

# **Queen Elizabeth Parent Advisory Council Constitution**

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### **Section I – NAME**

The name of this Council is Queen Elizabeth Parent Advisory Council (the “**Council**” or “**PAC**”).

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

The business of the Council will be unbiased in respect of race, religion, gender, 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 Queen Elizabeth Elementary
5. To contribute to a sense of community within the school and between the school, home, and neighbourhood
6. To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns
7. To assist the principal and staff in ensuring the highest safety standards are

maintained in the school and neighbourhood

8. To organize and support activities for students and parents
9. To provide financial support for the goals of the Council, as determined by the membership
10. To advise and participate in the activities of the Vancouver District Parent Advisory Council and the BC Confederation of Parent Advisory Councils, as desired by the parents in the Council.

### **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 (Vancouver)

**“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.

**“PAC” or “parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in Queen Elizabeth Elementary.

**“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, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 39.

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

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# **Bylaws**

## **Section I – MEMBERSHIP**

### **Voting members**

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

### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of Queen Elizabeth 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.

### **Compliance with bylaws**

4. 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. Meetings may be held in person or via video conference.

### **Conduct**

3. At general meetings, members 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.

### **Notice of meetings**

5. Members will be given reasonable notice of general meetings.

## **Section III – PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for general meetings will be three voting members, unless otherwise specified herein.
2. A quorum for the annual general meeting will be eight voting members, unless otherwise specified herein.
3. 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**

4. 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).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. Members must vote in person on all matters. Voting by proxy will not be permitted.
7. Except as provided elsewhere in these bylaws, voting is by show of hands.

## **Section IV -- EXECUTIVE**

### **Role of executive**

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

### **Executive defined**

2. The executive will include the chair or co-chairs, secretary, treasurer and such other members of the Council as the membership decides.

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive.

### **Election of executive**

4. The executive will be elected at each annual general meeting.

5. Elections will be conducted by the chair of the annual general meeting.

#### **Term of office**

6. The executive will hold office for a term of one year beginning immediately following the election.

#### **Vacancy**

7. If an executive member resigns or ceases to hold office 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**

8. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
9. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
10. A quorum for a meeting to remove an executive member will be eight voting members.

#### **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 or co-chairs. At least one meeting will be held before each general meeting.

#### **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.

## **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 representatives to the DPAC will be made in the same manner as the election of the Council Executive.

### **Term of office**

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

### **Vacancy**

4. If a 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.

### **External committees**

5. The membership or executive may elect or appoint a member 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 sign and agree to abide by a code of ethics acceptable to the membership.

### **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 or Co-Chairs will**

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) together, with the Secretary, ensure that members are notified of meetings
- (f) appoint committees where authorized by the membership or executive
- (g) ensure that the Council is represented in school and district activities, as determined by the executive or membership as desirable or necessary
- (h) ensure that Council activities are aimed at achieving the purposes set out in the constitution



- (i) be a signing officer

**B. The Secretary will**

- (a) together, with the Chair or Co-Chairs, ensure that members 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 members upon request
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) may be a signing officer

**C. 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
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

**D. The DPAC Representative, if one is elected, will**

- (a) attend all meetings of the 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

## **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.

## **Section X – FINANCIAL MATTERS**

### **Financial year**

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

### **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 will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Annual budget**

5. The executive will prepare a budget and present it to the membership for approval at the annual general meeting.

### **Non-budgeted expenditures**

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

### **Treasurer's report**

7. A treasurer's report will be presented at each general meeting.

## **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members 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 members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

## **Section XII – 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 Council shall be deemed to be property of the Council and shall be turned over to the chair or co-chairs 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 members of the Council 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 Queen Elizabeth Elementary.

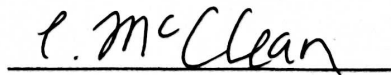
**Adopted by Queen Elizabeth Parent Advisory Council at Vancouver,**

**British Columbia, on October 7, 2021.**

**Signatures of the each of the Co-Chairs**



**Domina Edwards**



**Claire McClean**

## CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. 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
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ of the Queen Elizabeth Elementary PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_