

Lord Roberts Elementary School Parent Advisory Council

CONSTITUTION & BYLAWS

AMENDED October 2019

Roberts Elementary School PAC Constitution & Bylaws

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A copy of these Bylaws shall be submitted to the District for safekeeping purposes only.

CONSTITUTION

SECTION I NAME

1. The name of the association is LORD ROBERTS PAC (Vancouver School District No. 39), hereinafter also referred to as “PAC”.
2. The PAC shall operate as a non-profit organization with no personal financial benefit.
3. 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.
4. The PAC must not discriminate against any person in the school community because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person.

SECTION II PURPOSES

The purpose of the PAC is to support, encourage, and promote the quality of education and the well-being of students attending Lord Roberts Elementary School (the “school”). More specifically, the PAC’s purpose is to:

1. Encourage parent involvement in the school and support programs that promote parent involvement.
2. Provide leadership in the school community.
3. Contribute to a sense of community within the school and between the school, home, and neighbourhood.
4. Advise the school board, principal, staff, and DPAC, on any matter relating to the school, including programs, policies, plans, and activities.
5. Organize and support activities and events for students and parents, including fundraising.
6. Provide financial support for the goals of the PAC, as determined by the membership.
7. Provide parent education and professional development, and a forum for discussion of educational issues.
8. Assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns.
9. Assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. Represent the views of the PAC to organizations outside the school.
11. To advise and participate in the activities of the DPAC.

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 Roberts Elementary School.
Parent	Is defined by the School Act, and means: (a) a parent or other person who has guardianship or custody of the student (b) or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities in relation to the student’s or child’s education, or (c) a person who usually has the care and control of the student or child
School	Lord Roberts Elementary School (SD #39)

BYLAWS

SECTION IV MEMBERSHIP, QUORUM, AND VOTING

Voting Members

All parents of students registered at Lord Roberts Elementary School, including parents who may be administration or staff (teaching and non-teaching) of the school, are voting members of the PAC, to a maximum of 2 adults per family.

Compliance with bylaws

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

Quorum

The quorum for any general meeting shall be 8 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 VI.

Non-voting Members

1. Administration and staff (teaching and non-teaching) of the School are non-voting members.
2. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
3. At no time shall the PAC have more non-voting than voting members.

SECTION V MEETINGS

1. There shall be an Annual General Meeting (AGM) held in May of each year for the purpose of introducing the executive members and approving the budget.
2. General meetings shall be held on an ongoing basis, typically monthly and at least once each school term (i.e., once in September, October, November, or December; and once in January, February or March), and in April, May, and June in order to make decisions,

communicate information, and conduct other business required for the PAC to fulfill its stated purposes. Meetings may be held more frequently if deemed necessary.

3. Notice of general meetings shall be given a minimum of 3 days in advance of the meeting.
4. Notice of the AGM shall be given a minimum of 14 days in advance of the meeting.
5. The timing of executive meetings and general meetings shall be decided at the discretion of the Executive. They are typically held prior to each general meeting.
6. Meetings shall be conducted efficiently and with fairness to the members present.
7. In general, meetings will be conducted according to a simplified version of Robert's Rules of Order. If procedural problems arise during a general meeting, Robert's Rules of Order shall be used to guide procedures to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

1. The executive positions of Chairperson, Vice-Chair, Treasurer, Secretary, Webmaster, Fundraiser, and DPAC Representative shall be elected from the voting-members at the May general meeting.
2. No employee or elected official of the District or Ministry of Education shall hold an executive position.
3. Call for nominations shall be made at the general meeting in April to be voted upon at the May meeting.
4. In the event of a vacancy on the executive during the year the PAC shall, at any general meeting, elect a new officer who shall hold office until the next AGM. Should the chair become vacant the vice-chair may hold this office and an election conducted for vice-chair.
5. The Chairperson, or if they are unwilling or unable, the Secretary, shall conduct elections.
6. A person must have spent one year in another executive position or led a PAC committee before they may put their name forward to become Chairperson.
7. 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.
8. A vote shall be taken to destroy the ballots after the election.

SECTION VII REMOVAL OF EXECUTIVE

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before their term expires 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 VIII EXECUTIVE OFFICERS TERM OF OFFICE

1. The term of office shall commence on July 1 of each year and shall be for one year, ending June 30.
2. No person may hold any one position for more than three consecutive years.
3. No person may hold more than one elected executive position at any one time.
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 immediate Past Chairperson may hold that office for one year.
7. In the event that an executive does not attend three consecutive general meetings, their term is considered expired and a new officer shall be elected.

SECTION IX EXECUTIVE OFFICERS

1. The elected or acclaimed Executive Officers shall be as follows:
 - a. Chairperson
 - b. Vice-Chair
 - c. Treasurer
 - d. Secretary
 - e. Webmaster
 - f. Fundraiser
 - g. DPAC Representative
2. The Executive Committee consists of the Executive Officers and the immediate Past Chairperson if available.
3. Any Executive position may be co-chaired or shared with the election of the two parties as co-chairs and with the requirement that the two people share one vote at Executive meetings.
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 X DUTIES OF THE OFFICERS

A. The Chairperson shall:

1. convene and preside at general and executive meetings;
2. ensure that a meeting agenda is prepared and presented;
3. be familiar with the constitution and bylaws of the PAC;
4. be familiar with the resources available to assist members;
5. appoint committees where authorized to do so by the Executive Committee or members;
6. consult PAC members and School admin regularly;
7. ensure that the PAC is represented in the activities of the District;

8. ensure that the PAC's activities are aimed at achieving the purposes of the PAC;
9. be the official spokesperson for the PAC or delegate as necessary;
10. be a signing officer;
11. issue and receive correspondence on behalf of the organization;
12. submit an annual report at the AGM outlining the activities and achievements of the school year and identifying planning opportunities for the coming year.

B. The Vice-Chair shall:

1. support the Chairperson in the performance of their duties;
2. assume the responsibilities of the chairperson in their absence or upon request;
3. assume the duties of the secretary in their absence or upon request;
4. review the financial reports and budgets of the treasurer to ensure accuracy and accountability;
5. be responsible for social media accounts and delegate this responsibility as appropriate, as per Section XIII;
6. accept extra duties as required;
7. be a signing officer.

C. The Secretary shall:

1. record the minutes of all general and executive meetings and provide a draft to the executive within one week of the meeting being recorded;
2. maintain an accurate copy of the Constitution and Bylaws;
3. be a signing officer as required;
4. in collaboration with the webmaster, maintain PAC records.

D. The Treasurer shall:

1. be responsible for preparing and submitting the annual application to the BC Gaming Commission for Direct Access to Gaming Funds, and for the administration of funds acquired through this process.
2. receive and 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;
3. disburse funds authorized by the Executive or members;
4. maintain an accurate record of all income and expenditures of the PAC;
5. give a financial report at each general meeting;
6. make all books and financial records of the PAC available for viewing by members upon request;
7. prepare the books and financial records of the PAC ready for inspection or audit annually;
8. ensure that another signing officer for the PAC has access to the books and financial records of the PAC in the event of their absence;

9. work with the vice-chair in order to promote transparency and accountability;
10. be one of at least three signing officers of the elected executive;
11. with the assistance of the executive, draft a budget and tentative plan of expenditures;
12. submit an annual financial report at the AGM for posting on the PAC website.

E. The Webmaster shall:

1. regularly update and maintain the PAC website;
2. compile and maintain the PAC email list;
3. post meeting minutes to the website, upon approval;
4. post the constitution and bylaws to the PAC website.
5. Maintain all passwords related to PAC business in a secure format and ensure that two other executive officers have access.
6. Support the maintenance and improvement of PAC information technology systems.

F. The Fundraiser shall:

1. plan, promote, and implement PAC approved fundraising events;
2. coordinate volunteers required for fundraising events;
3. work with the Treasurer to ensure accountability of expenses and funds raised;
4. submit an annual activities and financial report to the PAC.

G. The DPAC Representative shall:

1. attend PAC and DPAC general meetings;
2. seek and give input on behalf of the PAC and DPAC;
3. report back to the PAC;
4. give a report at each general meeting;
5. submit an annual report to the PAC if requested to do so by the Chairperson.

H. Committee Chairpersons shall:

1. serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the Council might require;
2. give a report at each general meeting;
3. submit an annual report if requested to do so by the Chairperson.

I. The Past Chairperson shall:

1. assist in making a smooth transition between chairpersons;

2. 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;
3. act as a consultant for the chairperson.

SECTION XI EXECUTIVE MEETINGS

1. Executive meetings, including meetings with the School admin, will be held at the call of the chairperson;
2. A quorum for executive meetings will be at least two members;
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 XII FINANCES

1. The PAC's fiscal year shall be July 1 to June 30.
2. A budget and tentative plan of expenditures should be drawn up by the treasurer and presented for approval at the AGM.
3. All funds of the organization 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 must be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
5. The executive shall implement expenditures according to the approved annual budget.
6. 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.
7. A Treasurer's Report to all members shall be published in the PAC/school newsletter prior to the end of each fiscal year. The outgoing Treasurer shall complete the final report within 60 days of fiscal year end, and this report shall be provided to parents in September each year.
8. Members may, by majority vote at any general meeting, decide to appoint an independent auditor to audit the financial records of the PAC.

SECTION XIII 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 XIV COMMITTEES

1. Committees are responsible to the executive and members.
2. The membership and executive may appoint committees (standing or ad hoc) to further the Council's purposes and carry on its affairs. Committees may include: fundraising, grad, parent education, and advocacy.
3. 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.
4. Committees will report to the membership at each general meeting, and by request to the executive.
5. Any course of action which could profoundly affect the membership must be brought to the membership for a vote.
6. Committees may be terminated at the completion of their tasks.
7. 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.
8. All Committee members shall abide by the Code of Ethics outlined in Section XVIII.

SECTION XV DISSOLUTION

1. Upon winding up, or dissolution, of the PAC, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to any other parent advisory council or councils in the District which has purposes similar to those of the PAC and which meets all requirements of the BC Gaming Commission, as may be determined by the members of the Lord Roberts Elementary PAC at the time of winding up or dissolution. This provision shall be unalterable.
2. In the event of dissolution of the Roberts PAC all records of the organization shall be placed under the jurisdiction of the District in the person of the principal of the School.
3. No individual member shall be financially responsible should the PAC be sued by an individual or organization.

SECTION XVI CONSTITUTION & BYLAW AMENDMENTS

1. Amendments to the Constitution and By-laws of the Lord Roberts PAC may be made at any general meeting at which business is conducted, providing:
 - a. Written notice of the meeting has been given to all members (14 days minimum);
 - b. The notice of the meeting included notice of the specific amendments proposed.
2. A two-thirds (2/3)-majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

SECTION XVII PROPERTY IN DOCUMENTS

1. 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.
2. PAC documents, including meeting minutes and financial statements, shall be uploaded to website.

SECTION XVIII CODE OF ETHICS

1. The Lord Roberts PAC 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 a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who is a member of a committee (Executive, ad hoc, or standing) shall agree to:
 - a. Uphold the constitution, bylaws, policies, and procedures of the PAC.
 - b. Performs their duties with honesty, integrity, and transparency.
 - c. Work to ensure that the well being of students is the primary focus of all decisions.
 - d. Respect the rights of all individuals.
 - e. Take direction from the PAC members, ensuring that representation processes are in place.
 - f. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
 - g. Work to ensure that issues are resolved through due process.
 - h. Strive to be informed and only pass on information that is reliable, factual, and free from bias.
 - i. Respect all confidential information.
 - j. Support public education.
 - k. Agree to help plan and execute PAC events.
 - l. Lead by example.

Statement of Understanding

I, the undersigned, in accepting the position of _____

on the Lord Roberts PAC _____ Committee, have read, understood, and agreed to abide by the Constitution, Bylaws, and Code of Ethics set out in this document.

Name of Committee Member: _____

Signature: _____

Date: _____