

**CONSTITUTION AND BYLAWS:  
GLENROSA ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL  
(School District #23)**

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**CONSTITUTION AND BYLAWS:  
GLENROSA ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL  
(School District #23)  
(Revised October 2004 )**

**CONSTITUTION**

**Section 1 Name**

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1.The name of this organization shall be: **Glenrosa Elementary School Parents Advisory Council.**

**Section 2 Mission Statement**

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1.The purpose of the Parent Advisory Council shall be to promote and support education and to continue to contribute to a sense of school community and the well being of the children. The Council shall encourage parents to participate in meaningful educational activities and decision making. The Council shall not be commercial, partisan or sectarian and shall be governed by requirements of Federal and Provincial Human Rights Legislation.

**Section 3 Objectives**

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1. To maintain direct communication between the school and an interested parental body.
2. To inform the parental community of school organization, affairs, educational, changes, needs and concerns, via public meetings, newsletters, discussion groups etc.
3. To allow for advice and discussion between parents and school administration and staff; School Board and the Provincial Ministry, according to the B.C. Schools Act.
4. To assist each child to meet his/her physical, mental, social, and emotional needs; to foster high ideals of citizenship; and to promote goodwill and peace through co-operation within the school community.

**CONSTITUTION AND BYLAWS:  
GLENROSA ELEMENTARY SCHOOL  
PARENTS' ADVISORY COUNCIL  
(School District #23)  
October 2004 (revised March, 2010)**

**BYLAWS**

**Section 1      Membership**

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**Voting Members**

1. All parents and/or guardians of students registered at **GES** are voting members of the PAC.

**Non-Voting Members**

2. **Administrators** and staff of **GES** are invited to be non-voting members of the PAC.
3. At no time will the PAC have more non-voting than Voting members.

**Compliance of Bylaws**

4. Every member will uphold the constitution and comply with these bylaws.

**Section 2      Meetings**

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**Notice of Meetings**

1. Meetings will be arranged preferably on a pre-determined day each month during the school year.
2. Members will be given reasonable notice of meetings. In the event of a special general meeting, notice will be given to the members with as much advanced notice as possible. This may include email, newsletter, PAC Board or website.

**Quorum**

3. A quorum for any general meeting will consist of seven (**7**) members, where at least three (3) of these members are of the current Executive.
4. A quorum for any Executive meeting will be a majority of the persons who have been elected in any one year.
5. If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or the meeting is adjourned or terminated.

**Conduct & Procedures**

6. Meetings will be conducted efficiently and with courtesy, respect and fairness towards all.
7. Individual concerns involving **GES** personnel, students, parents, or other members of the community will be directed to the principal, district or toward another appropriate problem solving procedure outside the PAC.

8. The PAC will refrain from partisan political action or other activities that do not serve the interests of **GES** or the public school system.

### **Executive Meetings**

9. Executive meetings will be held at the call of the PAC Chair. **At least one meeting will be held per year.**

10. Executive meetings are open to Executive members, Committee Chairs on an as needed basis, and others at the invitation of the Executive Committee. Only Executive members will be able to vote.

### **General Meetings**

11. A minimum of six general meetings will be held yearly. One of those meetings will be the Annual General Meeting (AGM).

12. The Annual General Meeting (AGM) will be held in May on a date set by the Executive.

### **Voting**

13. Voting will be done by a show of hands with the exception of the **election of officers**, which will be done by secret ballot

14. Voting by members on all matters must be given personally; voting by proxy will not be permitted

15. All general matters requiring a vote at all meetings will be decided by a simple majority of the votes cast.

16. In the case of a tie vote, the motion is defeated.

### **Online Voting**

**17. Online email voting, initiated by the PAC Chair will be accepted if a time sensitive issue needs to be voted on before the next general meeting. Members will be updated at the next General meeting.**

18. All matters requiring an online email vote will be decided by a simple majority of votes cast from the current Executive and Committee Chairs.

## **Section 3      Executive**

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At a minimum, the Executive must consist of three members, including the PAC Chair (Co-Chair), Treasurer and one other.

### **Role of the Executive**

1. The Executive will manage all PAC affairs between general meetings.

### **Nomination and Election Procedures**

2. Elections will be held at the Annual General Meeting (AGM).

3. Members may nominate themselves or another member for a position.

4. Nominations are accepted starting two months prior to the date of the Annual General Meeting, until one week before the Annual General Meeting (AGM). In the event that no one stands for a position, nominations for that position only will remain open and nominations from the floor at the AGM will be accepted.

5. The election for all positions must be done by secret ballot. Votes will be tallied by a member not nominated for an executive or committee position.

6. If only one nominee is standing for position, he/she will be appointed by acclamation.

7. The election of members to the School Planning Council (SPC) must be by secret ballot (School Act, Section 8 (6)).

8. Upon election or appointment, members will be required to sign a copy of the GES code of Ethics.

### **Term of Office**

9. Members are elected for a one-year term, effective September 1st and end on August 31<sup>st</sup> of the following year.

10. No executive member will hold more than one executive position at any one time, and no member may hold the same position for more than three (3) consecutive years except under extra-ordinary circumstances.

### **Vacancy**

11. If an executive member resigns or a position is not filled during an election, the remaining executive members may appoint a member of the PAC to fill the vacancy until the next annual general meeting.

12. If the PAC chair resigns or is removed, then the vice chair will assume the position of PAC chair for duration of the year.

### **Removal/Resignation of Executive**

13. The following may be grounds for the removal of an executive member:

- Fails to observe the constitution & bylaws or code of ethics.
- Is absent from two consecutive meetings without notifying the PAC Chair.
- Is not fulfilling the duties of his/her elected position.

14. A resignation is a personal decision to leave the PAC. Resignation letters must be submitted to the PAC Chair. All resignation letters will be held by the Secretary.

### **Remuneration of Executive**

15. No Executive member will be paid for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs.

## **Section 4 Executive Positions and Responsibilities**

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1. The affairs of the PAC will be managed by a volunteer board of elected members and the immediate Past PAC Chair. The PAC Executive will be as follows:

The PAC **Chair** will:

- Convene and preside at all general and Executive meetings.
- In consultation with the Executive and **GES** Administration, ensure that an agenda is prepared and presented at each meeting.
- Appoint committees where authorized to do so by the Executive or membership.
- Take actions or ensure that such actions are taken by others to achieve the objectives and the purpose of the organization.
- Be the official spokesperson for the organization.
- Act as liaison between the PAC and the **GES** administration and between the PAC and the community.
- Assist with the Constitution and Bylaw Revisions as required.
- Be an ex-officio member of all committees.
- Support and assist other officers in the execution of their duties
- Ensure that the PAC is represented in school and district activities.
- Be a signing officer.

The **Vice-Chair** will:

- Assume responsibility of the PAC Chair position in the Chair's absence.
- Act as an assistant to the PAC Chair.
- Chair the Constitution and Bylaw Revisions Committee
- Accept extra duties as required.
- Be a signing officer.

**\*\*The role of PAC Chair and Vice-Chair may be combined and shared between two Co-Chairs.**

**Each Co-Chair has one vote.**

The **Secretary** will:

- Record the minutes of all general and Executive meetings
- Distribute the minutes to the Executive and to PAC representatives prior to each general meeting.
- Have all the minutes completed, emailed and/or posted on the Pac bulletin board no longer than 10 days after the meeting.
- Have all minutes only consist of facts, actions, and motions of business that the PAC has done or is going to do. There will be no thoughts or opinions recorded in the minutes. Need not be word for word.
- **Ensure that the minutes of the general meetings are filed in the library once passed, and accessible to all parents at GES.**
- Assist with the Constitution and Bylaw Revisions as required
- Accept extra duties as required

The **Treasurer** will:

- Be responsible for and report on the accounts of the organization.
- At the annual general meeting in May along with the Executive, draft an annual budget for the coming school year.
- **Responsible to apply for gaming money or any other grants**
- Prepare and present monthly reports and year-end reports at PAC general meetings. Monthly reports will include disclosure of any expenditure approved by the Executive since the previous meeting.
- Disburse funds as authorized by the membership or Executive.
- Ensure that proper financial records and books of account are maintained.
- Make financial records and books of account available to members upon request in consultation with the PAC chair.
- Have the financial records and books of account ready for inspection or audit annually.
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence and know what to do.
- Assist with the Constitution and Bylaw Revisions as required
- Ensure that all cheques have 2 signatures
- Must be one of the signers on every cheque.
- Be one of the four signing officers.

The **COPAC Delegate** will:

- Attend COPAC meetings and represent, speak, and vote on behalf of the PAC.
- **Ensure current registration of the PAC with BCCPAC.**
- Report back regularly to the membership and Executive on all matters relating to the COPAC.
- Seek input from COPAC when required.
- Accept other duties as required.
- Receive, circulate, and post COPAC newsletters, brochures, and announcements.
- Receive and act on all other communications from COPAC
- Assist with the Constitution and Bylaw Revisions as required

**The School Planning Council (SPC) Delegate (1) will:**

- **Be one of three elected School Planning Council (SPC) parent representatives.**
- **Represent and speak on behalf of the PAC at SPC meetings.**
- **Report back to the PAC at general and Executive meetings.**
- **Attend meetings of the School Planning Council (SPC).**
- **Assist with the Constitution and Bylaw Revisions as required**

The **Immediate Past PAC Chair** will:

- Strive to achieve a smooth transition between terms of office.
- Serve in an advisory capacity to the Executive

## **Section 5 Committees**

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1. The membership and Executive may appoint committees to further the PAC's purposes, carry on its affairs, and serve in a capacity to be determined by the PAC at the time of their election and other times throughout their tenure as the needs of the PAC may require.
2. Committees are responsible to the executive and membership.
3. Members are appointed to committees by the PAC Chair (after consultation with the Executive) when required.
4. Committee chairpersons will present a report on their activity to the Executive and membership at all general meetings or upon request.

### **Non-Executive Members/Committee Coordinators**

The **Lunch Coordinator** will:

- Organize the voluntary lunch or milk program.
- Send home order forms and collect monies.
- Accept other duties as required
- Be one of the signing officers.
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The **Parent Coordinator** will:

- **Organize the parent volunteers, when required for school functions.**
- Accept extra duties as required
- Send out and collect feedback from teaching staff about ongoing classroom activities.

The **\*Fundraising Coordinator** will:

- Co-ordinate and head any and all committees pertaining to the raising of funds.
- Accept other duties as required.

**\*Fundraising coordinator** may be held by the PAC as a group rather than one elected person.



## **Section 6      Finances**

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1. The financial year-end will be August 31.
2. A budget for the following school year is to be presented for approval at the **June** general meeting.
3. A treasurer's report, including the balance sheet, income statement and any expenditures approved at the previous executive meeting, will be presented at each general meeting.
- 4. An annual financial report will be presented by the treasurer to all members at the first general meeting following the year-end.**
5. The Executive may spend up to **\$300.00** outside of budgeted expenditures by a majority vote of the Executive. This may be done without the consent of the general meeting. All members will be informed at the next general meeting.
6. All funds of the PAC will be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act. Gaming funds will be kept in a separate bank account set up especially for gaming. All procedures relevant to the gaming account have to follow the government gaming rules.
7. Two signatures will be required on all cheques.
8. No member will sign any cheque that is payable to themselves.
9. The PAC Chair , Vice-Chair (or co-Chairs) , Treasurer and Lunch Coordinator will have signing authority for banking.
10. Need for audits will be agreed upon by majority of all the members at any general meeting, where upon an independent auditor will be appointed as needed.

## **Section 7      Code of Conduct**

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### **Code of Ethics**

- 1. On election or appointment, every Executive member must sign and agree to abide by a code of ethics acceptable to the membership.**

### **Privilege**

2. 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.

### **Electronic Communication & Email Etiquette**

3. E-mail correspondence will be considered an appropriate mechanism for official communication for the PAC in between meetings.
- 4. Online email voting among the Executive, initiated by the PAC chair will be accepted if a time sensitive issue needs to be voted on before the next general meeting. Members will be updated at the next General meeting.**

### Email Etiquette:

- Remember that email is not guaranteed to be confidential. Confidential information should be conveyed by phone or personal contact.
- Never say anything in email you wouldn't say in public
- The use of e-mail to harass, flame (to send abusive e-mail) or defame or disclose information about or to another member is prohibited.
- You should only email all or reply all if the message is genuinely useful, on-topic & needs to be seen by all.
- Keeping messages concise, structured, and to a minimum length is always appreciated.
- If forwarding a private email that was sent to you, you must get the sender's permission to forward it on to others.
- Avoid using email to resolve or react to items of high emotion or stress. Electronic messages are void of body language, voice tone and other visual cues that make them prone to misinterpretation. Consider a more personal alternative.
- It is illegal to use email to create or transmit offensive, obscene or indecent images, data or other material.
- It is unacceptable to create or send messages that could be construed as harassment to others.

Any PAC members who fail to follow proper email etiquette may be removed from all PAC email correspondence and will be updated at monthly meetings only.

### **Disclosure of Interest**

5. An Executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive to avoid conflict of interest.

6. Such an Executive member must avoid using his or her position on the PAC for personal gain.

### **Section 8 Property of Document**

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All documents, records, minutes, correspondence, web site, e-documents or other papers kept by a member, Executive member, or committee member in connection with the PAC will be deemed property of the PAC and will be turned over to the PAC **Chair** or the current person elected to fill the position when the member, Executive member, or committee member ceases to perform the task to which the papers relate.

### **Section 9 Constitution and Bylaw Amendments**

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1. **General review of the Constitution and Bylaws will be every three years by the Vice-Chairperson.**

2. The Constitution of the PAC may only be amended by a two-thirds majority vote of eligible members at the Annual General Meeting (AGM) in May. The proposed amendments will be posted on the PAC board and notification will be given to interested parents via email, fax or school website fourteen (14) days prior to the Annual general meeting. Passage of amendments will require an affirmative vote of two-thirds of those present at the Annual General Meeting (AGM).

3. The bylaws of the PAC may be amended by a two-thirds majority vote of eligible members at any general meeting. The proposed amendments will be posted on the PAC board and notification will be given to interested parents via email, fax or school website fourteen (14) days prior to the next general meeting. Passage of amendments will require an affirmative vote of two-thirds of those present at the advertised meeting.

### **Section 10 Dissolution**

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1. If the PAC wishes to dissolve, all members of the PAC will be given sixty (60) days written notice of the time, date and place of the final meeting and vote upon the dissolution of the GES PAC.

2. The PAC may be dissolved by a 2/3 majority vote of all members present at a general meeting.
3. In the event of dissolution, all records of the organization will be placed under the jurisdiction of the principal of GES.
4. Upon dissolution of the PAC the assets, which remain after payment of all cost, charges and expenses, which are properly incurred in the winding up will be:

**Gaming funds:**

- In the case of school closure: distributed to the PACs of the schools where the children of GES have enrolled.
- In the case of dispute: Returned to BC Gaming

**All other funds:**

- In the case of school closure: distributed to the PACs of the schools where the children of GES have enrolled.
- In the case of dispute: Deposited into the GES Account to be used for the children or the school as the principal sees fit.

This provision is unalterable

**Section 11 Rules of Order**

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1. When problems arise that cannot be resolved in consultation with the PAC Constitution & Bylaws or the school Act. Robert's Rules of Order will become the final authority used to resolve the situation.

Adopted by the Glenrosa Elementary School Parents' Advisory Council  
at West Kelowna, British Columbia,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
PAC Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Secretary

## CODE OF ETHICS

A parent who accepts a position as a PAC Executive member:

- upholds the constitution and bylaws, policies, and procedures of the electing body
- performs his or her duties with honesty and integrity and in the interests of the PAC
- works to ensure that the well-being of students is the primary focus of all decisions
- respects the rights of all individuals
- takes direction from the membership and Executive
- encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- works to ensure that issues are resolved through due process
- strives to be informed and only passes on information that is reliable
- respects all confidential information
- supports public education

### Statement of Understanding

I, the undersigned, in accepting the following position of The Glenrosa Elementary School Parent's Advisory Council, have read, understood, and **agreed** to abide by this Code of Ethics. I also agree to participate in any dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

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**Position**

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**Date**

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**Signature**