



**False Creek Elementary School
Parent Advisory Council
Constitution & Bylaws**

VERSION 2.0

June 2023

Document Control Change History:

VERSION	CHANGES	DATE
1.0	<ul style="list-style-type: none"> - Initial Version 	2016-06-13
2.0	<ul style="list-style-type: none"> - Add a new front page. - Add version history page. - Throughout, changed “members” to be less vague, generally making it either the PAC “membership”, “members of council”. - Added new term definitions for: “Council”, “PAC”, “parent advisory council”, “membership”, “members of the Council”, and “executive members”. - Set AGM to happen in June. - Set Robert’s Rules of Order as an emergency set of rules of order. - Renamed “President” to “Chair”. - Renamed “Vice-President” to “Vice-Chair”. - Clarified that the DPAC Representative is an executive position. - Set the default terms as being Start of July to the end of June. - Clarified what meetings some decisions are made. - Removed the option for the DPAC Representative to be an employee of the school district. - Small grammar changes. - Changed “Members-at-large” to “Directors-at-large”. - Noted that committees with budgets need to have designated people to vet receipts. - Added rule that school’s PAC charitable money requires decision in a general or executive meeting to be spent. - Clarified rules for deciding on spending non-budgeted expenses. 	2023-06-19

False Creek Elementary School

Parent Advisory Council

Constitution & Bylaws

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Constitution

Section I – NAME

The name of this Council is **False Creek Elementary Parent Advisory Council**.

The Council will operate as a non-profit organization with no personal financial benefit accruing to the membership.

The business of the Council will be unbiased in respect of race, religion, gender identity, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and, in particular, the interests of False Creek Elementary.
5. To provide leadership in the school community.
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To provide parent education and professional development, and a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of Vancouver DPAC and the BC Confederation of Parent Advisory Councils.

Section III – INTERPRETATION OF TERMS

“**community organizations**” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.

“**district**” means 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 School District No.39.

“**parent**” is as defined in the School Act and means:

- A. the guardian of the person of the student or child,
- B. the person legally entitled to custody of the student or child, or
- C. the person who usually has the care and control of the student or child, and,
- D. for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No.39.

“**Council**”, “**PAC**” or “**parent advisory council**” mean the parents organized according to the School Act and operating as a parent advisory council in False Creek Elementary.

“**membership**”, or “**members of the Council**” are the parents who make up the parent advisory council.

“**executive members**” are members of the Council who currently hold executive positions in the parent advisory council.

“**school**” means any public elementary or secondary educational institution as defined in the School Act operating within School District No.39.

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in False Creek Elementary are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of False Creek Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members of the Council.

Compliance with bylaws

5. The membership will uphold the constitution and comply with these bylaws.

Section II –MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members of the Council.
2. General meetings will be held not less than four times during the school year.

Annual General Meetings

1. The June general meeting will be the annual general meeting for the purpose of electing executive members.
2. If the June general meeting doesn't occur, then the following general meeting will be the annual general meeting.

Conduct

3. At general meetings, the membership will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
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 this Constitution and Bylaws.

Notice of meetings

6. The membership will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be 5 voting members of the Council.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.
5. The membership must attend meetings to vote on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members of the Council present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

Section IV – EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will be the executive members holding these positions:
 - a. Chair,
 - b. Vice-Chair,
 - c. Secretary,
 - d. Treasurer,
 - e. DPAC Representative,
 - f. and such other Directors-at-large as the membership decides at an annual general meeting.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No.39 or the Ministry of Education, unless allowed by a motion at the annual general meeting.

Election of executive

4. A call for nominations shall be made at a general meeting previous to the annual general meeting..
5. The executive will be elected at each annual general meeting.

Term of office

6. For executive members elected at an annual general meeting, the term of office shall commence on July 1st of each year and shall complete on the following June 30th..
7. No person may hold the same executive position consecutively for more than (4) four years, except if elected by acclamation.

Vacancy

8. If an executive member resigns or ceases to hold office, other than the DPAC Representative, for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

9. The membership may, by a majority of not less than 75% of the votes cast at a general meeting, remove an executive member before the expiration of his or her term of office, and may elect an eligible member of the Council to complete the term.
10. Written notice specifying the intention to make a motion to remove the executive member must be given to the membership no less than 14 days before the meeting.

Remuneration of executive

11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chair.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

Reporting of Decisions

6. All decisions of the executive shall be recorded at the next general meeting.

Section VI – DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Vancouver DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No.39 or the Ministry of Education.

Election of DPAC representatives

2. The election of the DPAC representative must be by secret ballot.

Term of office

3. The DPAC representative will hold office for a term of one year.

Vacancy

4. If the 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 an election must be by secret ballot.

External committees

5. The membership or executive may elect or appoint a member of the Council who is not an employee or elected official of School District No.39 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must agree to:

- 1.1. uphold the constitution and bylaws, policies, and procedures of the electing body
- 1.2. perform his or her duties with honesty and integrity and in the interests of the Council
- 1.3. work to ensure that the well-being of students is the primary focus of all decisions
- 1.4. respect the rights of all individuals
- 1.5. take direction from the membership and executive
- 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
- 1.7. work to ensure that issues are resolved through due process
- 1.8. strive to be informed and only passes on information that is reliable
- 1.9. respect all confidential information
- 1.10. support public education

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

3. 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.

Disclosure of interest

4. An executive 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.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

- A. The Chair will
 - a. speak on behalf of the Council
 - b. consult with the membership
 - c. preside at general and executive meetings
 - d. ensure that an agenda is prepared
 - e. appoint committees where authorized by the membership or executive
 - f. ensure that the Council is represented in school and district activities
 - g. ensure that Council activities are aimed at achieving the purposes set out in the constitution
 - h. be a signing officer

- i. submit an annual report
- B. The Vice-Chair will
- a. support the Chair
 - b. assume the duties of the Chair in the Chair's absence or upon request
 - c. assist the Chair in the performance of his or her duties
 - d. accept extra duties as required
 - e. be a signing officer
 - f. submit an annual report
- C. The Secretary will
- a. ensure that the membership are notified of meetings
 - b. record and file minutes of all meetings
 - c. keep an accurate copy of the constitution and bylaws, and make copies available to the membership upon request
 - d. prepare and maintain other documentation as requested by the membership or executive
 - e. issue and receive correspondence on behalf of the Council
 - f. ensure safekeeping of all records of the Council
 - g. may be a signing officer
 - h. submit an annual report
- D. The Treasurer will
- a. be a signing officer
 - b. ensure all funds of the Council are properly accounted for
 - c. disburse funds as authorized by the membership or executive
 - d. ensure that proper financial records and books of account are maintained
 - e. report on all receipts and disbursements at general and executive meetings make financial records and books of account available to the membership upon request
 - f. have the financial records and books of account ready for inspection or audit annually
 - g. with the assistance of the executive, draft an annual budget
 - h. ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
 - i. submit an annual financial statement at the annual general meeting
- E. The DPAC Representative will
- a. attend meetings of Vancouver DPAC and represent, speak, and vote on behalf of the Council
 - b. maintain current registration of the Council
 - c. report regularly to the membership and executive on all matters relating to the DPAC
 - d. seek and give input to the DPAC on behalf of the Council
 - e. receive, circulate, and post DPAC newsletters, brochures, and announcements
 - f. receive and act on all other communications from the DPAC
 - g. liaise with other parents and DPAC representatives
 - h. submit an annual report
- F. Directors--at-Large will

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- G. submit an annual report

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. Committees with budgets must designate two committee members who both must authorize expenditures.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be September 1st to August 31st.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. 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

4. The executive should name at least three signing officers for banking and legal documents, one of whom being the Treasurer. Two signatures will be required on all of these documents.
5. Expenditure requests from the VSB school held PAC charitable donated account can only be authorized by being documented in the minutes of an general or executive meeting.

Annual budget

6. The executive will prepare a budget and present it to the membership for approval at the beginning of the financial year.

Non-budgeted expenditures

7. Non-budget expenditures must decided on by either:
 - a. Vote of the members at a general meeting,

- b. Vote of the executive at an executive meeting, or
 - c. Be agreed to by 100% of the executive members.
8. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

9. A Treasurer's report will be presented at each general meeting.

Auditor

10. Members at a general meeting may instruct the executive to appoint an independent auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The membership at a general meeting may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the membership not less than 14 days before the meeting.
3. Proposed amendments must be posted in a conspicuous place in the school or made accessible to the membership.

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member of the Council, 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 Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.39 having purposes similar to those of the Council, as the the membership may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of False Creek Elementary.

Adopted by False Creek Elementary Parent Advisory Council at Vancouver, British Columbia, on June 19th, 2023.

Signatures of Chair and one other executive officer: