

CONSTITUTION & BYLAWS

GLENROSA ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
SD23

Revised November 2021

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CONSTITUTION

Section 1 Name

- 1.1 The name of this organization shall be: Glenrosa Elementary School Parents Advisory Council. It shall also be recognized as GRE PAC, or in this document PAC.

Section 2 Mission Statement

- 2.1 The purpose of the 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 the Federal and Provincial Human Rights Legislation.

Section 3 Objectives

- 3.1 To enhance communication among parents, students, school administration, staff, and community members.
3.2 To inform the parental community of school organization, affairs, educational programs, changes, needs and concerns, by means of public meetings, newsletters, discussion groups, social media, etc.
3.3 To allow for advice and discussion between parents and school administration and staff, School Board, and the Provincial Ministry, according to the BC School Act.
3.4 To assist each child to meet their physical, mental, social, and emotional needs. To foster high ideals of citizenship and to promote goodwill and peace through cooperation within the school community.
3.5 To contribute to the school by promoting volunteer involvement and cooperation between the home, school, and the community relative to educational issues.
3.6 To raise funds to assist with extra curricular school programs, as well as school and classroom resources.

Section 4 Membership

- 4.1 Voting Members:
All parents / guardians of students registered at GRE are voting members of the GRE PAC.
4.2 Non-Voting Members:
Administrators and staff of GRE are invited to be non-voting members of the GRE PAC.
At no time will the PAC have more non-voting members than voting members.
4.3 Compliance of Bylaws:
Every member will uphold the constitution and comply with these bylaws.

BYLAWS

Section 1 Meetings

- 1.1 Notice of meetings:
 - 1.1.1 Meetings will be arranged (preferably) on a pre-determined day each month during the school year.
 - 1.1.2 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, website, or social media.

- 1.2 Quorum

A quorum is the minimum number of members at a meeting necessary to conduct the business of that group.

 - 1.2.1 A quorum for any general meeting will consist of 5 members, where at least three (3) of these members are of the current executive.
 - 1.2.2 A quorum for any executive meeting will be a majority of the persons who have been elected in any one year.
 - 1.2.3 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.

- 1.3 Conduct & Procedures
 - 1.3.1 Meetings will be conducted efficiently and with courtesy, respect, and fairness towards all.
 - 1.3.2 Individual concerns involving GRE 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.
 - 1.3.3 The PAC will refrain from partisan political action or other activities that do not serve the interests of GRE or the public school system.

- 1.4 Executive Meetings
 - 1.4.1 Executive meetings will be held at the call of the PAC President or Vice President. At least one (1) meeting will be held per school year.
 - 1.4.2 Executive meetings are open to Executive Members. They are open to Committee Chairs on an as needed basis, or at the invitation of the executive committee.
 - 1.4.3 Only executive members will be able to vote.
 - 1.4.4 These meetings may be conducted outside of the school property, at a personal home, or private business. They may be less formal but fall under the rules of bylaws Section 1.3.

- 1.5 General Meetings
 - 1.5.1 A minimum of eight (8) general meetings will be held yearly. One of these meetings will be the Annual General Meeting (AGM).
 - 1.5.2 In accordance with Section 5 ART. 5.3 meetings, when possible, should be scheduled when the treasurer is available.
 - 1.5.3 The Annual General Meeting (AGM) will be held in May.

- 1.6 Voting
 - 1.6.1 Voting will be done by a show of hands.
 - ~~1.6.1.1 EXCEPTION: election of officers will be done by secret ballot.~~
 - 1.6.2 Voting by proxy will not be permitted. Members must be present to vote on any / all matters as an assurance that no vote has been manipulated.
 - 1.6.3 All general matters requiring a vote at all meetings will be decided by a simple majority of the votes cast.
 - 1.6.4 In the case of a tie vote, the motion is defeated.

1.6 Voting continued:

- 1.6.5 A quorum must be present to allow a vote to proceed and be passed or defeated.
Section 1.2, ART, 1.2.1

- 1.7 Online Voting
 - 1.7.1 Online voting through email / social media is convenient, however, this system is not dependable enough for important communications and should be used only in extenuating circumstances.
 - 1.7.2 Online email voting may be initiated by the President or Vice President (if the president is unavailable). If a time sensitive issue needs to be voted on before the next general meeting.
Time Sensitive shall be defined as any item arising between meetings that has a timeframe ending before the next meeting.
 - 1.7.3 Executive and Committee members will participate in these votes.
 - 1.7.4 All matters requiring an online email / social media vote will be decided by a simple majority of the votes cast from the current Executive and Committee Chairs.
 - 1.7.5 Members will be updated at the next general meeting.

Section 2 Executive

- 2.1 At the minimum the Executive must consist of three members:
 - 1. President
 - 2. Treasurer
 - 3. One other
 - 2.1.1 Each position must be held by one individual. At no time will less than three (3) separate people have the authority of the GRE PAC.
 - 2.1.2 Should circumstance find that there are less than three (3) people able to maintain this core group the PAC will put all business on hold. This includes (but is not limited to) meetings, decision making, and finances.
 - 2.1.3 The principal of GRE can facilitate contacting parents to re-organize the PAC. The principal will not be directly involved in PAC affairs. The COPAC president may be contacted for support.
 - 2.1.4 For financial consideration please see the FINANCE section of the bylaws.

- 2.2 Role of the Executive
 - 2.2.1 The Executive will manage the PAC affairs between general meetings.

- 2.3 Nomination and Election Procedures
 - 2.3.1 Elections will be held at the Annual General Meeting in May.
 - 2.3.2 Members may nominate themselves or another member for the position.
 - 2.3.3 Nominations are accepted starting two (2) months prior to the date of the Annual General Meeting, until one (1) week before the Annual General Meeting.
 - 2.3.4 In the event that no-one stands for a position; that position will remain open and nominations from the floor of the AGM will be taken. The person must be present (physically) at the AGM to make this nomination.
 - 2.3.5 The election for all positions must be done by ~~secret ballot~~ show of hands. Votes will be tallied by a member who has not been nominated for an executive and / or committee position.
 - 2.3.6 If only one (1) nominee is standing for a position, he / she will be appointed by acclamation, an election of unanimous consent.
 - 2.3.7 Upon election of appointments, members will be required to sign a copy of the GRE Code of Ethics.

- 2.4 Term of Office
 - 2.4.1 Members are elected for a one (1) year term. Effective September 1st of that year to end August 31st of the following year.

2.4 Term of Office continued:

- 2.4.2 No Executive member will hold more than one Executive position at a time.
- 2.4.3 Members should hold a **the same** position for no more that three (3) consecutive years. This may be determined by the current GRE PAC and members.
- 2.5 Vacancy
- 2.5.1 If an executive member resigns, or a position is not filled during the election, the remaining executive members may appoint a member of the PAC to fill the vacancy until the next general meeting. This does not require a full member vote.
- 2.5.2 If the PAC President resigns, or is removed, then the Vice President will assume the position of the PAC President for the duration of the term. In accordance with Section 2, ART. 2.1
- 2.6 Removal / Resignation of Executive
- 2.6.1 The following are grounds for removal of any executive member:
1. Theft in or outside of the school.
 2. Misconduct of a physical threat or sexual nature in or outside of the school.
- 2.6.2 Any theft or misconduct is to be brought to the attention of the other executive members, the school principal, COPAC, and if required, the RCMP. At no time should this information be spread as gossip.
- 2.6.2 The following may be grounds for the removal of an Executive member:
1. Failure to observe the constitution, bylaws, or code of ethics.
 2. Is absent from two (2) or more consecutive meetings without notifying the PAC Chair/ President.
 3. Is not fulfilling the duties of his / her elected position.
 4. Is misrepresenting the GRE PAC or its members.
- 2.6.3 A resignation is a personal decision to leave the PAC. Resignation letters must be submitted to the PAC Chair / President. All resignation letters will be held by the secretary.
- 2.7 Remuneration of Executive
- 2.7.1 No Executive member will be paid for serving on the Executive.
- 2.7.2 Executive members may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC business.
- 2.7.3 Any reimbursement request must have original receipts showing the items purchased and the total amount.
- 2.7.4 Reimbursement will be done only by cheque for the amount accounted for. Sec. 2.7, ART. 2.7.3 All cheques will be provided to the Executive member within a reasonable time period of seven (7) to fourteen (14) days.
- 2.7.5 Any Non-Executive member should discuss first with the Executive before purchasing items and requesting reimbursement.

Section 3 Executive Positions & Responsibilities

- 3.1 The business of the PAC will be managed by a volunteer board of elected members and the immediate past PAC Chair / President.
- 3.2 The PAC Executive is as follows:
1) President 2) Vice President 3) Secretary 4) Treasurer 5) COPAC Rep
- 3.2.1 The PAC President**
- This position may be held by two (2) people. In that circumstance there is one (1) vote for this position to be shared between the two.

3.2.1 *President continued:*

- Convene and preside at all general and Executive meetings.
- Determine if a quorum is present and call the meetings to order.
- In consultation with Executive and GRE administration, prepare and present an agenda to be used at each meeting to bring business before the meeting according to the order of business.
- Put all legitimate motions before the group.
- Enforce the rules of debate and grant all members who want to speak the opportunity to do so.
- Conduct the vote on all questions / motions; determine and announce the results.
- Rule improper motions out of order.
- Conclude the meeting by calling it adjourned and setting the next meeting date and time.
- May invite another to chair the meeting if the issue has divided the membership and the Chair / president should not preside.
- Appoint committees where / when required with the consultation of the executive.
- Be the official spokesperson for the PAC. (May coordinate with the Public Relations Liaison)
- Act as a liaison between the PAC and the GRE administration, other school PAC's, and the community.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Be a member of all committees by virtue of this position's status.
- Ensure that the PAC is represented within the school and community.
- Sign the meeting minutes when they are complete.
- Is a signing officer. If this position is held by two (2) people only one (1) person will be a signing officer.

3.2.2 **The PAC Vice President**

- This position may be held by two (2) people. In that circumstance there is one (1) vote for this position to be shared between the two.
- Assume the responsibility of the President position in their absence.
- Automatically takes on the role of the President if that person has been removed or resigned in accordance with Sec 2 ART 2.1.1
- Act as an assistant to the President.
- Chair the Constitution and Bylaws revision committee. To be reviewed every three (3) years at a minimum.
- Accept extra duties as required.
- Be a member of all committees by virtue of this position's status.
- Is a signing officer. If this position is held by two (2) people only one (1) person will be a signing officer.

3.2.3 **The PAC Secretary**

- This position may be held by two (2) people. In that circumstance there is one (1) vote for this position to be shared between the two.
- Responsible to keep the records of the PAC including minutes, reports of executive and committees, official correspondence, resignation letters.
- ~~Print minutes and read them for the general meeting, find another person to read and second them.~~
- Ensure minutes have been read by two members. This requirement will be satisfied by a Motion to adopt the previous meetings minutes and other person to second the motion.
- Have all minutes completed, emailed, and posted on the PAC bulletin board within ten (10) days after the meeting.
- Have minutes consist only of facts, actions, and motions of business that the PAC has done or is going to do. There will be no thoughts, opinions, or comments in the minutes.
 - Name the organization.
 - The date, time, and location.

3.2.3 *Secretary continued:*

- Who is present.
 - Mention of whether the previous meetings minutes were ~~read~~ adopted and approved.
 - Corrections to minutes (if required)
 - All main motions. Include the name of the member making the motion and the person who seconds the motion.
 - Final wording of motions. Adopted or disposed. Include the facts of the motion, and any debate. What type of vote.
 - Notice of motions and all points of order.
 - Any reports the members and executive would like entered into the minutes.
 - Sign the minutes when they are complete.
 - Amend minutes if required and submit changes. Original minutes will be kept for reference.
- Minutes need not be word for word.
 - Ensure that the minutes of the general meetings and AGM are filed in the library once passed and accessible to all parents at GRE.
 - Make sure the official Bylaws, special rules of order, standing rules, and current minutes are available to members.
 - Be part of the Constitution and Bylaws Committee.
 - May be a signing officer if required.
 - Accept extra duties as required.

3.2.4 **The PAC Treasurer**

- This position will be held by one (1) individual.
- Will serve as custodian of the funds of the GRE PAC organization.
- Keep careful records of all receipts.
- Prepare financial statements and report to the board members and principal. Prepare and present monthly reports at each general meeting (also on any month no meeting is held). Monthly reports will include the account, open balance, close balance, credits, debits, the date, and who completed the report and any relevant financial information.
- Prepare the minutes with all four (4) signatures of signing officers and coordinate with the financial institution and these four (4) signing officers so all accounts have signing authority ready for the school year.
- Take responsibility for reports required by tax, gaming, or other authorities.
- Maybe bonded, at the expense of the PAC, in an amount large enough to protect it from loss.
- All reports will be kept in a separate binder with the associated receipts, deposit slips, and any original information. Copies should be made in the event the originals are misplaced.
- Make financial records and books available to members upon request and in consultation with the PAC Chair / President. An overview of the bank accounts and business should be done at every general meeting.
- Disburse funds as authorized by the membership and executive.
- Ensure that all signing officers have access to the financial records and books of accounting in the treasurer's absence and they know what to do.
- Ensure that all signing officers have access to the financial records and books of accounting in the treasurer's absence and they know what to do.
- Have a transaction sheet available to be filed out for any / all cash transactions (this is separate from the deposit slip).
- Ensure all cheques have two (2) signatures.
- Order cheques / deposit books.
- Must be one of the signatures on all cheques.
- Must be one of the four (4) signing officers.
- Assist with the constitution and Bylaws Committee as required.

3.2.5 COPAC Representative

- This position may be held by two (2) people. In that circumstance there is one (1) vote for this position to be shared between the two.
- Attend COPAC meetings and represent, speak, and vote on behalf of the PAC.
- Ensure current registration of the PAC with the BCCPAC.
- Report back regularly to the membership and Executive on all matters relating to the COPAC.
- Seek input ~~form~~ from the COPAC when required.
- Receive, circulate, and post COPAC newsletters, brochures, and announcements.
- Receive and act on all other communications from the COPAC.
- Assist with the Constitution and Bylaws committee.
- Be part of other committees.
- Agree to attend a minimum of three (3) meetings within the year.

Section 4 Committees

4.1 The Executive and membership may appoint committees to further the PAC's purposes, carry on it's affairs, and serve in the capacity to be determined by the PAC at the time of their election, or, at times throughout their tenure as the needs of the PAC may require.

4.2 Committees are accountable to the Executive and the membership.

4.3 When required members are appointed to committees by the PAC President only after consultation with all the Executive members.

4.4 Committee chairperson(s) will present and report on their activity to the Executive and membership at all general meetings, or, upon request.

4.5 Non – Executive Members / Committee Members:

4.5.1 Lunch Co-ordinator

- Must be one of the signing officers.
- Organize the voluntary lunch and / or milk program. Including online menus and ordering.
- Send home order forms and collect the money.
- Will use proper accounting forms to record transactions which will include the total amounts paid as well as the names of the individual payee as to keep a record in case of discrepancies.
- Will have a second person count the money and verify the cash slip. This may be the treasurer, GRE administration, any Executive, or PAC member.
- Accept other duties as required.
- Ensure that all items necessary for hot dog days, lunch programs, and events are purchased.
- All purchases must be brought to the attention of the executive. All receipts must be provided to the Executive in order to receive reimbursement.
- Will have a second person who is able to do all the functions of this position in the event they are away, resign, or are removed.

4.5.2 Parent Co-ordinator

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

4.5.3 **Fundraising Co-ordinator**

- May be held by the PAC as group rather than one (1) elected person.
- Are responsible to organize volunteers for and fundraising events. And / or to volunteer to allow these events to run.
- Coordinate with GRE administration for use of space and school equipment.
- Coordinate and head all committees pertaining to fundraising.
- Communicate with the executive regarding fundraising events.
- Communicate with the treasurer if monies are required for fundraising events well in advance of the event date.

4.5.4 **Constitution and Bylaws Committee**

- Will review the Constitution and Bylaws at minimum every three (3) years.
- Consist of the Vice President, Secretary, Treasurer, COPAC Rep, and any other member the Vice President appoints.
- Bylaw changes will be posted fourteen (14) days before the general meeting and may be voted on during any general meeting.
- Constitution will be posted fourteen (14) days before the AGM where changes may be voted on only at the Annual General Meeting in May.
- An editable copy will be kept at the school for ease of changes.

4.5.5 **Public Relations Liaison**

- In coordination with the Executive will plan publicity strategies and campaigns.
- In coordination with the Executive will write and produce presentations and releases.
- Deal with inquiries from the public, the press, and related organisations.
- Organize and attend promotional events such as open houses, exhibitions, press conferences, and fundraising events.
- Communicate with the city, newspapers, and other media to promote events.
- Accept other duties as required.

Section 5 Finances

- 5.1 The financial year begins September 1 and will end August 31 of the following year.
- 5.2 A budget for the following school year is to be presented for approval at the June general meeting.
- 5.3 A treasurer's report, including balance sheet, income statement and any expenditures will be presented at each general meeting. Two members, one (1) of whom will be Executive, will look over the records before the start of each meeting.
- 5.4 An Annual Financial Report will be presented by the treasurer to all members at the first general meeting following the year-end.
- 5.5 The Executive may spend up to \$300 outside of the budgeted expenditures by a majority vote of the Executive. This may be done without the consent of a general meeting. All members will be informed at the next general meeting.
- 5.6 All expenditures must be brought to the Executive.
- 5.7 All PAC funds will be kept in the name of the PAC in a bank or financial institution registered regulated under the Bank Act or the British Columbia Financial Services Authority (BCFSA).

Section 5 Finances continued:

- 5.8 The bank statements will include the laser scan of all cheques.
- 5.9 Funds will not be brought to any individual's home. Every effort will be made to have the funds secured at the school or a financial institution.
- 5.10 Gaming funds will be kept in a separate bank account set up specifically for gaming. All proceeds relevant to the gaming account will follow the government gaming rules.
- 5.10.1 Ensure all gaming funds are deposited into the gaming account in a timely manner.
 - 5.10.2 Gaming Grants are annual. They must be applied for between April 1 and June 30th each year. Grants are issued by September 30th. This is a per student grant based on the prior year enrollment.
 - 5.10.3 Online application only are accepted
 - 5.10.4 Grant funds may be used to pay for goods and services used by students, or primarily for extra curricular activities. Grant funds may not be use for goods or services used primarily by teachers to deliver curriculum or by students to complete curriculum requirements. (e.g.: smart boards, iPad's)
 - 5.10.5 Any funds received through 50/50 or other cash games of chance will be counted at the event by one (1) Executive and at least one (1) other PAC member.
 - 5.10.6 Ensure all prizes offered in the ticket raffle are awarded as advertised and as approved when the gaming event licence was issued.
 - 5.10.7 Ensure gaming records are retained to support gaming events and disbursements.
 - 5.10.8 Ensure outstanding Gaming Event Revenue Reports and Gaming Account Summary Reports are submitted to Gaming Policy and Enforcement Branch within 90 days of the licence expiry and 90 days of the fiscal year end.
- 5.11 **Cheques**
- 5.11.1 Two (2) signatures will be required on all cheques
 - 5.11.2 No person will pre-sign more than two (2) cheques at any given time. Any pre-signed cheque must have the name of the person / business being paid, the proper date, and if possible, the total amount filled in.
 - 5.11.3 Cheques will be used to pay all vendors, GRE School, and for any other reimbursements.
 - 5.11.4 No member will sign a cheque that is payable to themselves.
 - 5.11.5 The PAC Treasurer, ~~Lunch Co-Ordinator~~, President, Vice President will have signing authority. The secretary may be a signing authority. In the event there are two (2) people holding an Executive position only one (1) person in each of these positions will be the signing authority.
 - 5.11.6 There will be a maximum four (4) people with signing authority.
 - 5.11.7 The cheque book will remain at the school in a designated PAC area in the office at all times.
 - 5.11.8 All Gaming Account cheques will include the words GAMING ACCOUNT along with the organizations full name.
 - 5.11.9 No Gaming Cheques will be pre-signed.
- 5.12 To receive signing authority; the minutes showing the current executive must be signed by all the Executive. The minutes must be presented to the financial institution, all four (4) members who will have signing authority must go to the financial institution to provide their signature and to allow the account to function. Any Executive unable to complete this in a timely manner will impart their signing authority to the next person available.
- 5.13 Need for audits will be agreed upon by the majority of all members at any general meeting, where and independent auditor will be appointed as needed.
- 5.14 Online banking ~~will not be used by the PAC.~~
- 5.14.1 Online banking will be held by the president and the treasurer only

5.14 Online Banking continued:

- 5.14.2 Online banking must be set up so that any transactions require approval from a second account signer
- 5.14.3 Any online banking transactions will be initiated by the treasurer and approved by the president
- 5.14.4 Online banking requires a bankcard to be set up. This bankcard must be deposit only and physically held at the GRE school
- 5.14.5 E-transfers will be set up to be received by auto-deposit only
- 5.14.6 At no time will outgoing e-transfers be used. All expenditures must be paid by cheque Sec. 5 ART 11.3

5.15 ~~At no time is a bank card or any type of credit card required for the PAC.~~

At no time is a credit card required for the PAC.

5.16 Over the summer months the account may be suspended upon completion of payments to all vendors. A deposit only should be placed onto the account.

Section 6 Fraud

- 6.1 At no time, for any reason, shall any member remove funds or property belonging to GRE, the students, administration, or the PAC.
- 6.2 Any person found misusing the PAC, GRE, it's funds, equipment, student's, or persons will be immediately removed from the PAC and reported to the principal and COPAC.
- 6.3 If the principal is unable or unwilling to support the PAC, they will then go to the RCMP.
- 6.4 The COPAC president will be notified.
- 6.5 Any member suspecting fraud will contact the executive or the COPAC president to make their concerns known.
- 6.6 Any member may request the minutes, financial transaction, and any PAC information.
- 6.7 Should a larger audit or investigation be required the appropriate authorities will be contacted.
- 6.8 Fraud is a serious offense. No member will report another in order to further their own agenda.
- 6.9 The President, COPAC president, and Public Relations Liaison will take over any reporting to media, RCMP, or other groups in the event of questions.
- 6.10 Members may address the Executive at a general meeting concerning any fraud allegations.
- 6.11 At no time will speculation and gossip be tolerated in relation to the seriousness of a fraud accusation.
- 6.12 Should any or all Executive be part of the allegation a new Executive must be elected. No person who is part of a fraud investigation may be part of the Executive. The COPAC president may participate in helping with this process.

Section 6 Fraud continued:

- 6.13 If required the Bank Account will be frozen by alerting the financial institution to the fraud.

Section 7 Code of Conduct

7.1 Code of Ethics

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

- 7.2 PAC, general meetings, Executive meetings are not a forum for discussion of individual school personnel, students, parents, or other individuals of the community.

- 7.3 Any Executive or Committee member who is approached by parent, student, or school personnel with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting confidentiality of the people involved. If the concern is of a fraudulent nature refer to Sec. 6.

- 7.4 Any information received in confidence by an Executive or Committee member by a representative from the school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information or their guardian.

7.5 Electronics, email, social media, internet & online etiquette

- 7.5.1 Email correspondence will be considered an appropriate mechanism for official communications for the PAC between meetings, only if all executive has access to email and are on a contact list. It is the responsibility of the sender of the email to ensure that it has been received and understood by each recipient.
- 7.5.2 Email, internet, messenger, and social media are not guaranteed to be confidential. Confidential information should be conveyed personally, or if necessary, by phone.
- 7.5.3 Never say anything in email or online that you would not say in person.
- 7.5.4 The use of email or online media to harass, be abusive, defame, or disclose information about or to another PAC member is prohibited.
- 7.5.5 Using email or online media, or replying to messages, should be genuinely useful, on topic, and needs to be seen and shared by all Executive.
- 7.5.6 Keep messages concise, structured, and to a minimum length.
- 7.5.7 If forwarding a private email that was sent to you, you must get the senders permission, in writing, to forward it to others. This may be through an email, text, or messenger.
- 7.5.8 Avoid using email to resolve or react to items of high emotion or stress.
- 7.5.9 Online messages are void of body language, voice tone, other visual cues, and accountability. They are prone to misinterpretation. Consider more personal communication.
- 7.5.10 It is illegal to use email or other online resources to create or transmit offensive, obscene, or indecent images, data or other material.
- 7.5.11 It is unacceptable to create or send messages that could be construed as harassment by others.
- 7.5.12 Text messaging, group chat, online media may be used as an appropriate mechanism for official communication if agreed on by all Executive members.
- 7.5.13 All communications are considered confidential and will not be posted, reshared, or photographed without the permission of the Executive.
- 7.5.14 All social media pages will be monitored regularly; the PAC may decide how and who will do this.
- 7.5.15 All communications will be done in a courteous and professional manner keeping the intention of the PAC constitution and Bylaws in mind.
- 7.5.16 All PAC Executive will have access to PAC messages, email, online pages and are responsible to keep them active, up to date and respond to messages.

7.5 Electronics, email, social media, internet & online etiquette continued:

- 7.5.17 Any PAC member who fails to follow proper online, email, Facebook, messenger etiquette may be removed from the PAC email and online correspondence and will be updated at monthly meetings only.
- 7.6 Online Voting
- 7.6.1 Online email, or messenger voting among the Executive, initiated by the PAC President, or Vice President will be accepted if a time sensitive issue needs to be voted on. This is any event that has come to the attention of the Executive after a general meeting and needs to be completed before the next general meeting is scheduled.
- 7.6.2 All Executive will take part in this vote for it to be considered valid.
- 7.6.3 Members will be notified at the next general meeting.
- 7.7 Disclosure of interest
- 7.7.1 An Executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC or GRE School, must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive to avoid conflict of interest.
- 7.7.2 Such an Executive member must avoid using his or her position on the PAC for personal gain or to influence a decision in their personal favour.

Section 8 Property of Document

- 8.1 All documents, records, minutes, correspondence, web-site, e-documents, messages, or other papers kept by a member, Executive member, or committee member in connection with the PAC is deemed property of the PAC and will be turned over to the PAC Executive, when the member, Executive, or committee member ceases to perform the task to which the correspondence relates.
- 8.2 All documentations will be stored at the GRE school property in a designated area by the completion of the school year.
- 8.3 Any documents kept at the personal residence of and Executive, Member, or committee member, must be presented upon request within 24 hours of a written request to the Executive.

Section 9 Constitution and Bylaw Amendments

- 9.1 General review of the Constitution and Bylaws will be done every three (3) years at minimum, or as necessary, by the Vice President along with the Treasurer, Secretary, and any other member appointed by the Vice President.
- 9.2 The Constitution of the GRE PAC may only be amended by a two-thirds majority vote at the Annual General Meeting in May. The proposed amendments will be posted on the PAC board and notification will be given to interested parents via email or school website fourteen (14) days prior to the AGM.
- 9.2.1 Passage of amendments will require an affirmative vote of two-thirds of those present at the AGM.

Section 9 Constitution and Bylaw Amendments continued:

- 9.3 The Bylaws of the GRE 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 fourteen (14) day prior to the next general meeting and notification will be given via email or school website fourteen (14) days prior to the next general meeting.
- 9.3.1 Passage of amendments require an affirmative vote of two-thirds of those present at the advertised meeting.

Section 10 Dispute Resolution Process

- 10.1 Any Executive not directly part of the conflict may act as mediator. Should any Executive, Committee member, or member bring forward a complaint against another. Any complaints of GRE administration will be directed to the school principal.
- 10.2 Identify the source of conflict. What is the conflict?
- 10.3 Acknowledge all parties. Give each person involved an opportunity to share their information.
- 10.4 Look beyond the situation. Often it is not the situation, but the perspective of the situation that causes anger to worsen and can lead to disruption and angry confrontation.
- 10.4.1 The source of the conflict might be a minor problem that occurred months before, but the level of stress has grown to the point where the two parties have begun attacking each other personally instead of addressing the real problem.
- 10.5 Find a neutral and calm place to bring the parties together.
- 10.5.1 Each person may bring an advocate, or friend to feel more comfortable.
- 10.5.2 A person will not be brought in front of the mediator without the challenger present. In matters of harassment of a sexual or physical nature the RCMP ~~may~~ **must** be involved.
- 10.6 Request solutions. Ask each party how the situation can be rectified.
- 10.6.1 Be sure to listen. You want to get the disputants to stop fighting and start cooperating, and that means moving the discussion away from finger pointing and toward ways of resolving the conflict.
- 10.7 Solutions must be able to be supported by both parties. These should be suitable to the event that resulted in the complaint.
- 10.8 The mediator needs to get the two parties to agree to the solution.
- 10.9 Should an appropriate solution be presented but one part is obstinate, the matter shall be decided by a minimum of three (3) of the Executive.
- 10.10 When a complaint is brought to the attention of the Executive it will be dealt with in a timely manner.
- 10.11 Serious complaints may result in the removal of Executive, committee members, or members from their positions and responsibilities.
- 10.12 All Executive will be part of the Dispute Resolution process. At no time will a complaint be kept secret.
- 10.13 At no time will a person be removed from their position without the opportunity to address the complaint.

Section 11 Dissolution

- 11.1 If the PAC wishes to dissolve, all members of the PAC will be given sixty (60) days written notice (via email, PAC board, or website) date, time, and place of the final meeting and vote upon the dissolution of the GRE PAC.
- 11.2 The PAC may be dissolved by a two thirds majority vote of all members present at that general meeting.
- 11.3 In the event of dissolution, all records of the organization will be placed under the jurisdiction of the principal of GRE.
- 11.4 Upon dissolution of the PAC asset, which remain after the payment of all costs, 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 school where the children of GRE have newly enrolled.
 - In case of dispute. Returned to gaming.All other funds:
 - In the case of school closure: distributed to the PACs of the school where the children of GRE have newly enrolled.
 - In the case of dispute: Deposited in the GRE account to be used for the children or school as the principal sees fit.

– THESE PROVISIONS ARE UNALTERABLE –

Section 12 Rules of Order

- 12.1 When problems arise that cannot be resolved in consultation with the PAC Constitution and Bylaws or the School Act, Robert’s Rules of Order will become the final authority used to resolve this situation.

Adopted by the Glenrosa Elementary Parent Advisory Council
West Kelowna, British Columbia

On the _____ day of _____, 20____

PAC President	_____	Ashlee Cameron
PAC Vice President	_____	Britney Morrison
PAC Treasurer	_____	Allyssa McLarty
PAC Secretary	_____	Melissa Trudel
COPAC Rep	_____	Autumn Gossen