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Constitution

Section I – Name

The name of the PAC is McGowan Park Elementary PAC.

Section II – Guiding Principles

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family or socioeconomic status, gender, sexual orientation, or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

Section III – Purposes of the PAC

The purposes of the PAC will be:

1. To promote and support the education, safety, and welfare of the students of McGowan Park Elementary.
2. To encourage parent involvement in the school and to support programs that promote parent involvement, thereby fostering a sense of community.
3. To advise the school board, principal and staff of parents' views and feedback about school programs, policies, plans and activities.
4. To communicate with parents and promote collaboration between the home and school in providing support for the education of the students of McGowan Park Elementary.
5. To organize PAC activities and events and endeavour to provide parent education and a forum for discussion of educational issues.
6. To assist parents in accessing the system and to advocate on behalf of parents and students.
7. To provide financial support for the goals of the PAC, as determined by its membership.
8. To advise and participate in the activities of the Kamloops Thompson District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

Section IV – Interpretation of Terms

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

“district” means School District No. 73 (Kamloops/Thompson)

“DPAC” means the parent advisory council organized according to the School Act and operating as a District Parent Advisory Council in School District No. 73 (Kamloops/Thompson).

“PAC” means officially recognized, collective voice of the parents of McGowan Park Elementary organized according to the School Act.

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

- (a) A parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education, or
- (b) A person who usually has the care and control of the student or child

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73 (Kamloops/Thomson)

Bylaws

Section I – MEMBERSHIP

Voting members

All parents and guardians of students registered in McGowan Park Elementary are voting members of the PAC.

Non-voting members

1. Administrators and staff (teaching and non teaching) of McGowan Park Elementary are welcome to attend general meetings and are considered to be non-voting members of the PAC.
2. Members of the school community attending general meetings who are not parents or guardians of students registered in the public school system may be invited to become non-voting members of the PAC.
3. At no time with the PAC have more non-voting than voting members.

Compliance with bylaws

Every member 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.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting (AGM) for the purpose of election of the executive.
3. Once established, a regular schedule of meetings will be public education on the school website. The meeting schedule may be modified by agreement at any general meeting. Members will be given reasonable notice of any changes to the meeting schedule.

Conduct

1. At general meetings, members will not discuss any individual school personnel, students, parents, or members of the school community in a derogatory manner. Any person attending a meeting who does not show respect for the purposes of the PAC, its members, and its guests may be asked to leave.
2. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or public school system.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five voting members, including at least three executive.
2. If at any time during a general meeting a quorum ceases to be present, business from that point on must not include any major policy matters or financial decisions over \$100.00.

Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the ones cast (50% plus 1).

2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands, or where requested by two or more voting members present, by secret ballot.
5. A vote will be taken to destroy the ballots after every election.
6. At the AGM, all current members, as well as parents or guardians of students registered to attend McGowan Park Elementary for the following school year, are considered to be voting members.
7. If there needs to be a decision before a general meeting, the motion will be made via email to executive and/or monthly regular attendees at the discretion of the chairperson.

Section IV – EXECUTIVE

Role of executive

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

Executive defined

The executive include the:

- Chairperson – 2 year term
- Vice-chairperson – 1 year term
- Secretary – 1 year term
- Treasurer – 2 year term

Election of the executive

1. The executive will be elected at each AGM.
2. Elections will be conducted by the current chair or vice chair.
3. The election of members of the executive must be by secret ballot if the number of nominations exceeds the number of positions available.

Term of office

1. The executive will hold office for their defined term(s) until the AGM the following year.
2. No person may hold the same executive position for longer than the defined term without a vote by the PAC.

Vacancy

If an executive member resigns or ceases to hold office for any other reason, the remaining executive may appoint an eligible member of the PAC to fill the vacancy until the next AGM.

Removal of executive

The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member to complete the term. Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

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 PAC's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

Executive meetings will be held at the call of the chair person.

Quorum

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

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

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

Section VI – DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE AND OUTGOING CHAIRPERSON**District Parent Advisory Council (DPAC) representative**

One representative to the Kamloops/Thompson DPAC may be elected annually from among the voting members.

Election of the DPAC representative

The election of the representative to the DPAC must be by secret ballot if the number of nominations exceeds the number of positions.

Term of office

1. DPAC representatives will hold office for a term of one year.
2. The Outgoing Chairperson will hold office for a term of 4 – 6 months.

Vacancy

If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect (by secret ballot if necessary) an eligible member of the PAC to fill the vacancy for the remainder of the term.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**Code of ethics**

On election or appointment, every executive member and representative must agree to abide by, and sign, the code of ethics printed on the final page of this constitution.

Representing the PAC

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

Privilege

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 the expressed permission of the person giving the information.

Disclosure of interest

An executive member or representative 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 their interest to the membership and executive. Such an executive member or representative must avoid using their position on the PAC for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The Chairperson – (Executive position) will

- a) Speak of behalf of the PAC
- b) Ensures that the PAC is registered with SD 73's office and BCCPAC
- c) Consult with PAC members
- d) Preside at general and executive meetings
- e) Ensure than an agenda is prepared
- f) Appoint committees where authorized by the membership or executive
- g) Ensure that the PAC is represented in school and district activities
- h) Ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- i) Be a signing officer on the PAC general and gaming accounts
- j) Issue correspondence to the school community on behalf of the PAC

The Vice-chairperson (Executive position) will

- a) Support and assist the chairperson
- b) Assume the duties of the chairperson in their absence or upon request
- c) Accept extra duties as required
- d) Be a signing officer on the general and gaming accounts

The Secretary (Executive position) will

- a) Ensure that members are notified of meetings
- b) Maintain the PAC bulletin board at the school
- c) Record, post, and keep electronic record of, minutes of all meetings
- d) Keep an accurate copy of the constitution and bylaws, and make copies available to executive, school staff and members upon request
- e) Prepare and maintain other documentation as requested by the membership and executive
- f) Distribute and receive correspondence on behalf of the PAC
- g) Ensure safekeeping of all records of the PAC

The Treasurer (Executive position) will

- a) Be a signing offer on the general and gaming accounts
- b) Liaise with school secretary or school administration regarding the PAC's funds being held for the PAC in school safe
- c) Ensure all funds of the PAC are property accounted for
- d) Disburse funds as authorized by the membership or executive
- e) Ensure that proper financial records and books of accounts are maintained
- f) Report on all receipts and disbursements at general meetings
- g) Make financial records and books of accounts available upon request
- h) Have the financial records ready for inspection or audit annually
- i) With the assistance of the executive, draft an annual budget

- j) Ensure that another executive member has access to the financial records and books of accounts in the treasurer's absence
- k) Submit an annual financial statement at the AGM

The Assistant Treasurer (can be the Treasurer) will

- a) Apply for funding as often as appropriate to provincial gaming agencies on behalf of the PAC
- b) Inform membership of how gaming money can be spent
- c) Apply for any additional gaming licenses required for fundraising activities
- d) Assist in preparing an annual report

The DPAC Representative will

- a) Attend meetings of the Kamloops/Thompson DPAC and represent, speak, and vote on behalf of the PAC
- b) Maintain current registration of the PAC with the DPAC
- 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 PAC
- e) Receive, circulate, and post DPAC newsletters, brochures, announcements, and all other communications
- f) Liaise with other parents and DPAC representatives

Outgoing Chairperson will

- a) Assist the current chairperson with the transition into their role
- b) If needed, assist in learning how to run meetings, make agendas and event planning
- c) Check in and ensure chairperson is aware of, and keeping up with communications through emails and letter

Section IX – COMMITTEES

The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs: budget, nominating, hot lunch, fundraising etc.

The terms of reference for 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 decided.

Committees will report to the membership and executive as required.

Section X – FINANCIAL MATTERS

Financial year

The financial year of the PAC will be July 1 to June 30.

Power to raise money

The PAC may raise and spend money to further its purposes.

Bank accounts and signing authority

All general and gaming account funds must be clearly accounted for within an acceptable accounting program (excel, simply accounting, etc.) and held in a Canadian financial institution, regulated under the Bank Act (currently at Royal Bank of Canada) in the name of McGowan Park

Elementary PAC. Signatory authority on the account resides with any two of the three following: Chairperson, vice-chairperson, and treasurer.

Annual budget

The executive may prepare a budget and present it to the membership for approval.

Non-budgeted expenditures

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer’s report

A treasurer’s report will be presented at each general meeting

Auditor

Members at a general meeting may request an audit of the financial records. The District may also choose to audit the ledger accounts at any time.

Section XI – Online Presence

The PAC has the option to vote on creating a Facebook page. If approved, the PAC may also vote on a member to manage and update the page. The administrators managing the page must adhere to the procedures set out by School District 73 under the “146 – Social Networking” parent guidelines found in public “Administrative Procedures” and the following guidelines:

- a) The PAC chair, secretary, school principal and optional Facebook manager must always retain administrator status of the Facebook page.
- b) Pictures of SD 73 students may never be posted on the Facebook page.
- c) The Facebook posts will be closed to chat and discussions. It will only be used to disseminate PAC information to parents and guardians at McGowan Park Elementary.
- d) If parents have questions, they may contact the Facebook page administrators or email the PAC directly.
- e) The Facebook administrators and page must adhere to all other regulations in the constitution and bylaws of McGowan Park Elementary PAC.

Section XII – CONSTITUTION AND BYLAW AMENDMENTS

- 1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC’s constitution and bylaws.
- 2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

Section XIII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the chairperson when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIV – DISSOLUTION

1. In the event of a winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District 73 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of McGowan Park Elementary.

Adopted by McGowan Park Elementary PAC at Kamloops, British Columbia, on _____.

Rebecca Warner – Chairperson

Jessica Sutherland – Vice-chairperson

Leah Scott – Secretary