

**South Slope Elementary and BCSD K-7
Parent Advisory Council**

CONSTITUTION AND BYLAWS

September 2019

FORWARD STATEMENT

This document has been prepared and revised with the intention that it serve as a tool within the Parent Advisory Council (PAC) in particular and for all Parents in general:

- to **empower** Parents and offer them guidance in the role that they play within the education system;
- to **provide** ideas for the health, well-being, and education of our children;
- to **promote** open communication and strong relationships with our peers; and
- to **help** Parents be an effective voice for our School Community.

It is also the general will of the PAC that we allow the spirit of the Constitution to guide us, unhindered by strictness, but tempered by understanding.

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CONSTITUTION

1. NAME OF THE ORGANIZATION

- 1.1 The Name of the Organization shall be called the SOUTH SLOPE PAC (South Slope Elementary School and BC School for the DEAF K-7 Parent Advisory Council, SouthSlopePAC, School District No. 41- Burnaby School District).
- 1.2 The SOUTH SLOPE PAC shall operate as a non-profit Organization with no personal financial benefit.
- 1.3 The business of the SOUTH SLOPE PAC shall be conducted in accordance with the principles of the BC Human Rights Act, i.e., conducted unbiased towards race, religion, gender, politics, or age.

2. PURPOSE OF THE PAC

- 2.1 Support and improve the quality of education and the well-being of students of South Slope Elementary School and BC School for the DEAF (BCSD) K-7.
- 2.2 Advise and give recommendations to the School Principal and Staff on parental views on any matter relating to the School, including, but not limited to: programs, policies, procedures, services, plans, facilities, equipment, learning resources, activities, and Community education.
- 2.3 Communicate with Parents and to promote co-operation between the home and the School in providing for the education of children.
- 2.4 Assist Parents in accessing the educational system, and to advocate on behalf of Parents and students.
- 2.5 Organize PAC activities and events.
- 2.6 Contribute to the effectiveness of the School by promoting the involvement of Parents and other Community Members.
- 2.7 Facilitate and/or financially support a variety of educational, recreational, cultural and social opportunities for the students and their families.

3. DISSOLUTION CLAUSE

- 3.1 Upon winding up or dissolution of the PAC, the assets which remain after payment of all costs, charges, and expenses which are the property incurred in the winding up shall be distributed to such charitable Organization or Organizations having charitable purpose. This provision shall be unalterable.
- 3.2 All records of the PAC shall be placed upon the jurisdiction of School District No. 41 (SD41) in the possession of the Principal of the School.

4. DEFINITIONS OF TERMS

- 4.1 **Community Organization:** Any group which demonstrate an interest in education and are not already included in the scope of this Constitution.
- 4.2 **DPAC:** the Burnaby District Parent Advisory Council, which is recognized by the Board of Trustees of SD 41, to be the umbrella group of the Parent Advisory Councils formed or to be formed in each local School.
- 4.3 **District or SD41:** School District No. 41, the Burnaby School District.
- 4.4 **Executive:** As defined in section [8](#) and [11](#).
- 4.5 **Member:** As defined in section [5](#).
- 4.6 **Meeting:** As defined in section [6](#).
- 4.7 **Meeting rules:** As defined in section [6.6](#).
- 4.8 **Minutes:** The written record of a Meeting. They may be detailed and comprehensive (transcription), or short and concise (a bare list of the resolutions adopted or decisions made).
- 4.9 **Motion:** A formal step to introduce a matter for consideration by a group.
- 4.10 **Office/Officer:** As defined in section [8](#) and [11](#).
- 4.11 **PAC (Parent Advisory Council):** Any organized group of Parents recognized under the BC School Act.
- 4.12 **Parents:** The Parent(s) or Guardians(s) of a child or children in School District No. 41.
- 4.13 **Robert's Rules of Order** (www.robertsrules.org): A set of common rules and procedures for deliberation and debate at a Meeting in order to place all Members on the same footing, speaking the same language.
- 4.14 **School:** Any public elementary or secondary educational institution within SD41.
- 4.15 **School Act** (B.C. School Act in all areas of this Document): The official Statutes and Regulations from the Queen's Printer that should be consulted for purposes of interpreting and applying the law that apply to the relationship of the Minister of Education to students, Parents and School jurisdictions.
<http://www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents.pdf>
- 4.16 **School Community:** A social group of Organizations and individuals involved in activities at the School in support of health, education, safety, and so on, of the students.

BYLAWS

5. MEMBERSHIP

- 5.1 All Parents or Legal Guardians of students registered at South Slope Elementary School and/or BCSD K-7 may be Voting Members of the PAC.
- 5.2 Administration and staff (teaching and non-teaching) of South Slope Elementary School and BCSD K-7, may be non-Voting Members of the PAC.
- 5.3 Members of the School Community who are not Parents, or Legal Guardians, of students currently in the system may also be non-Voting Members of the PAC.
- 5.4 At no time shall the PAC have more non-Voting Members than Voting Members.

6. MEETINGS

- 6.1 There shall be one Annual General Meeting (AGM) for the purpose of the election of Officers in the spring of each year. (May is recommended)
- 6.2 A minimum of, an additional seven (7) General Meetings shall be held during the School year to conduct current business.
- 6.3 General Meetings, the AGM and Executive meetings shall be held at the discretion of the Executive, with appropriate notification of PAC Members.
- 6.4 If a Special Meeting is called by the Executive, phone calls and/or e-mails will be placed to all Members of the PAC who have attended previous Meetings that School year.
- 6.5 Meetings shall be conducted efficiently and with fairness to the Members present.
- 6.6 If procedural problems should arise, Robert's Rules of Order shall be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution. Under no circumstances should undue strictness in following the Rules be allowed to intimidate Members or limit full participation (i.e. follow the spirit of the Rules and not the "letter of the law").
- 6.7 To prevent any Member from being blindsided and to prevent Meetings from being stacked, any Motion may be tabled (postponed) to the next Meeting.
- 6.8 The conduct of ALL business is controlled by the general will of ALL PAC Members.
- 6.9 A PAC Meeting shall not be a forum for the discussion of School employees, students, Parents/Guardians, or other Members of the School Community, except as it relates to PAC Purposes (outlined in section 2).

7. VOTING

- 7.1 The Voting Members present at any duly-called General Meeting shall constitute a quorum.
- 7.2 Unless otherwise provided, questions arising at a Meeting shall be decided upon by a SIMPLE MAJORITY vote.
- 7.3 In the case of a tie, the Motion is defeated.
- 7.4 Voting of the Members on all matters must be given personally, by the show of hands. Voting by proxy shall not be permitted.
- 7.5 When a Motion is contentious in nature, the Chair may deem Voting be done by secret ballot. The ballots will be destroyed after the vote.

- 7.6 According to the School Act of January 2nd, 2009, the Election of Representatives to the DPAC MUST be done by secret ballot. Representatives may be drawn from both the Executive Officers and the general PAC Membership.

8. EXECUTIVE AND NON-EXECUTIVE OFFICERS

- 8.1 The affairs of the PAC shall be managed by a board of Elected Officers.
- 8.2 Each Executive Officer has one vote.
- 8.3 The Executive Officers shall be as follows:
- 8.3.1 Chair
 - 8.3.2 Vice-Chair
 - 8.3.3 Treasurer
 - 8.3.4 Secretary
 - 8.3.5 Any number of Member-at-Large, as determined by the PAC
- 8.4 Non-Executive Officers can be as follows:
- 8.4.1 District Parent Advisory Council (DPAC) Representative
 - 8.4.2 Fundraising Coordinator

9. TERM OF OFFICE

- 9.1 The Term of Office shall commence following the AGM of each year and shall be for one year (or until the next AGM).
- 9.2 Any elected Member of the PAC may serve on the Executive for as many years as he/she is elected to the position.
- 9.3 The Past Chair shall support the new Chair until the end of that school year, or as deemed necessary by the elected PAC.
- 9.4 No person may hold more than one elected Executive position at any one time.

10. ELECTION OF EXECUTIVE AND NON-EXECUTIVE OFFICERS

- 10.1 The Call for Nominations shall be made four weeks prior to the Annual General Meeting, with notification distributed to all families.
- 10.2 The Executive Officers shall be elected from the Voting Members at the Annual General Meeting, provided they are not employees of SD41 or the Ministry of Education. No employee of SD41, or elected official of the Ministry of Education, shall hold an Executive position.
- 10.3 In the event of a vacancy on the Executive during the year, the PAC shall elect the new Officer who shall hold the term until the next Election.

Non-Executive Officers:

- 10.4 The DPAC shall be elected annually from Parents of students enrolled in the School, provided they are not employees of SD41 or the Ministry of Education.
- 10.5 If after the secret ballot is held, and the DPAC Representative is not a Member of the Executive, they will be made a Member-at-Large.

11. DUTIES OF THE OFFICERS

11.1 CHAIR shall:

- 11.1.1 convene and preside at all the PAC General, Executive, Special and AGM Meetings or may be assisted by Vice Chair;
- 11.1.2 ensure that an Agenda is prepared and presented for PAC Meetings;
- 11.1.3 know the Constitution and Bylaws and Meeting Rules;
- 11.1.4 know where to find resources to assist Members;
- 11.1.5 read all material sent to the PAC and distribute relevant information to its Members;
- 11.1.6 consult PAC Members regularly and ensure PAC is represented in School and District activities;
- 11.1.7 ensure that PAC activities are aimed at achieving the objectives and Purposes of the PAC (section [2](#));
- 11.1.8 take such actions or ensure that such actions are taken by others to achieve the objectives and Purpose of the PAC;
- 11.1.9 appoint Committees where authorized to do so by the Executive or Membership;
- 11.1.10 understand Committees and communicate with Committee Chairs;
- 11.1.11 be the official spokesperson for the PAC;
- 11.1.12 be a Signing Officer of the Executive.

11.2 VICE-CHAIR shall:

- 11.2.1 assume the responsibilities of the Chair, in the Chair's absence, or by request;
- 11.2.2 assist the Chair in the performance of their duties;
- 11.2.3 assume specific tasks or responsibilities assigned by the Chair;
- 11.2.4 accept extra duties as required;
- 11.2.5 be a Signing Officer of the Executive.

11.3 TREASURER shall:

- 11.3.1 be responsible for and report on the accounts of the PAC;
- 11.3.2 be a Signing Officers of the Executive;
- 11.3.3 receive all funds for the PAC and disburse funds authorized by the Executive or Members;
- 11.3.4 maintain an accurate record of all expenditures of the PAC;
- 11.3.5 give a report of all receipts and expenditures at all General Meetings;
- 11.3.6 have the books ready for inspection or audit annually;
- 11.3.7 prepare a year-end financial report for publication;
- 11.3.8 apply annually for the provincial government grant, and submit the required year-end paperwork to the government;
- 11.3.9 make books available for viewing by Members upon request;
- 11.3.10 with the assistance of the Executive, draft a budget and tentative plan of expenditures for the fiscal-year;
- 11.3.11 submit an annual financial report at the Annual General Meeting of the PAC or end of the fiscal year, recognized as commencing September 1st and ending August 31st of that school year;

- 11.3.12 ensure that another financial Signing Officer has access to the books in the event of the treasurer's absence.

11.4 SECRETARY shall:

- 11.4.1 take attendance at General Meetings;
- 11.4.2 record the Minutes of General, Executive, Special and AGM Meetings;
- 11.4.3 distribute Minutes to the Executive and the PAC website prior to the next General Meeting;
- 11.4.4 keep an accurate copy of the Constitution and Bylaws and, if and when changes are made, they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the School Office for safekeeping;
- 11.4.5 issue and receive correspondence on behalf of the PAC (usually shared with Chair) and monitor the PAC email inbox;
- 11.4.6 keep all records of the PAC on the PAC Google drive, and maintain the PAC Google account;
- 11.4.7 may be a Signing Officer.

11.5 MEMBERS-AT-LARGE shall:

- 11.5.1 serve in a capacity to be determined by the PAC Executive at the time of their Election, or at other times throughout their tenure as the needs of the PAC might require.

11.6 PAST CHAIR shall:

- 11.6.1 help to smooth the transition between Chairs;
- 11.6.2 assist, advise and support the PAC;
- 11.6.3 provide information about resources, contacts, and other essential information to the PAC to facilitate continuity of leadership;
- 11.6.4 act as a consultant for the Chair.

11.7 DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE shall:

- 11.7.1 attend PAC and DPAC Meetings;
- 11.7.2 act as a liaison between the School PAC and DPAC and to represent the views of our School PAC;
- 11.7.3 take questions and concerns from the School to DPAC and bring information or requests for information from DPAC to the School, in a timely manner.

12. FINANCES

- 12.1 A budget and tentative plan of expenditures for the following school year should be drawn up by the Executive, presented at the first General Meeting of the school year, and voted upon at the first General Meeting of the school year.
- 12.2 All funds of the PAC shall be on deposit in a bank of financial establishment registered under the Bank Act.

- 12.3 The Executive shall have at least three Signing Officers, one of whom shall be the Treasurer, for banking and legal documents. Two signatures shall be required for these documents.
- 12.4 All money spent above and beyond the approved budget shall be presented to, voted on at a General Meeting.
- 12.5 It is recommended that a Treasurer's report to all Members should be published on the PAC website prior to the end of each School term.
- 12.6 A need for audits shall be agreed upon by the Members at any General Meeting, whereupon an independent auditor shall be appointed as needed.
- 12.7 It is recommended that a fundraising plan for the School year shall be proposed by the Executive, at the last meeting of the school year and voted upon at the beginning of each School year.

13. COMMITTEES

- 13.1 Standing and ad-hoc Committees shall be formed when necessary and the committee will maintain files and report on their activities at Executive and/or General Meetings.
- 13.2 Committees are responsible to the Executive and Members.
- 13.3 Committees may be formed from the general will of the PAC with the head of the Committee appointed by the Chair in consultation with the Executive.

14. CONSTITUTION AND BYLAW AMENDMENTS

- 14.1 Amendments to the Constitution and Bylaws of the South Slope PAC may be made, in consultation with the Principal, at any General Meeting, at which the business is conducted, providing:
 - 14.1.1 written notice has been given to all Members within 14 calendar DAYS;
 - 14.1.2 the notice of the Meeting shall include notice of the specific amendments proposed;
 - 14.1.3 a TWO-THIRDS (2/3) majority vote of those Voting Members present at the Meeting shall be required to amend the Constitution and Bylaws.

15. REMOVAL OF A MEMBER FROM RESPONSIBILITIES

- 15.1 An Executive, Representative (DPAC) or Committee Appointee may be removed from their responsibilities, after two written warnings have been issued, for unexplained and repeated failure to perform their duties, or for failure to abide by the Code of Conduct providing:
 - 15.1.1 written notice specifying the intention to make a Motion to remove a Member of their responsibilities shall be given to the individual not less than 14 calendar DAYS before the Meeting;
 - 15.1.2 the Motion may be made by any PAC Member at a General Meeting after the written notice has been issued;
 - 15.1.3 at the Meeting where the removal of the Member from Office is being considered, the individual who is the subject of the action shall be given the opportunity to present reasons why they should remain in Office;
 - 15.1.4 a TWO-THIRDS (2/3) majority vote of those Voting Members present at the General Meeting shall be required to remove a Member from responsibilities.

16. CODE OF CONDUCT

- 16.1 The South Slope PAC is not a forum for the discussion of individual School personnel, students, Parents, Guardians or other individual Members of the School Community.
 - 16.2 An Officer who is approached by a Parent or Guardian with a concern relating to an individual will direct that Parent to take the appropriate action themselves via the appropriate channels.
 - 16.3 An Officer who is approached by a Parent or Guardian 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 concerned.
 - 16.4 A Parent who accepts a position as a PAC Executive Member shall:
 - 16.4.1 uphold the Constitution and Bylaws, policies and procedures of the PAC;
 - 16.4.2 perform their duties with honesty and integrity;
 - 16.4.3 ensure that the well-being of ALL students is the primary focus of all decisions;
 - 16.4.4 respect the rights of ALL individuals;
 - 16.4.5 receive direction from the Members, ensuring representation processes are in place;
 - 16.4.6 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;
 - 16.4.7 ensure issues are resolved through the due process;
 - 16.4.8 strive to be informed and only pass on information which is reliable and correct;
 - 16.4.9 respect all confidential information;
 - 16.4.10 support public education.
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17. STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____ on the South Slope PAC Executive, have read and understood, the South Slope PAC Constitution and Bylaws, and agree to abide by the Code of Conduct set out in this document. In particular, I agree to participate in the dispute resolution process that has been agreed upon by the electing body, should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number: _____

After reading the Constitution and Bylaws, a photocopy of this final page is to be signed. The PAC Secretary will hold this signed final page on file. All Officers should keep a copy of the Constitution and Bylaws for reference.