Confederation Park
Parent Advisory Council

CONSTITUTION

AND

BYLAWS

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.

TABLE OF CONTENTS

FORWARD STATEMENT 2

CONSTITUTION

SECTION 1	NAME OF THE ORGANIZATION	4
SECTION 2	PURPOSE OF THE PAC	4
SECTION 3	DISSOLUTION CLAUSE	4
SECTION 4	DEFINITIONS OF TERMS	5

BYLAWS

SECTION 5	MEMBERSHIP	6
SECTION 6	MEETINGS	6
SECTION 7	VOTING	6
SECTION 8	ELECTION OF THE EXECUTIVE OFFICERS	7
SECTION 9	TERM OF OFFICE	7
SECTION 10	EXECUTIVE AND NON- EXECUTIVE OFFICERS	7
SECTION 11	DUTIES OF THE OFFICERS	8
SECTION 12	COMMITTEES	10
SECTION 13	FINANCES	10
SECTION 14	CONSTITUTION AND BYLAW AMENDMENTS	11
SECTION 15	REMOVAL OF A MEMBER FROM RESPONSIBILITIES	11
SECTION 16	CODE OF CONDUCT	12
SECTION 17	STATEMENT OF UNDERSTANDING	12

CONSTITUTION

SECTION 1 NAME OF THE ORGANIZATION

1.1 The Name of the Organization shall be called the CONFEDERATION PARK PARENT ADVISORY COUNCIL (Confederation Park PAC, ConfedPAC, School District No. 41- Burnaby School District).

1.2 The PAC shall operate as a non-profit Organization with no personal financial benefit.

1.3 The business of the 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.

SECTION 2 PURPOSE OF THE PAC

2.1 Support and improve the quality of education and the well-being of students of Confederation Park Elementary School.

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.

SECTION 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 #41 in the possession of the Principal of the School.

CONSTITUTION

SECTION 4 DEFINITIONS OF TERMS

4.1 **Board (of Trustees)**: is comprised of 7 Trustees, who are elected for a 3 year term during civic elections. Its primary function is to establish procedures and guidelines for the operation of the public schools (*i.e.* producing a budget, administering expenditures, and liaising with Schools).

4.2 **Community Organizations:** groups which demonstrate an interest in education and are not already included in the scope of this Constitution.

4.3 **DPAC:** the Burnaby District Parent Advisory Council, which is recognised 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.

4.4 **District** or **SD 41:** School District No. 41, the Burnaby School District.

4.5 **Executive:** as defined in Sections 10 and 11.

4.6 **Member:** as defined in Section 5.

4.7 **Meeting:** as defined in Section 6; **General Meeting** (6.2). **Meeting Rules (**see Section 4.14**).**

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 Sections 10 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 SD 41.

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:** social group of Organizations and individuals involved in activities at the School in support of health, education, safety, and so on, of the students.

4.17 **Trustees:** officials elected to serve Parents, students, taxpayers and the School system. They are the link between Communities and the School Board, ensuring Burnaby Public Schools meet the diverse needs of students in their Communities.

BYLAWS

SECTION 5 MEMBERSHIP

5.1 All Parents of students registered at Confederation Park Elementary School may be Voting Members of the PAC.

5.2 Administration and staff (teaching and non-teaching) of Confederation Park Elementary School, or any other School District, may be non-Voting Members of the PAC.

5.3 Members of the School Community who are not Parents 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.

SECTION 6 MEETINGS

6.1 There shall be an Annual General Meeting (AGM) for the purpose of the election of Officers in MAY of each year.

6.2 Additional General Meetings shall be held at least twice per term during the School year to conduct current business.

6.3 The Executive Meetings and additional General Meetings shall be held at the discretion of the Executive, with appropriate notification of PAC Members.

6.4 If an Extraordinary 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, or other Members of the School Community, except as it relates to PAC Purposes (refer to Section 2).

SECTION 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 the 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.

7.5 Voting by proxy shall not be permitted.

7.6 Voting may be done by the show of hands OR **secret ballot,** if the issue is contentious.

7.7 When electing Executive Officers or where a Motion is contentious in nature, the Chairperson may deem Voting be done by **secret ballot**. The ballots will be destroyed after the vote.

7.8 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.

BYLAWS

SECTION 8 ELECTION OF EXECUTIVE AND NON-EXECUTIVE OFFICERS

8.1 The Call for Nominations shall be made four weeks prior to the Annual General Meeting, with notification distributed to all families.

8.2 The Executive Officers shall be elected from the Voting Members at the Annual General Meeting, except that no employee/elected official of ANY School District or the Ministry of Education shall hold an Executive position.

8.3 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.

Particular to NON-EXECUTIVE OFFICERS:

8.4 The DPAC shall be elected annually by **secret ballot** from Parents of students enrolled in the School, who are not employees of ANY School District.

8.5 If after the secret ballot is held, none of the DPAC Representatives are Members of the Executive, one shall be selected from their number and made a Member-at-Large.

SECTION 9 TERM OF OFFICE

9.1 The Term of Office shall commence in September of each year and shall be for one year.

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. It is not recommended that a person hold any one position for more than two consecutive years.

9.3 The Past Chairperson(s) shall hold that Office for one 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.

SECTION 10 EXECUTIVE AND NON-EXECUTIVE OFFICERS

10.1 The affairs of the PAC shall be managed by a board of Elected Officers and the immediate Past-Chairperson(s).

10.2 Each Executive Officer has one vote.

10.3 The Executive Officers shall be as follows:

- *10.3.1* Chairperson(s);
- *10.3.2* Vice-Chairperson(s);
- *10.3.3* Treasurer(s);
- *10.3.4* Secretary (Secretaries);
- *10.3.5* Any number of Members-at-Large, as determined by the PAC ;
- *10.3.6* Past-Chairperson(s).

10.4 Non-Executive Officers shall be as follows:

- *10.4.1* District Parent Advisory Council (DPAC) Representative (maximum 2);

BYLAWS

SECTION 11 DUTIES OF THE OFFICERS

11.1 **CHAIRPERSON(S) shall:**

11.1.1 convene and preside at all the Membership, Special and Executive Meetings or may be assisted by Vice Chairperson;
11.1.2 ensure that an Agenda is prepared and presented for PAC and Executive 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 appoint Committees where authorized to do so by the Executive or Membership;
11.1.7 understand Committees and communicate with Committee Chairs;
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 consult PAC Members regularly and ensure PAC is represented in School and District activities;
11.1.10 ensure that PAC activities are aimed at achieving the objectives and Purposes of the PAC (Section 2);
11.1.11 be the official spokesperson for the PAC;
11.1.12 be a Signing Officer.

11.2 **VICE-CHAIRPERSON(S) shall:**

11.2.1 assume the responsibilities of the Chairperson(s) in the Chairperson's absence, or by request;
11.2.2 assist the Chairperson(s) in the performance of his/her duties;
11.2.3 assumes specific tasks or responsibilities assigned by the Chairperson;
11.2.4 accept extra duties as required;
11.2.5 be a Signing Officer.

11.3 **TREASURER(S) shall:**

11.3.1 be responsible for and report on the accounts of the PAC;
11.3.2 be one of the three Signing Officers of the Executive as per Section 13;
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 make books available for viewing by Members upon request;
11.3.8 prepare a year-end financial report for publication on the PAC website and in the September Treasurer's Report as per Section 13.5;
11.3.9 with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section 13;
11.3.10 ensure that another financial Signing Officer has access to the books in the event of the treasurer's absence;
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 01Sep and ending 31Aug of that school year.

BYLAWS

SECTION 11 DUTIES OF THE OFFICERS (CONTINUED)

11.4 **SECRETARY (SECRETARIES) shall:**

11.4.1 record the Minutes of Membership, Special and Executive Meetings;

11.4.2 distribute Minutes to PAC Members prior to the next Executive Meeting and post up notice of General Meetings around School and create notices to be sent home with students;

11.4.3 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 Board Office for safekeeping;

11.4.4 take attendance at General Meetings;

11.4.5 issue and receive correspondence on behalf of the PAC (usually shared with Chairperson);

11.4.6 may be a Signing Officer;

11.4.7 safely keep all records of the PAC;

11.5 **MEMBER(S)-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. Some examples are: *Traffic Safety Officer, Community Policing Officer, and Environmental Awareness Advisor.*

11.6 **PAST CHAIRPERSON(S) shall:**

11.6.1 help to smooth the transition between Chairperson(s);

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 Chairperson(s).

11.7 **DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE (maximum 2) 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.

BYLAWS

SECTION 12 COMMITTEES

12.1 Standing and ad-hoc Committees shall be formed when necessary and will maintain files and report on their activities at the Executive and/or General Meetings.

12.2 Committees are responsible to the Executive and Members.

12.3 Committees may be formed from the general will of the PAC with the head of the Committee appointed by the Chairperson(s) in consultation with the Executive.

12.4 Examples of past/potential Standing Committees include:

12.4.1 ***Emergency Preparedness****: responsible for assisting the school to respond effectively in the event of an earthquake, chemical, petrochemical or other catastrophic event; works with Principal to ensure school emergency plan is communicated to parents.*

12.4.2 ***Hot Lunch Committee****: responsible for the running of the lunch program and oversees the money/order "count"; works with Council, school staff, parent volunteers to ensure that well-balanced meals are provided.*

12.4.3 ***Fundraising Committee****: possible events currently include but are not limited to: Art Show & Auction, Plant Sale, Pub Night; review and evaluate fundraising events and new opportunities.*

12.4.4 ***Class Representatives:*** *voluntary liaison between teacher and parents of the children in a specific division in regards to potential parent involvement in class activities or field trips as requested by the teacher or PAC executive members.*

SECTION 13 FINANCES

13.1 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 May of each year.

13.2 All funds of the PAC shall be on deposit in a bank of financial establishment registered under the Bank Act.

13.3 The Executive shall name 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.

13.4 All money spent above and beyond a pre-determined petty cash amount of $150.00 shall be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.

13.5 A Treasurer's report to all Members should be published on the PAC website prior to the end of each School term.

13.6 A need for audits shall be agreed upon by the Members at any General Meeting, whereupon an independent auditor shall be appointed as needed.

13.7 A fundraising plan for the School year shall be proposed in June or the last meeting of the school year and voted upon at the beginning of each School year.

BYLAWS

SECTION 14 CONSTITUTION AND BYLAW AMENDMENTS

14.1 Amendments to the Constitution and Bylaws of the Confederation Park Parent Advisory Council 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.

SECTION 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 PAC 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 Meeting shall be required to remove a Member from responsibilities.

BYLAWS

SECTION 16 CODE OF CONDUCT

16.1 The Confederation Park Parent Advisory Council is not a forum for the discussion of individual School personnel, students, Parents or other individual Members of the School Community.

16.2 An Officer who is approached by a Parent 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 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 his/her 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.

SECTION 17 STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____ on the Confederation Park Parent Advisory Council Executive, have read and understood, the Confederation Park 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.