

Constitution and Bylaws

Leary Integrated Arts and Technology Elementary School Parent Advisory Council

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:

...Parents of students of school age attending a school or a Provincial school may apply to the Board or to the Minister (Provincial schools), as the case may be to establish a parents' advisory council for that school.

...On receipt of an application under subsection (1) the Board or Minister must establish a parents' advisory council for that school.

...There may be only one parents' advisory council for each school or Provincial school.

Section 4 - Meetings

1. General Meetings will be conducted with fairness to all members and shall be held on a regular basis during the school year to conduct current business (September to June).
2. The Annual General Meeting shall be held once per year in June.
 - 2.1. Presentation of the Minutes from the previous Annual General Meeting
 - 2.2. Presentation of the reports from the executive and any committee chairs
 - 2.3. Election of the new executive officers
 - 2.4. Approval of financial statements and proposed budgets
3. At meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
4. Members will be given reasonable notice of general meetings. General meeting dates for the school year shall be set in September.
5. Where procedural problems shall arise which cannot be resolved with the Constitution, the rules contained in the last edition of Roberts' Rules of Order shall govern all matters with final authority.
6. Additional meetings may be called by the Chairperson, or at the written request of at least three members.

Quorum

7. A quorum for general meetings will be three executive members and at least two voting members.
8. 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, rescheduled or terminated.

Voting

9. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% + 1).
10. Members must vote in person on all matters unless something prevents an in person meeting. Voting by proxy will not be permitted.
11. AGM voting:
 - 11.1. In person: A show of hands with the exception of the election officers. If there is more than one nominee then the voting shall be done by secret ballot.
 - 11.2. Online: If there cannot be an in-person meeting then the use of an online system shall be used.
12. In the event of a tie, the motion is defeated. It can be discussed and voted on at the following meeting.
13. A motion to destroy the ballots is required after any ballot election.

Section 5 - Executive

Roll of the Executive:

1. The Executive members will manage the PAC's affairs between general meetings.
2. The Executive members will encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward.
3. The Executive may meet prior to each general meeting or as necessary to conduct the business of the PAC.

Executive Defined:

4. The executive will include the Chair, Vice-Chair, Secretary, Treasurer. This may include the Past Chair as a non-voting position.
5. In the event that all positions cannot be filled, the minimum to be viable is three; Chair, Secretary, Treasurer.

Eligibility:

6. All members of the Executive must have a criminal record check and sign the Statement of Understanding.
7. Any voting member of the PAC is eligible to serve on the Executive; parents who are employees of School District No.33 and wish to serve on the PAC must disclose their employment to the PAC membership PRIOR to annual elections and must refrain from voting on matters that pertain directly to their employment. Elected officials of School District No.33 of the Ministry of Education are not eligible to hold an executive position.

Election of the Executive:

8. The Executive will be elected at each annual general meeting.
9. Call for nominations must be submitted 30 days prior to the AGM
10. The Nomination and Election process is chaired by a member appointed by the Executive.
11. A vote is conducted by secret ballot if there is more than one nominee for a position. In the event the AGM is held virtually the nomination chairperson will use a poll system.

Term of Office

12. The executive will hold office for a term of one year beginning July 1 and ending June 30, but have the option to re-run annually.
13. No person shall hold more than one elected position at any one time.
14. The Immediate Past Chair is a non-voting executive position

Vacancy

15. 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 on an interim basis until the next AGM where the position can be officially filled by a vote from the membership.

Removal of Executive - Dispute Resolution Process

16. Step 1:

- 16.1. Where there are three (3) grievances against the same PAC Executive member, brought forward by three (3) different members of the PAC, the Chair will use the Constitution & Bylaws, appropriate Policies, and be assisted by the Vice-Chair and other Executive Members who are responsible to research the issue as it pertains to the PAC. These two individuals (Chair and Vice-Chair) are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this point, although the Administration is to be fully informed.
- 16.2. If the grievances are against the Chair, the concern shall be taken to the Vice-Chair. A neutral Executive member will take the place of the Vice-Chair and the Vice-Chair shall act as the Chair in the resolution process.

17. Step 2:

- 17.1. If Step 1 fails to resolve the issue, the concerned bearer is required to provide a written request for assistance. This is given to the Executive, where it will be addressed "In Camera", and possible solutions to the concerns are offered. At this point, if it is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concerned, the resolution, and the action taken by the person involved are recorded in the minutes. These minutes are kept separate from the regular Executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to Step 3.

18. Step 3:

- 18.1. A resolution is put forward to the PAC general meeting stating the intention of removing (insert person's name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is recorded in the regular PAC general minutes.

Section 6 - Executive Meetings

1. Executive meetings will be held at the call of the Chair, or by the request of a majority of Executive members.
2. Executive members will be given reasonable notice of Executive meetings.

Quorum:

3. A quorum for Executive meetings will be a majority of the members of the Executive.

Voting:

4. All matters requiring a vote at Executive meetings will be decided by a simple majority of the votes cast.
5. In the case of a tie vote, the chair does not have a second vote and the motion is defeated. The chair does have their single casting vote.

Section 7 - Committees and Elected Positions

Definition:

These positions are elected/approved at the Annual General Meeting. They include but are not limited to the following:

- DPAC/BCCPAC
- Fundraising Coordinator
- Hot Lunch Coordinator

Term:

The positions are termed for one year and open to an annual renewal.

Eligibility:

All committee and elected members must have a criminal record check and sign the Statement of Understanding and Confidentiality Agreement.

Guidelines:

1. The Executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees may be either standing or ad hoc in nature. Examples include: Fundraising Committee, Volunteer Committee, Hot Lunch Committee, Constitution and Bylaws Review Committee and Nominations Committee.
3. Committees shall report to the executive.

Section 8 - Conduct

All members must...

1. Act solely in the best interests of the parent membership of the PAC.
2. Perform duties with honesty and integrity.
3. Must avoid using his or her position on the PAC for personal gain. No member may be remunerated for serving on the Executive or committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.
4. Working to ensure the wellbeing of students is the primary focus of all decisions
5. Respect the rights of all individuals
6. Take direction from the members and ensure that they are represented.
7. Encourage and support parents/guardians 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. Any information received in confidence by a member 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.
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings.
13. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
14. All volunteers are expected to adhere to Social Media Section of these Bylaws

Disclosure of Interest

1. 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.
2. Such an executive member or representative must avoid using his or her position on the PAC for personal gain.

Section 9 - Duties of the Executive

The Chair Shall:

1. Provide Leadership
2. Act as a spokesperson for the PAC
3. Preside at Membership and Executive Meetings
4. Ensure upcoming events are communicated to the membership
5. Be a liaison with the administration of the school to assist as needed
6. Appoint ad hoc committees as needed
7. Communicate with members and keep them informed
8. Prepare a notice of meeting and agenda highlights to be distributed and posted to the membership
9. Be familiar with the current Constitution and Bylaws of the PAC and Robert's Rules of Order
10. Be a signing officer for cheques and documents
11. Can request full reports on financials from the Treasurer
12. Ensure the PAC is represented in school and district activities
13. Ensure the nominations and election process is in place by April 15th for the upcoming AGM
14. Works with the Grade 5 Committee
15. Prepare an annual report for the Annual General Meeting
16. Review draft minutes from the prior meeting prior to posting/distribution
17. Ensure that all relevant information regarding this position is passed onto the succeeding Chair by the June general meeting, and will be available in an Executive, non-voting (past-chair), advisory role the following year as requested.

The Vice-Chair Shall:

1. Assume the duties of the Chair in the Chair's absence
2. Assist the Chair in the performance of his or her duties
3. Know where to find resources to assist members
4. Chair meetings in the absence of the Chair
5. Prepare an annual report for the Annual General Meeting
6. Be a signing officer for cheques and documents, if applicable
7. Be familiar with the current Constitution and Bylaws of the PAC and Robert's Rules of Orders
8. Review draft minutes from the prior meeting prior to posting
9. Ensure all relevant information regarding this position is passed onto the succeeding Vice-Chair by the June AGM.

The Secretary Shall:

1. Ensure that members are notified of meetings
2. Record and file minutes of all General and Executive Meetings including the attendance
3. Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request.
4. Prepare the annual report for the Annual General Meeting
5. Ensure safekeeping of all records of the PAC by maintaining hard documents that can be accessed at Leary IAT Elementary School by the membership at any given time.
6. Send draft minutes of General Meetings to the Chair and Vice Chair for review. Post the minutes of all PAC meetings within 2 weeks
7. Be a signing officer for cheques and documents, if applicable
8. Be familiar with the current Constitution and Bylaws of the PAC and Robert's Rules of Orders
9. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the June AGM.

The Treasurer Shall:

1. Ensure that all funds of the PAC are properly accounted for
2. Ensure that proper financial records and books of account are maintained
3. Provide a report on all receipts and disbursements at each General meeting
4. Make financial records and books of account available to members upon request
5. Have the financial records and books of account ready for inspection or audit annually
6. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
7. Maintain detailed accounts of all receipts and expenditures ensuring all expenditures are authorized by motion or through the approved budget.
8. Submit an annual report and financial statement at the Annual General Meeting
9. Be a signing officer for cheques and documents, if applicable
10. Be familiar with the current Constitution and Bylaws of the PAC and Robert's Rules of Orders
11. Ensure that all relevant information regarding this position is passed on to the succeeding Treasurer after completing the fiscal year end

The Past-Chair Shall:

1. Help smooth the transition between Chairpersons
2. Serve as an advisor to the Chair
3. Provide continuity of leadership
4. Assume specific tasks or responsibilities as requested by the Chair
5. May be asked to prepare an annual report for the Annual General Meeting

Section 10 - Duties of the Committees & Elected Positions

In the event these positions are not filled at an Annual General Meeting.

The DPAC/BCCPAC Representative Shall:

1. Attend all meetings of the Chilliwack DPAC and represent, speak and vote on behalf of the PAC
2. Involvement with BCCPAC is based on if members vote to pay the annual fee.
3. Act as a liaison between the PAC and BCCPAC
4. Annually register PAC membership in BCCPAC as voted on by the Membership
5. Maintain current DPAC registration of the Council as decided by the Membership
6. Provide a report on all matters relating to the DPAC and BCCPAC at each General Meeting
7. Attend and/or encourage parent attendance at BCCPAC Provincial Conferences
8. Receive and relay all communications between the DPAC and PAC membership at General Meetings
9. Be familiar with the current Constitution and Bylaws of the PAC
10. As per the School Act section 8.4.3 the representative can only ~~serve~~(term) amend in (June) for not more than one year.
11. Ensure that all relevant information regarding this position is passed on to the succeeding DPAC/BCCPAC representative by the June AGM.

The Hot Lunch Coordinator Shall:

1. Assist and communicate with the Executive with ideas and support during meetings
2. Assist and communicate with the Executive when needed for projects or other undertakings
3. Aid in communication with parents on hot lunch matters
4. Coordinate with vendors and programs (IE: Munchalunch)
5. Assist in fundraisers as needed
6. Be familiar with the current Constitution and Bylaws of the PAC
7. Ensure that all relevant information regarding this position is passed on to the succeeding Hot Lunch Coordinator by the June AGM.
8. Communicate with the administration (the school) on hot lunch events (dates).

The Fundraising Coordinator Shall:

1. Assist and communicate with the Executive with ideas and support during meetings
2. Assist and communicate with the Executive when needed for projects or other undertakings
3. Aid in communication with parents on fundraising matters
4. Brainstorm ideas to propose and be proactive
5. Be familiar with the current Constitution and Bylaws of the PAC
6. Ensure that all relevant information regarding this position is passed on to the succeeding Fundraising Coordinator by the June AGM.

The Ad Hoc Committees Shall:

1. Assist and communicate with the Executive with ideas and support during meetings

2. Assist and communicate with the Executive when needed for projects or other undertakings
3. Aid in communication with parents on the work of PAC
4. Be familiar with the current Constitution and Bylaws of the PAC
5. Ensure that all relevant information regarding this position is passed on to the Chair to pass along accordingly by the June AGM

Section 11 - Financial Matters

1. The fiscal year shall run from July 1 to June 30
2. The PAC Executive must present a preliminary budget at the Annual General Meeting. Amendments to the budget may be made by motion of the members at any general meeting.
3. All funds of PAC shall be on deposit in a financial institution registered under the Financial Institution Act/Credit Union Act.
4. No Electronic Transfers are to be sent unless three members of the Executive approve it.
5. We can receive Electronic Transfers on request of doing so.
6. The Executive will name up to four signing officers for banking and legal documents. Two signatures will be required on all of these documents.
7. The Executive shall ensure that no expenditures are made without approval
8. A financial report will be presented at all general meetings.
9. There shall be an annual review of the financial records by the Executive and an audit can be requested if required.
10. The PAC may raise and spend money to further its purpose.

Section 12 - Constitution and Bylaw Amendments

1. A review of the Constitution and Bylaws shall take place every three (3) years by a Committee consisting of at least three (3) members including one Executive member.
2. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws at any meeting at which business is conducted.
3. Written notice of the proposed amendments will be posted not less than twenty (20) school days before the general meeting.

Section 13 - Property in Documents

1. 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 Chair when the task is completed.
2. A copy of the adopted Constitution and By-Laws must be sent to Leary IAT Elementary and the Superintendent of Schools of the Chilliwack School District No33 along with a copy of the minutes in which the document was approved.
3. Any subsequent amendments to the Constitution and By-Laws must be forwarded to Leary IAT Elementary and the Superintendent of the Chilliwack School District No33 in the form of the amended and adopted document.

Section 14 - Social Media

The Leary IAT PAC recognizes the importance of providing volunteers with a clear understanding of the impact of using Social Media and it's appropriate use. In the online world the lines between public and private personal and professional can become blurred, even when volunteers are social networking on their own time, they may be identified as sometimes representing the PAC in their communications.

1. Definition:



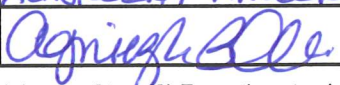
Social media is defined as any form of online publication or presence that allows end users to engage in multi directional conversations in and around the content of the internet. Social media includes but is not limited to social networking including apps, blogs, wikis, social bookmarking, podcasts, forums, content communities, email and instant messaging and texting.

2. Direction:

- Remember to use good judgement we are responsible for our online communications
- We must ensure that our use of social networking does not reflect negatively on the PAC or the school.
- All communication should be courteous and respectful.
- Do not make comments online which are defamatory to others.
- Respect the confidentiality of all volunteers, students, staff and the families of Leary IAT.
- No outside content should be posted without prior approval from the Executives.
- Never criticize students, staff, volunteers, and the families on online sites.
- Avoid impulsive, inappropriate or heated postings. Remember that what is posted may be viewed and archived permanently online.

Adopted by Leary IAT Elementary Parent Advisory Council at Chilliwack, British Columbia on
the date of:

SEPT. 9, 2021

Chair		Vice Chair	
Print Name:	RaeAnn Steward	Print Name:	Brandy Wilson
Signature:		Signature:	
Secretary		Treasurer	
Print Name:	AGNIESZKA HALECKI	Print Name:	
Signature:		Signature:	
<p>** must have a minimum of two (2) Executives to sign and acknowledge the adoption of the constitution bylaws as approved at the AGM (attach minutes when filed)</p>			

Statement of Understanding & Confidentiality Agreement

I, the undersigned, in accepting the position of _____ on the Leary IAT Elementary School Parent Advisory Council, have read, understood and agree to abide by the Code of Conduct set out in this document. I have had a criminal record check completed and submitted to the School District No 33 office. 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.

I, the undersigned, also agree to not violate privacy or share confidential information pertaining to students, parents, staff and volunteers. I am aware that there should be no sharing of sensitive information and any violation can result in my membership and/or position being revoked as per the PAC Constitution & Bylaws.

Name:	
Signature:	
Date:	
Phone Number:	
Email:	
Witness:	

