

# **Myrtle Philip Elementary Parent Advisory Council**

## **Constitution and Bylaws**

(Approved: January 19th, 2010)

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## Part 1 - INTERPRETATION

### Definitions

1. In this constitution:

**“district”** means School District No.48;

**“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.48;

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

**“parent”** is as defined in the *School Act* and means in respect of a child or children enrolled in School District NO.48:

- 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

**“School”** means Myrtle Philip Elementary School hereafter referred to as the “School” or “Myrtle Philip Elementary”; and

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

## Part 2 - THE COUNCIL

### Name

2. The name of this council is the **Myrtle Philip Parent Advisory Council**, hereafter referred to as the “PAC” or the “Council”.

### Purposes

3. The purpose of the Council will be:
- a) to promote the education and welfare of the students in the School;
  - b) to encourage parent involvement in the School and to support programs that promote parent involvement;
  - c) to advise the school board, principal and the staff on any matter relating to the School, other than matters assigned to the SPC;
  - d) to participate in the work of the SPC through the Council’s elected representatives;
  - e) to promote the interests of public education and, in particular, the interests of Myrtle Philip Elementary;
  - f) to provide leadership in the School community;
  - g) to contribute to a sense of community within the School and between the School, home and neighborhood;
  - h) to provide parent education and professional development and a forum for discussion of educational issues;
  - i) to assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns;
  - j) to assist the principal and staff in ensuring the highest safety standards are maintained in the School and neighborhood;
  - k) to organize and support activities for students and parents;
  - l) to provide financial support for the goals of the Council as determined by the membership and;
  - m) to advise and participate in the activities of the DPAC and the B.C. Confederation of Advisory Councils (“BCCPAC”).

### **Council Business**

4. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
5. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.
6. 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.
7. The PAC may cooperate with and be members of other organizations that are keeping with our Mission Statement and purpose.

### **Mission Statement**

8. The Mission Statement of the Council is as follows:
  - a) to assist the staff and school board to provide the best education for our children (intellectual, social, human, and career development);
  - b) to promote effective communication between home and School; and
  - c) to work within the Mission Statement of the BCCPAC.

## **PART 3 - MEMBERSHIP**

### **Voting members**

9. All parents and guardians of students registered in Myrtle Philip Elementary are voting members of the Council.

### **Non-voting Members**

10. Administrators and staff (teaching and non-teaching) of Myrtle Philip Elementary may be invited to become non-voting members of the Council.
11. 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;
12. At no time will the Council have more non-voting than voting members.

### **Compliance with Bylaws**

13. Every member will uphold the constitution and comply with these Bylaws.

## **PART 4 - MEETINGS OF MEMBERS**

### **Notice of meetings**

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

### **General meetings**

15. General meetings will be conducted with fairness to all members.
16. General meetings will be held not less than four times during the school year.  
One of those meetings will be the annual general meeting.

### **Conduct**

17. At general meetings, members will not discuss individual School personnel, students, parents or other members of the School community.

## **PART 5 - PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

18. A quorum for a general meeting will be 5 voting members.
19. 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**

20. 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).



21. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
22. Members must vote in person on all matters. Voting by proxy will not be permitted.
23. Except as provided elsewhere in these Bylaws, voting is by show of hands or where requested by two voting members present by secret ballot.
24. The ballots will be destroyed by the executive after every secret ballot.

## **PART 6 - EXECUTIVE**

### **Role of the executive**

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

### **Executive defined**

26. The executive will include the Chair, Vice-Chair, Secretary, Treasurer, immediate Past Chair and such other members of the Council as the membership decides.
27. The position of Chair may be shared between two individuals at the determination of the membership and in that case, any reference to the Chair includes the Co-Chair and the position of Vice-Chair may remain empty.
28. The DPAC representative and one person elected as the "PAC Executive Representative to the SPC", may be designated as members of the executive.

### **Eligibility**

29. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District N0.48 or the Ministry of Education.

### **Election of executive**

30. The executive will be elected at each annual general meeting.
31. Elections will be conducted by the chair of the Nomination Committee or a designated member who will not be running for an executive position.

### **Term of office**

32. The executive will hold office for a term of one year beginning immediately following the May election.
33. No person may hold the same executive position for more than four years.

### **Vacancy**

34. If a member of the executive resigns or ceases to hold office for any other reason the remaining members of the executive may appoint an eligible member of the Council to fill the vacancy until the next general meeting at which time it will be voted on by the members.

### **Removal of executive**

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

### **Remuneration of executive**

37. No member of the executive 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.

## **PART 7 - EXECUTIVE MEETINGS**

38. Executive meetings will be held at the call of the Chair. At least one meeting will be held before each general meeting.

### **Quorum**

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

## **Notice**

40. Members of the executive will be given reasonable notice of executive meetings

## **Voting**

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

## **Guide to the Bylaws**

43. Members of the executive may have reference to the “Guide to the Bylaws” attached to these Bylaws as Appendix A in exercising their responsibilities under the Bylaws.

## **PART 8 - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL & EXTERNAL COMMITTEE REPRESENTATIVES**

### **School Planning Council representatives**

44. Three representatives to the 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’
45. One of the representatives to the SPC must be an elected member of the Council executive, but may hold the position of “PAC Executive Representative to the SPC”.

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

46. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No.48 or the Ministry of Education.

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

47. The election of representatives to the SPC and DPAC must be by secret ballot, except that if no member present at the meeting to elect the representative opposes the motion, the election may proceed by a show of hands.

### **Term of office**

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

### **Vacancy**

49. If a 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.

50. The election of representatives to the SPC and DPAC to fill such vacancy must be by secret ballot, except that if no member present at the meeting to elect the representative opposes the motion, the election may proceed by a show of hands.

### **External committees**

51. The membership or executive may elect or appoint a member who is not an employee or an elected official of School District No.48 or the Ministry of Education to represent the Council on an external committee or to an external organization.

52. The representative will report to the membership or executive as required.

## **PART 9 - CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of conduct**

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

### **Representing the Council**

54. Every member of the executive and every representative must act solely in the interests of the parent membership of the Council.

### **Privilege**

55. Any information received in confidence by a member of the executive or a representative from School personnel, a student, a 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**

56. A member of the executive 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.
57. Such member of the executive member or representative must not use his or her position on the Council for personal gain.

## **PART 10 - DUTIES OF EXECUTIVE AND REPRESENTATIVES**

58. **The Chair will:**
- a. speak on behalf of the Council;
  - a. consult with Council members;
  - a. preside at membership and executive meetings;
  - a. ensure that an agenda is prepared;
  - a. appoint committees where authorized by the membership or executive;
  - a. ensure that the Council activities are aimed at achieving the purposes set out in the constitution;
  - a. be a signing officer, and
  - a. submit an annual report.

59. **The Vice-Chair will:**

- a. support the Chair;
- a. assume the duties of the Chair in the Chair's absence or upon request;
- a. assist the Chair in the performance of his or her duties;
- a. accept extra duties as required;
- a. be a signing officer; and
- a. submit an annual report.

60. **The Secretary will:**

- a. ensure that members are notified of meetings;
- a. record and file minute of all meetings;
- a. keep an accurate copy of the Constitution and Bylaws and make copies available to members upon request;
- a. prepare and maintain other documentation as requested by the membership or executive, including parents/guardian email list;
- a. issue and receive correspondence on behalf of the Council;
- a. ensure safekeeping of all records of the Council; and
- a. submit an annual report.

61. The Secretary may be a signing officer

62. **The Treasurer will:**

- a. be a signing authority
- a. ensure all funds of the Council are properly accounted for;
- a. disburse funds as authorized by the membership or executive;
- a. ensure that proper financial records and books of account are maintained report on all receipts and disbursements at general and executive meetings;
- a. make financial records and books of account available to members upon request;
- a. have the financial books and records ready for inspection or audit annually;

- a. have the financial books and records ready for inspection or audit annually;
- a. with the assistance of the executive, draft an annual budget;

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- b. ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence; and
- a. submit an annual financial statement at the annual general meeting

63. **The DPAC Representative will:**

- a. attend all meetings of the DPAC and represent, speak and vote on behalf of the Council;
- a. maintain current registration of the Council;
- a. report regularly to the membership and executive on all matters relating to the DPAC;
- a. seek and give input to the DPAC on behalf of the Council
- a. receive, circulate and post DPAC newsletters, brochures and announcements;
- a. receive and act on all other communications from the DPAC;
- a. liaise with other parents and DPAC representatives; and
- a. submit an annual report.

64. **The District Associate to BCCPAC will:**

- a. act as the liaison between the Council and the BCCPAC;
- a. encourage PACs in School District No.48 to be members of BCCPAC;
- a. disseminate BCCPAC information to all PACs in School District No.48;
- a. help identify interested and qualified parents for BCCPAC external committees;
- a. help PACs and the Council to process BCCPAC forms, proxies and applications;
- a. assist PACs and the Council in responding to BCCPAC AGM resolutions; and
- a. submit an annual report.

65. **Members-at-Large will:**

- a) serve in a capacity to be determined by the Council at the time of election and at other times as the Council may require;

65. **Members at Large will:**  
a) serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires; and

b. submit an annual report.

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66. **The immediate Past Chair will:**

a. advise and support the membership and executive;

b. provide information about resources, contacts and other matters; and

b. submit an annual report.

67. **The SPC representatives will:**

a. attend all meetings of the SPC;

a. represent, speak and vote on behalf of the Council at SPC meetings;

a. request and take direction from the membership and executive;

a. be strong advocates for meaningful parent involvement in the School and School planning;

a. provide a written report to all general and executive meetings;

a. attend general and executive meetings as directed by the membership or executive; and

a. submit an annual report.

## **PART 11 - COMMITTEES**

68. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

69. 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.

70. Committees will report to the membership and executive as required

71. A Nominating Committee or designated member who will not be running for an executive position may be appointed annually before the annual general meeting for the purpose of conducting the election of the executive for the year commencing immediately following the annual general meeting.



## **PART 12 - FINANCIAL MATTERS**

### **Financial year**

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

### **Power to raise money**

73. The Council may raise and spend money to further its purposes.

### **Bank accounts**

74. 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**

75. The executive will name at least three signing officers for banking and legal documents.
76. Two signatures will be required on all banking and legal documents for the Council or the executive.

### **Annual Budget**

77. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

### **Non-budgeted expenditures**

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

### **Treasurer's report**

79. A treasurer report will be presented at each general meeting.

### **Auditor**

80. Members at general meeting may appoint an auditor

## **PART 13 - CONSTITUTION & BYLAWS AMENDMENTS**

### **Amendment**

81. The members may, by a majority, of not less than 75% of the votes cast, amend the Council's Constitution and Bylaws.

### **Notice of amendments**

82. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

83. 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.

## **PART 14 - PROPERTY IN DOCUMENTS**

### **Deemed property of Council**

84. 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 the property of the Council and shall be turned over to the Chair when the member, executive member, representative or committee member ceased to perform the task to which the papers relate.

### **Viewing of documents**

85. Such documents shall be made available to view upon request.

## **PART 15 - DISSOLUTION**

### **Distribution of assets**

86. In the event of winding up or the dissolution of 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 advisory council or councils in School District No.48 having purposes similar to those of the Council, as members of the

the Council shall be distributed to another advisory council or councils in School District No.48 having purposes similar to those of the Council, as members of the Council may determine at the time of winding up or dissolution.

### **Records**

87. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Myrtle Philip Elementary and the Secretary-Treasurer of School District No.48.

Adopted by Myrtle Philip Parent Advisory Council at Whistler, British Columbia, on June 19, 2010.

Signatures of Chair and one other executive member

Print \_\_\_\_\_ Sign \_\_\_\_\_

Print \_\_\_\_\_ Sign \_\_\_\_\_

## APPENDIX A

### Guide to the Bylaws

#### PART 5 - PROCEEDINGS AT GENERAL MEETINGS

##### Quorum

*A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when a decisions are made. The quorum cannot be waived or suspended even by unanimous consent.*

#### PART 6 - EXECUTIVE

##### PAC Executive member of the SPC

*PACs are required by the School Act to elect three representatives to the school planning council. One of the representatives must be on the PAC executive. To meet this requirement one of the representatives may already hold an executive position or you may create an additional executive position called "PAC Executive Representative to the SPC".*

##### **Eligibility for executive**

*Perception of Bias - Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.*

## **PART 10 - DUTIES OF EXECUTIVE AND REPRESENTATIVES**

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### **Duties of the President**

*The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership and principal before the meeting to give them an opportunity for input.*

*The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.*

### **Duties of the Secretary**

*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.*

### **Role of annual reports**

*Annual reports are important because they:*

- provide an opportunity to review personal and council goals and achievements*
- provide a record of actions taken*
- outline responsibilities for those considering running for an executive position*

## **PART 12 - FINANCIAL MATTERS**

### **Budget**

## **Budget**

*The budget gives the executive authority to spend money. Without a current budget the executive cannot spend money. A budget covers a time period within a council's*

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*financial year, usually the entire financial year. It must not extend over more than one financial year.*

*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.*

### **MPCS PAC CODE OF ETHICS**

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

1. upholds the Constitution and Bylaws, polices 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 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 Myrtle Philip Community School Parent Advisory Council, have read, understood and agree 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:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This page can be photocopied and used annually for all executive members and representatives.



