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Constitution (amended November 21, 2016)

East Chilliwack Elementary PAC

Section I – Name

The name of the Association is East Chilliwack Elementary Parent Advisory Council or ECE PAC as per the School Act.

The Council 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 to religion, race, gender, politics, sexual orientation, and financial, physical or mental ability.

Section II – Purposes/Objectives of the Council

The purpose/objectives of the Council will be:

To promote the education and welfare of all students in the school.

To provide parents of students registered at ECE the opportunity to voice their opinions, concerns or ask questions about school policies in a safe, non-judgmental manner.

To assist in organizing and supporting activities for all students and parents.

To encourage parent involvement in the school, and to support programs that promote parent involvement.

To provide financial support through fundraising efforts to support the goals of the Council, as determined by the membership.

To act as an advocate on behalf of all ECE parents and students at Chilliwack District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

To assist, review, discuss and make recommendations to the principal and staff on any matters relating to the school programs, policies, plans and activities.

Section III – Dissolution

A written notice of dissolution must be distributed to the members (all registered students at ECE) at least 30 days prior to the general meeting at which a vote will be taken.

The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.

In the event the PAC ceases operation, all assets of the PAC after the discharge of all debts and obligations, shall be transferred to the Superintendent of the Chilliwack School District with the understanding any remaining monies be used for ECE students.

In the event of dissolution, all records of the Council shall be given to the principal of East Chilliwack School.

BYLAWS

Section I – Membership

Voting Members:

All parents and guardians of students registered and attending East Chilliwack Elementary School are automatic voting members of the Council.

Each member shall be able to cast one vote.

Only voting members shall be eligible to hold an executive position.

All executive members must have a criminal records check provided to the PAC or school. If employed by the School District, this will have to be first disclosed to the PAC membership to determine if an executive position can be held by that particular member. The majority of the executive has to be comprised of non-School District employees.

Section II – Meeting of Members

General meetings shall be held once a month or at the minimum six (6) times during the school year (September to June) to conduct current business.

The Annual General Meeting shall be held each May and shall include:

- Presentation of the minutes from the previous AGM
- Presentation of the reports from the executive and any committee chairs
- Election of the new executive officers
- Approval of financial statements and proposed budget
- An audit or financial review report on the PAC finances

The Principal and Teachers are encouraged to attend general meetings of the PAC as observers and liaison with parents.

A PAC meeting shall not be the forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

Section III – Quorum and Voting

A Quorum at any meeting shall be a minimum of three (3) executive members plus PAC members in attendance.

If at any time during a general meeting a quorum ceases to be present, voting or decisions must be suspended until a quorum can be reached or the meeting is adjourned.

In the case of a tie vote, the chair (president) has a second or casting vote or the motion is defeated.

Voting is by a show of hands with the exception of the election of officers, or where requested by two (2) voting members present, by secret ballot.

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

Motions shall be passed with a simple majority with the exception of those that require 2/3 majority as per Roberts Rules of Order (constitution and bylaws). If a majority be cannot be reached at the AGM after two successful attempts of scheduling then the constitution and bylaws may be amended by a majority vote of those in attendance at the third attempted meeting.

Section IV – Nomination and Election Procedures

Nominations and elections for the following positions will be held in this order at the AGM:

President (Chairperson)

Vice-President (Vice-Chair)

Treasurer

Secretary

DPAC Representative

BCCPAC Representative

The nomination and election process is chaired by the Past-President or a non-voting member appointed by the Executive.

A notice of positions available will be made available at least one month before the AGM. If there is only one nominee for a position, a vote may be conducted by a show of hands.

Section V – Executive

Executive is made up of President, Vice-President, Secretary, Treasurer, Past President, BCCPAC Representative, and DPAC Representative.

The executive may meet prior to each general meeting or as necessary to conduct the business of the PAC. Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings. The meetings must include, at a minimum, the principal of the school, but can include additional school administration staff. A quorum for all meetings of the executive shall be three executive members, one of which must be the Chairperson.

Issues arising at any meeting shall be decided by a simple vote (50% + 1) of all executive members in attendance at the meeting, via a show of hands.

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

Section VI – Term of Office

- The executive will hold office for a term of one year (July 1 – June 30).
- No person shall hold more than one elected position at any one time.
- No person may hold the same executive position for more than four consecutive (4) years.
- 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.
- The immediate past-president shall hold that position for one year. This is a non-voting executive position.
- If an executive member resigns or ceased to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next AGM.
- The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member to complete the term.

Section VII – Duties of the Executive

President

- Shall convene and preside at all meetings and AGM.
- Ensure the meetings run effectively.
- Ensure that an agenda is prepared and presented at each meeting.
- Shall appoint committees where authorized to do so by the executive.
- Read any information sent to the PAC and distribute information to the members.
- Be current on the ECE PAC Constitution, Bylaws and Meeting rules.
- Shall be the official spokesperson for ECE PAC.
- Shall be one of the three signing members.

- Shall take actions or ensure that actions are taken by others to achieve the objectives and purpose of the PAC.
- Prepare an annual report for the Annual General Meeting.
- Ensure that all relevant information regarding this position is passed onto the succeeding President at the General Meeting.

Vice-President

- Shall assume the responsibilities of the president in their absence.
- Shall accept duties as required.
- Can be one of the three signing members.
- Ensure that all relevant information regarding this position is passed onto the succeeding Vice-President at the General Meeting.

Treasurer

- Be responsible for all PAC funds.
- Is responsible for and reporting on the accounts of the PAC.
- Is one of the three signing members of the executive.
- Will prepare a financial report for publication at the AGM.
- Shall with the assistance of the executive, draft a budget and tentative plan of expenditures.
- Deposit all funds collected on behalf of the PAC at a recognized financial institution approved by PAC.
- Maintain detailed accounts of all receipts and expenditures.
- Ensure all expenditures are authorized by motion or through the approved budget.
- Submit a monthly and year-end report of accounts.
- Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer at the General Meeting.

Secretary

- Will record the minutes as Monthly meetings, any special meetings as required and the AGM.
- Record the attendance at all meetings.
- Will post minutes to PAC members on School website, Facebook and the School bulletin board.
- Will distribute past minutes at each meeting.
- Shall keep an accurate copy of the Constitution and Bylaws and if/when changes are made that shall be done in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping.
- Shall issue and receive correspondence on behalf of the organization.
- Can be one of the three signing officers.
- Shall safely keep all records of the PAC.
- Ensure that all relevant information regarding this position is passed onto the succeeding Secretary at the General Meeting.

Past President

- Shall help smooth the transition between presidents.
- Will assist and advise the executive.
- Will act as a consultant for the president.
- Shall chair the nominating committee.

DPAC Representative

- Will attend all regular and special meetings of DPAC.
- Reports back to PAC members.

- Seeks input from the PAC and parents for DPAC.
- Submits an annual report.
- Forwards school based issues to DPAC.

BCCPAC Representative

The BCCPAC representative shall:

- Act as a liaison between the PAC and BCCPAC.
- To annually register PAC membership in BCCPAC.
- To provide the PAC executive with information from BCCPAC activities.
- To attend and/or encourage parent attendance at BCCPAC provincial conferences.

This is professional development for parents and assists in strengthening the parent voice to the Ministry of Education regarding parents' views on public education services.

Section VIII – Code of Ethics

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

- Uphold the Constitution and Bylaws and policies of the East Chilliwack Elementary School PAC.
- Perform duties with honesty and integrity.
- 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.
- Work to ensure the wellbeing of students is the primary focus of all decisions.
- Respect the rights of all individuals.
- Take direction from the members and ensure that they are represented.
- Encourage and support parents/guardians and student with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
- Work to ensure that issues are resolved through due process.
- Strive to informed and only pass on information that is reliable.
- Respect all confidential information.
- Support public education.
- Shall make a reasonable effort to attend all executive and general meetings.

Section IX – Committees

- The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
- Committees may be either standing or ad hoc in nature.

Examples include: Fundraising Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Hot Lunch Coordinator, Constitution and Bylaws Review Committee and Nominations Committee.

- Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.
- The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.

Section X – Financial Matters

- **Financial Year** - The financial year of the Council will be from September to June.
- **Power to raise money** – The council may raise and spend money to further its purpose.
- **Bank Accounts** – All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

- **Signing authority** – The executive will name at least three (3) signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- The executive shall ensure that no expenditures in excess of \$200, not previously budgeted for, are made without approval by the membership at a general meeting. All monies \$200 or less, not previously budgeted, will be voted on by the executive with a majority (50% + 1) in favor.
- **Annual Budget** – The executive will prepare a budget and present it to the membership for approval before the current budget expires.
- **Non-budgeted expenditures** – The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- **Treasurer's Report** – A treasurer's report will be presented at each general meeting.
- **Auditor** – Members at a general meeting may appoint an auditor.

Section XI – Constitution and Bylaw Amendments

The members may, by a majority of not less than 75% of votes cast, amend the Council's constitution and bylaws.

Written notice specifying the proposed amendments must be given to the members not less than fourteen (14) days before the meeting.

Proposed amendments may be posted on the Facebook page, posted on the hallway bulletin boards and on the school website.

Section XII – Property in Documents

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

Date passed for New Constitution: _____

Name of Executive Officer _____

Signature _____

Date _____

Phone number _____

Section XIII - Statement of Understanding

I, the undersigned, in accepting the position of President on the East Chilliwack Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer _____

Signature _____

Date _____

Phone number _____

Statement of Understanding

I, the undersigned, in accepting the position of Vice President on the East Chilliwack Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer _____

Signature _____

Date _____

Phone number _____

Statement of Understanding

I, the undersigned, in accepting the position of Secretary on the East Chilliwack Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer _____

Signature _____

Date _____

Phone number _____

Statement of Understanding

I, the undersigned, in accepting the position of Treasurer on the East Chilliwack Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer _____

Signature _____

Date _____

Phone number _____