



## **Cambridge Elementary School Parent Advisory Council (PAC) Constitution and By-Laws**

### **SECTION I – NAME**

The name of this Council is Cambridge Elementary School Parent Advisory Council (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, other than matters assigned to the school planning council
4. To participate in the work of the school planning council through the Council's elected representatives
5. To promote the interests of public education and, in particular, the interests of Cambridge Elementary School to provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of Cambridge Elementary School Parent Advisory Council and the BC Confederation of Parent Advisory Councils

## **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, to be held in September.

### **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 at general meetings will be ten\* voting members (\*the minimum number of voting members that can be reasonably expected to attend).
2. If at any time during a vote a quorum ceases to be present, business then in progress must be suspended until the following meeting, at which time the number of voters present will constitute a quorum.

### **Voting**

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

## **Section IV – EXECUTIVE**

### **Role of the executive**

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

### **Executive defined**

2. The executive will include the president, vice – president, secretary, treasurer, immediate past president and such other members of the Council as the membership decides.

### **Eligibility**

3. Any voting member of the Council is eligible to serve, except employees or elected officials of School District No.36 or the Ministry of Education.

### **Election of executive**

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the past president.

### **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. 36

**“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. 36

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

**“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. 36

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 36

**“SPC”** means the school planning council created for Cambridge Elementary School according to the School Act

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## **Bylaws**

### **SECTION I – MEMBERSHIP**

#### **Voting members**

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

#### **Non-voting members**

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

#### **Compliance with bylaws**

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

#### **Section I – MEMBERSHIP IN A DPAC**

1. All parent advisory councils in School District No. 36) are voting members of the Council.
2. There will be no other members of the Council.

#### **Term of office**

6. The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1<sup>st</sup> to June 30<sup>th</sup>).
7. No person may hold the same executive position for more than two years.

#### **Vacancy**

8. 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**

9. 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 (*an eligible representative of a Council member*) to complete the term.
10. 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.

#### **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 president. 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 - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES**

#### **School Planning Council representatives**

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

#### **District Parent Advisory Council representative**

2. One representative to the (name of your DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. 36 or the Ministry of Education.

#### **Election of SPC and DPAC representatives**

3. The election of representatives to the SPC and DPAC must be by secret ballot.

#### **Term of office**

4. SPC and DPAC representatives will hold office for a term of one year.

#### **Vacancy**

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

#### **External committees**

6. The membership or executive may elect or appoint a member (*a representative of a Council member*) who is not an employee or elected official of School District No. 36 or the Ministry of Education to represent the Council on an external committee or to an external organization.
7. 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 President 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. appoint committees where authorized by the membership or executive
- f. act as an official member of all committees
- g. ensure that the Council is represented in school and district activities
- h. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- i. be a signing officer
- j. submit an annual report

#### **B. The Vice-President will**

- a. support the president
- b. assume the duties of the president in the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer
- f. submit an annual report

**C. The Secretary will**

- a. ensure that 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. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. may be a signing officer
- h. submit an annual report

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.

Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

**D. The Treasurer will**

- a. be one of the signing officers
- 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 or audit 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

**E. The DPAC Representative will**

- a. attend all meetings of (name of your DPAC) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. submit an annual report

**G. The Immediate Past President will**

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters

**H. The School Planning Council (SPC) representatives will**

- a. attend all meetings of the school planning council (SPC)
- b. represent, speak, and vote on behalf of the Council at SPC meetings
- c. request and take direction from the membership and executive
- d. be strong advocates for meaningful parent involvement in the school and school planning
- e. provide a written and oral report to all general meetings
- f. attend general and executive meetings as directed by the membership or executive
- g. submit an annual report

**Section IX – COMMITTEES**

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

**Section X – FINANCIAL MATTERS**

**Financial year**

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

**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 before the current budget expires.

**Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting, but will have authority to approve up to \$500 in unexpected expenditures, without approval at a general meeting.

**Treasurer's report**

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

**Auditor**

8. Members at a general meeting may appoint an auditor.

Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

**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 president 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. 36 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 Cambridge Elementary School (the Secretary-Treasurer of School District No. 36)).

Adopted by Cambridge Elementary School Parent Advisory Council  
Suren, British Columbia, on Oct 26, 2016.

Signed by President and Secretary



## Purpose of a Code of Ethics

A code of ethics has several purposes:

- It provides a common reference point from which questions regarding the conduct of an executive member, committee member, or representative can be resolved.
- It lays out, in language understandable to everyone, the minimum standard of conduct that the membership expects of parents serving in these positions.
- It gives the membership a basis from which to bring forward a concern about a parent serving in one of these positions.

A code of ethics should be accompanied by a process for administering it. This ensures that concerns are raised in a timely and fair manner, and that the person who is the subject of the concern has full and fair opportunity to respond.

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## 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 PAC President  
of Cambridal PAC (name of your council) 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

Tracy Reid

Signature

[Handwritten Signature]

Date

Oct 29, 2016

Phone number

604-999-5385

## **Administration of the Code of Ethics**

The following is a process for dealing with a concern that an executive member, committee member, or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect volunteers, executive members, and representatives from vexatious and mischievous complaints.

### **PROCESS**

1. All complaints, verbal and written, will be received by the president. The president may appoint another executive member to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the president, the complainant will be directed to the vice-president. If the president and vice-president are involved, any executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive members in the process.
8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the council executive within 30 days of being notified of the decision.