

W E S T B O U N D A R Y

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Learning the Wild Way

**WEST BOUNDARY ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

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CONSTITUTION

SECTION 1 - NAME

- 1.1 The name of the organization shall be West Boundary Elementary School Parent Advisory Council.

SECTION 2 – OBJECTIVES

The objectives of the organization will be:

- ~~2.1 To enhance communication between parents, community, students and school staff and administration.~~
- 2.1 To promote the education, health and welfare of the students at West Boundary Elementary School.
- ~~2.2 To review, discuss and make recommendations to the school staff and administration on:~~
- ~~— School policy and procedures~~
 - ~~— Programs and services~~
 - ~~— Facilities and equipment~~
 - ~~— Parent/community education~~
 - ~~— Learning resources~~
- 2.2 To advise the School Board, Principal, and Staff of parents' views and feedback on any matter relating to school programs, policies, plans and activities.
- ~~2.3 To promote co-operation between the home and the school in providing for the education of children.~~
- ~~2.4 To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.~~
- 2.3 To organize events and activities for students and endeavour to provide parent education.
- ~~2.5 To foster high ideals of citizenship and patriotism and to promote, through educational means, international good will and peace.~~
- 2.4 To encourage parent involvement in the school, and to support programs that promote parent involvement.
- 2.5 To communicate with parents and promote co-operation between the home and the school in providing support for the education of children.
- 2.6 To assist parents in accessing the system and to advocate on behalf of parents and students.
- 2.7 To review, discuss and make recommendations to the school staff and administration on matters pertaining to:
- School Policy and Procedures
 - Programs and Services
 - Facilities and Equipment
 - Parent/Community Education
 - Learning Resources

- 2.8 To assist the principal and staff in ensuring the highest safety standards are maintained in and around the school.
- 2.9 To provide financial support for the goals of the Council, as determined by its membership.
- 2.10 To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).
- 2.11 The business of the West Boundary Elementary School Parent Advisory Council shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability.

SECTION 3 – DISSOLUTION

- 3.1 In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting, with the exception of **any remaining** Gaming Funds.
- 3.2 Funds that have been obtained via the B.C. Gaming commission shall be deposited and managed through a separate bank account and disbursement of remaining funds shall be towards such charitable organization or organizations in British Columbia having a similar charitable purpose. THIS PROVISION SHALL BE UNALTERABLE.
- 3.3 All records of the organization **West Boundary Elementary School Parent Advisory Council** shall be placed under the jurisdiction of School District 51 (Boundary), in the person of the principal of the school.

BYLAWS

SECTION 1 – MEMBERSHIP

1.1 **Voting Members**

- 1.1.1 All parents and guardians of students registered at West Boundary Elementary School ~~shall be~~ **are considered** voting members of ~~this~~ **the** Council.
- 1.1.2 Administration and staff (teaching and non-teaching) of SD51 (Boundary) who are parents or guardians of students registered at West Boundary Elementary School are considered voting members of the Council.
- 1.2 **Non-Voting Members**
- 1.2.1 Administrators and staff (teaching and non-teaching) of West Boundary Elementary School may be invited to become non-voting members of the Council.
- 1.2.2 Members of the school community who are not parents of students currently registered in the public school system may be invited to become non-voting members of the Council.
- 1.3 At no time will the Council have more non-voting than voting members.
- 1.4 All members will uphold the Constitution and remain in compliance with these Bylaws.

SECTION 2 – EXECUTIVE

The Council shall elect a slate of officers from the voting members for each school year. Number and position of Executive should be determined by ~~local organization~~ **at the needs of the Organization,** ~~needs~~ but should include: ~~the following:~~ **President, Vice President, Secretary, Treasurer and such other members of the Council as the membership decides.** Any voting member of the Council is eligible to serve on the Executive. The Executive will manage the Council's affairs between general meetings.

2.1 **President Chairperson**

- 2.1.1 Shall convene and preside ~~at~~ all Membership, Special and Executive meetings.
- 2.1.2 Shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented.
- ~~2.1.3 Shall appoint committees where authorized to do so by the Executive or membership.~~
- 2.1.4 Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Organization.

2.2 **Vice President Vice Chairperson**

- 2.2.1 Shall assume the responsibilities of the ~~Chairperson~~ **President** in the ~~Chairperson's~~ **President's** absence.
- 2.2.2 Shall accept extra duties as required.
- 2.2.3 Shall carry out such duties as may be assigned by the Council, the Executive, or the ~~Chairperson~~ **President.**

2.3 Secretary

- 2.3.1 Shall record **and file** the minutes of General, Special and Executive meetings.
- 2.3.2 Shall issue and receive correspondence on behalf of the Organization.
- 2.3.3 Shall keep an accurate copy of the Constitution and Bylaws and make copies available to members upon request.
- 2.3.4 Shall keep an accurate record of PAC representatives.

2.4 Treasurer

- 2.4.1 Shall be responsible for and report on the accounts of the Organization.
- 2.4.2 Shall be one of the signing officers of the Executive as per Section **8 9**.
- 2.4.3 Shall prepare a financial report for publication in the school newsletter **on the school website** as per Section **8 9**.
- 2.4.4 Shall assist the Executive with a ~~draft budget~~ and tentative plan of expenditures, as per Section **8 9**.
- 2.4.5 Shall ensure that proper financial records and books of account are maintained.
- 2.4.6 Shall report on all receipts and disbursements at General and Executive meetings.

~~2.5~~ **School Planning Council Representatives** **Removed from School Act**

- ~~2.5.1~~ Three representatives to the School Planning Council must be elected annually from parents of students enrolled in the school. They may not be employees of any school district. One of the representatives must be an elected officer of PAC.
- ~~2.5.2~~ They shall represent and speak on behalf of the PAC at School Planning Council meetings.
- ~~2.5.3~~ They shall take direction from the general PAC membership.
- ~~2.5.4~~ They shall report back to the PAC at general meetings.

2.5 District Parent Advisory Council Representative

- 2.5.1 Shall attend PAC and DPAC meetings.
- 2.5.2 Shall seek and give input on behalf of the PAC to the DPAC.
- 2.5.3 Shall report back to the PAC.

2.6 Other Offices

- 2.6.1 Titles and duties of additional officers (Past Chairperson, Member at Large, Committee Chairpersons, etc.) may be added as determined by the needs of the Council.
- 2.6.2 Representatives to committees and outside organizations shall be appointed annually by the Executive.

SECTION 3 – COMMITTEES **Should we remove the committees section?**

- ~~3.1~~ Committees are responsible to the Executive.
- ~~3.2~~ Members may be appointed to special committees by the Chairperson **President**, after consultation with the Executive.
- ~~3.3~~ Special committees (including the Nominations Committee) shall be established by the

Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee.

SECTION 3 – TERM OF OFFICE

- 3.1 The election term for the Executive positions shall be one year.
- 3.2 The term for Executive positions will take effect ~~September 1st and end on August 31st~~ **immediately after the Annual General Meeting and end at the next Annual General Meeting.**
- ~~4.3 The term of office for School Planning Council representatives shall be one year.~~
- ~~4.4 The term for School Planning Council representatives shall take effect March 1st and end on the last day of February.~~
- 3.3 **Vacancy**
If a PAC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.
- 3.4 If an executive member resigns or ceases to hold office for any other reason during their term, or if any executive position is not filled at the time of elections, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

SECTION 4 – ELECTION PROCEDURES

- 4.1 Election of the Executive will take place during an Annual General Meeting, which will be held in **May or June** of each year. ****September or October has been new AGM post Covid. Do we go back to spring AGM and elections?**
- ~~5.1.1 Election of School Planning Council representatives will take place during a regular meeting in February of each year.~~
- ~~5.2 A Nominations Committee will be formed at a General Meeting or as required by the Executive.~~
- 4.2 **Elections will be conducted by the President.**
- 4.3 A letter of notice for **the Annual General Meeting and Executive** nominations should be distributed to all families in the school at least ~~thirty (30)~~ **fourteen (14)** days prior to the **Annual General Meeting.** ~~meeting at which the elections are held.~~
- 4.4 Nominations may be received up to and during the **Annual General Meeting** ~~election meeting,~~ until declared closed by the ~~Chairperson~~ **President.**
- ~~5.5 If an officer resigns during a term of office, or if any office is not filled at the time of elections, the Executive may appoint someone to fill the vacancy until the next election.~~
- ~~5.6 The election of representatives to the School Planning Council must be by secret ballot.~~

SECTION 5 – MEETINGS MEETING PROCEDURES

- 5.1 The number of general meetings will be set by the Executive.

- 5.2 ~~Executive~~ **General** meeting times may be prescribed by the Executive.
- 5.3 Extraordinary meetings may be called by the Executive ~~with a minimum of seven (7) days notice~~ **as needed**.
- 5.4 Meetings will be conducted efficiently and with fairness to the members present.
- 5.5 If procedural problems should arise, “Robert’s Rules of Order” will be used to resolve the situation, unless they are in conflict with the guidelines ~~in the~~ **of this** Constitution.
- 5.6 **Quorum - A quorum for general meetings must include a minimum of 50% of the Executive and no less than 3 eligible voting members of the Council.**
- 5.7 All matters requiring a vote at general meetings will be decided by a simple majority of the votes cast (50% plus 1).
- 5.8 Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

SECTION 6 – INTELLECTUAL PROPERTY

- 6.1 All documents, records, minutes, correspondence, or other files, whether digital or physical, kept by a member, executive member or representative in connection with the Council shall be deemed property of the Council and shall be turned over to the President when the member, executive member or representative ceases to perform the task to which the documents relate or ceases to hold office or membership with the Council.

SECTION 7 – CONSTITUTIONAL AMMENDMENTS

- 7.1 Amendments to the Constitution and Bylaws of the West Boundary Elementary School Parent Advisory Council may be made at any General Meeting at which business is conducted, providing:
 - 7.1.1 Written notice of the meeting is given to all members fourteen (14) days in advance.
 - 7.1.2 The notice of the meeting ~~included~~ **includes** notice of the specific amendments proposed.
 - 7.1.3 ~~Where the proposed amendments exceed one page, they need not be given to every member but must be posted in a conspicuous place in the school or made accessible to all members.~~
 - 7.1.4 A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
 - ~~7.1.5 Amendments to the Constitution and Bylaws should be submitted to the Board of Trustees of School District 51 (Boundary) for such amendments to be considered.~~

SECTION 8 – FINANCES

- ~~8.1 A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of November of each year.~~
- 8.1 **The financial fiscal year of the Council will be August 1 to July 31.**
- 8.2 All funds of the organization **will be kept and deposited in the name of the Council** ~~on deposit~~ in a Chartered Bank or Credit Union, or any financial establishment registered

under the Bank Act.

- 8.2.1 Funds acquired through the British Columbia PAC Community Gaming Grant (Gaming Funds) will be kept and deposited separately from regular operating funds.
- 8.3 The Executive shall name ~~at least two~~ **three** signing officers, one of whom will be the Treasurer, for banking and legal documents. Both of these signatures will be required for these documents.
- 8.4 All monies spent ~~above and beyond a pre-determined petty cash amount~~ will be first presented to **the Council** and voted on **for approval** by the **members present** Executive and ~~then approved by a majority at a General Meeting.~~
- 8.5 ~~A Treasurer's report to all members should be published in the school newsletter~~ **on the school website prior to the end of each school term (or year?).**
- 8.6 A need for audits will be agreed upon by the members at any General Meeting, whereupon an independent auditor will be appointed as needed.
- 8.7 It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.

SECTION 9 – CODE OF CONDUCT

- 9.1 The West Boundary Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community **or the community at large.**
- 9.2 ~~An Executive member who is approached by a parent with a concern relating to section 9.1 is in a privileged position and must treat such discussion as confidential.~~ **Any information received in confidence by an Executive member or representative 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.**

SECTION 10 – CODE OF ETHICS AND CONFLICT OF INTEREST

- 10.1 A parent who accepts a position as a Council Executive member or representative must:
 - 10.1.1 Uphold the Constitution and Bylaws, policies, and procedures of the Council.
 - 10.1.2 Perform his or her duties with honesty and integrity and in the best interests of the Council.
 - 10.1.3 Work to ensure that the well-being of students is the primary focus of all decisions.
 - 10.1.4 Respect the rights of all individuals.
 - 10.1.5 Take direction from the Membership and Executive.
 - 10.1.6 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.
 - 10.1.7 Work to ensure that issues are resolved through due process.
 - 10.1.8 Strive to be informed and only pass on information that is reliable.
 - 10.1.9 Respect all confidential information and support public education.
- 10.2 The Council will operate as a non-profit organization with no personal financial benefit accruing to its members.
 - 10.1.1 An Executive member, member or representative who is interested, either directly or

indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the Membership and Executive.

10.2.2 Such an Executive member or representative must avoid using his or her position on the Council for personal gain.

Adopted by West Boundary **Elementary** School Parent Advisory Council at Rock Creek, B.C. on
(Insert Date).

Chairperson **President**

Secretary

Vice President

Treasurer