- Parents — The parent/parents or guardian of a child or children at Springvalley Elementary School.
- Parent Advisory Council — An organized group of parents recognized under the British Columbia School Act.
- PAC Executive — Elected members of the PAC who conduct day-to-day business for the interest of the PAC.
- School — Springvalley Elementary School SD #23
- District — School District #23 Central Okanagan
- COPAC — Central Okanagan Parent Advisory Council
- BCCPAC — British Columbia Confederation of Parent Advisory Councils
- Community Members — Individuals, organizations or groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
- SVE — Springvalley Elementary School

Section III — Objectives

1. To foster a good working relationship and open communication between teachers, staff, administration, and parents of all pupils both during and after school.
2. To organize and coordinate extra-circular activities for the students/families as mutually agreed upon by PAC and the staff.
3. To earn money for the purpose of items deemed to be a desirable asset to the school, staff and/or children that are not otherwise supplied by the school district.
4. To help parents understand various programs and policies of the school, and to provide input and advice to the staff and administration where beneficial.
5. To act as a liaison between the community and the school.

Section IV— Dissolution

Should the Springvalley Elementary PAC, which received charitable gaming funds from licensed direct charitable access, at any time dissolve or cease to exist, any remaining funds shall be distributed as follows:

- Pay all outstanding debts
- Pay all dissolution costs
- Deposited into the SVE school account to be distributed by the principal, as they see beneficial to all students equally
- In the case of school closure: distributed to the PAC's of the schools where the majority of the SVE children have enrolled.

Bylaws

Section I — Membership

1. All parents and guardians of students registered at Springvalley Elementary School are members of the Parent Advisory Council.
2. Administrators and staff of SVE who are not parents or guardians of students registered at SVE, shall be non-voting members of the council.
3. Every member will uphold the constitution and comply with these bylaws.
4. All Executive members will receive a copy of the SVEPAC bylaws, and a copy will be available at the school office for review by all PAC members.

Section II — Meetings

- General Meetings are to be held on a predetermined day of each month of the school year.
- The Annual General Meeting (AGM) shall be held in April of each year where a minimum of three and a maximum of five officers will be elected
- Special meetings or committee meetings may be called at the request of the President, or at the request of any two members in good standing.

Section III — Quorum Requirements

- A quorum for any General Meeting at which decisions/vote must be made shall be five (5) members, with at least three (3) of these members being current executive members.
- A quorum for any Executive Meeting will be a majority of the persons who have been elected in any one year. Electronic Communication will be considered an appropriate mechanism for official communication for the PAC Executive between meetings dates. Online email voting among the Executive will be accepted if a time sensitive issue needs to be voted on before the next scheduled meeting.
- If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present, or the meeting is adjourned/terminated.

Section IV — Voting

- Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast (50% plus one).
- In the case of a tie vote, the president shall cast a vote to break the tie.
- Members must vote in person on all matters. Voting by proxy will not be permitted.

- Voting will be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after elections.
- Each family household shall be entitled to cast one vote.

Section V — Executive Officers

- President
- Vice-President
- Secretary
- Treasurer
- COPAC Representative

Role of Executive

To manage all PAC affairs between General Meetings.

Election Procedures

- Two months before the Annual General Meeting, the president shall appoint a Nominations Committee of at least three members, which will include one member of the current Executive Committee.
- Elections will be held at the Annual General Meeting (AGM). All parents/guardians of a student in attendance at SVE shall be eligible to stand for election of any office.
- Members may nominate themselves or another member for a position.
- A call for nominations will be made at least one general meeting prior to AGM.
- Nominations may be received up to and during the AGM. Nominations shall be called for and may be given from the floor, provided the consent of the nominee is given orally or in writing.
- Elections will be conducted by the chair of the nominations committee.
- Members must vote in person on all matters. Voting by proxy will not be permitted.

Term of Office

1. No member shall hold the same executive office position for more than three consecutive years.
2. No person may hold more than one executive office at any one time, except under extraordinary circumstances for a short term timeframe.
3. In the event of a vacancy on the Executive during the year, the remaining executive may appoint an eligible member of the Council to fill the vacancy until the next general meeting for a Bi-Election.

Installation

The installation of the officers elected shall take place at the June General Meeting and they shall hold office until their successors are installed.

Removal of an Executive Member

- The members may, by a majority of not less than 75% of votes cast, remove an executive member before the expiration of his or her term of office if an Executive member fails to comply with the Constitution/Bylaws as set out.
- All members must be served with written notice specifying the intention to make a motion to remove the executive member not less than 14 days before the next General Meeting.

Section VI — Duties of Officers

1. President

- a) Shall preside at membership, special and executive meetings and ensure that meetings are conducted in an orderly manner.
- b) In consultation with the executive and administration, ensure that an agenda is prepared and presented at each meeting.
- c) Shall be an ex-officio member on all committees except for the Nomination Committee.
- d) Shall appoint committees where authorized to do so by the executive or membership.
- e) Abstains from voting unless a tie occurs. In that instance, the president shall cast the deciding vote.
- f) Shall prepare a monthly report for the school newsletter.
- g) Issue and receive correspondence on behalf of the organization.
- h) Support and assist other officers in the execution/fulfillment of their duties.
- i) Ensure the PAC is represented in school and school district activities where appropriate or possible.
- j) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.
- k) Be a signing officer.

2. Vice-President

- a) Assume the responsibilities of the President in the President's absence or upon request.
- b) Assist the President in the performance of his/her duties.
- c) Accept extra duties as required.
- d) May be a signing officer.
- e) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.

3. Treasurer
 - a) Shall maintain as accurate record of all receipts and expenditures of the Council.
 - b) Collect all monies owing to the council.
 - c) Disburse funds as authorized by the executive
 - d) Shall prepare and present monthly reports of receipts and expenditures at all General Meetings
 - e) Deposit monies in an account at an approved financial institution.
 - f) Have financial records and books of account ready for inspection or audit annually
 - g) Be a signing officer
 - h) Ensure another signing officer has access to the books in the event of his/her absence
 - i) Assist with the application of gaming grants and licensing
 - j) With the assistance of the Executive, draft a budget and tentative plan of expenditures
 - k) Keep an accurate and up to date copy of the Constitutions and Bylaws. Assist with the constitution and bylaws as required.
 - l) Make books available for viewing by members upon request. The books remain the responsibility of the treasurer. Members may view them when accompanied by the treasurer or an executive member.
 - m) Schedule annual audit by someone not on the executive.
4. Secretary
 - a) Record the minutes of all general and executive meetings
 - b) Provide written minutes from the previous meeting for adoption.
 - c) Safely keep all records of council
 - d) May be a signing officer
 - e) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.
 - f) Prepare and maintain other documentation as requested by the membership or executive
5. COPAC Representative
 - a) Attend monthly PAC and COPAC meetings
 - b) Seek and give input, or vote on behalf of the PAC to the COPAC
 - c) Assist and keep an accurate and up to date copy of the Constitution and Bylaws.
 - d) Liaison between COPAC and SVE PAC. Report to PAC about COPAC meetings

Section VII — Committees

The membership and Executive may appoint committees to further the Councils purposes and carry on its affairs.

The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting. Committee outlines may be provided. Committees are responsible to the executive and membership. All committees must submit a final report by one month after an event or after dissolution.

Section VIII — Finances

- A budget and tentative plan of expenditures for each PAC sponsored event shall be presented for approval to the PAC at least one general meeting prior to the event.
- The executive may spend up to and including \$250 outside of budgeted expenditures by a majority vote of the Executive. All members will be informed at the next general meeting of any outside expenditures.
- The fiscal year for Springvalley Elementary will be September 1st to August 31st.
- Proposals or requests from the membership regarding the expenditures of funds may be made by email to any executive member, or requested at any general meeting.
- The executive will name at least three signing officers for banking and other documents. Two signatures will be required on all banking documents required for the release of PAC funds.
- Members at a general meeting may appoint an auditor.
- A treasurer's report will be presented at each general meeting.

Section IX — Property

- All documents, records, minutes, correspondence, supplies, or other papers/goods kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be the property of the Council. This property shall be turned over to the president or executive member when the executive member, representative, or committee member ceases to perform the task to which it relates.

Section X — Code of Conduct

A member who accepts a position as a PAC Executive Member or committee member agrees to:

- a) Uphold the Constitution and Bylaws
- b) Perform his/her duties with honesty and integrity
- c) Respect the rights of all individuals
- d) Work to ensure that the wellbeing of students is the primary focus of all decisions
- e) Work to ensure that all issues are resolved respectfully through due process
- f) Adhere to the SVE school Code of Conduct-Rights and Responsibilities section

Section XI — Constitution and Bylaw Amendments

- Except as provided in the constitution, the members may, given a majority of not less than 75% of the votes cast, amend the constitution and bylaws.
- Written notice of a general meeting at which a resolution will be considered to amend shall be given to all members at least 14 days prior.
- The amendments are to be posted for all members to see for a minimum of 14 days.

Springvalley Elementary PAC (Parent Advisory Council)
Summary of Executive Roles
Updated: Feb 6, 2019

President Role

The President/Chair may

- Speak on behalf of the council
- Consult with council members
- Preside at membership and executive meetings
- Ensure that an agenda is prepared
- Appoint committees where authorized by the membership or executive
- Ensure that the council is represented in school and district activities (5D23, *COPAC, DPAC, BCCPAC)
- Ensure that council activities are following the purpose set out in the constitutions and bylaws
- Be a signing officer
- Submit an annual report
- (COPAC— Central Okanagan PAC, DPAC — District PAC, BCCPAC— British Columbia PAC)
- The Immediate Past President may
- Advise and support the membership and executive
- Provide information about resources, contacts, and other matters
- Submit an annual report

Vice-President Role

The Vice-President may

- Support the president
- Assume the duties of the president in the president's absence or upon request
- Assist the president in the performance of his/her duties
- Accept extra duties as required
- Be a DPAC representative
- Be a signing officer
- Submit an annual report
- Secretary Role The Secretary may
- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep a copy of the constitution and bylaws, and make copies available to members upon request
- Issue and receive correspondence on behalf of the council
- Ensure safekeeping of all records of the council
- May be a signing officer

- Submit an annual report
- Prepare and maintain other documentation as requested by the membership or executive

Treasurer Role

The Treasurer may

- Be a signing officer
- Ensure all funds of the council are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- reports on all receipts and disbursements at general and executive meetings
- Make financial records and books of account ready for inspection or audit annually
- With the assistance of the Executive, draft an annual budget (by October of each year)
- Ensure that another signing officer has access to the financial records and books of account in the event of the treasurer's absence
- Apply for or assist in application of gaming funds annually
- Apply for gaming license as needed (ie raffles, 50/50 draws)
- Submit an annual financial statement at the annual general meeting
- Schedule annual audit by someone not on the executive.
- COPAC (Central Okanagan Parent Advisory Council) Role The COPAC Representative may
- Attend all COPAC meetings and represent, speak, and vote on behalf of the PAC
- Maintain current registration of the PAC
- Report regularly to the membership and executive on all matters relating to the COPAC
- Seek and give input to the COPAC on behalf of the PAC
- Receive, circulate, and post COPAC newsletters, brochures, and announcements
- Receive and act on all other communication from COPAC
- Liaise with other parents and COPAC representatives
- Submit an annual report

Please contact current PAC president if you require more information about the PAC and/or the positions for election.

SVE PAC