

**Constitution and Bylaws of**  
**École Sandy Hill Elementary**  
**Parent Advisory Council (PAC)**



Last amended October 2015–

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## **Section I – NAME**

The name of this Council is École Sandy Hill Elementary 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, gender identity, 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 promote the interests of public education and, in particular, the interests of École Sandy Hill Elementary
5. 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 the Abbotsford District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

### **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 Abbotsford School District No. 34 in British Columbia

**“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. 34

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

**“parent”** is as defined in the School Act and mean

- (a) the guardian 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. 34.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 34

### **Section IV – MEMBERSHIP**

#### **Voting members**

1. All parents and guardians of students registered in École Sandy Hill Elementary are voting members of the Council.

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

2. Administrators and staff (teaching and non-teaching) of École Sandy Hill 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.
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 V – 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).

### **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.
5. Any procedural conflicts for general meetings, as well as executive meetings, shall be resolved by applying Robert's Rules of Order unless they are in conflict with the Constitution.

### **Notice of meetings**

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

## **Section VI - PROCEEDINGS AT ANNUAL GENERAL MEETINGS**

1. An Annual General Meeting shall take place before the end of the school year, each year at a date and time determined by the PAC Executive with the PAC Membership receiving at least thirty days notice prior to the meeting.
2. Election of the future PAC Executive by show of hands, or if requested, by secret ballot, by all voting PAC Members who are present at this annual general meeting
3. Annual reports from the PAC Executive and the active committees shall be shared.
4. The Principal of Sandy Hill Elementary School shall submit an annual report and a report explaining the direction for the next school year.

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

### **Quorum**

1. A quorum for general meetings will be three (3) voting members, at least two (2) will be Executive members.
2. 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**

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. In the event of a virtual meeting, all attendees' screens must display their full name and cameras must be on. (For verification, you may need to provide your child's name and division.) A show of hands with cameras on will be used for virtual votes.
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.
8. Parents who are also employees or elected Officials of School District No. 34 or the Ministry of Education, with the exception of noon hour Supervisors and crossing guards, must abstain from voting on all financial matters.

## **Section VIII – 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, vice-Chair, 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, except employees of École Sandy Hill Elementary (Noon Hour Supervisors and crossing guards exempt) or elected officials of School District No. 34 or the Ministry of Education.
4. Executives must attend a minimum of two (2) meetings during the year in which they are elected.

### **Election of executive**

5. The executive will be elected at each annual general meeting (AGM) each year.

6. Nominations will open up three (3) weeks prior to the AGM and will be received up to and during the AGM, until declared closed by the Chair.

7. Nominations may be accepted from the floor.

8. Executives will be elected by a majority vote of those present.

### **Term of office**

9. The executive will hold office for a term of one year for the period of July 1<sup>st</sup> to June 30<sup>th</sup>.

10. No person may hold the same executive position for more than four (4) consecutive years.

### **Vacancy**

11. 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. This appointment will not count towards time served, as it is considered a temporary position.

### **Removal of executive**

12. 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.

13. Written notice specifying the intention to make a motion to remove the executive member must be given to all the members not less than fourteen (14) days before the meeting.

### **Remuneration of executive**

14. 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 IX – EXECUTIVE MEETINGS**

### **Meetings**

1. Executive meetings will be held at the call of the Chair as needed.

2. At least one (1) Executive meeting will be held before the AGM.

## **Quorum**

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

## **Notice**

4. Executive members will be given reasonable notice of executive meetings.

## **Voting**

5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

6. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

## **Section X – District Parent Advisory Council, and External Committee Representatives**

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

1. One representative to the Abbotsford District Parent Advisory Council may be elected annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education, except noon hour Supervisors and Crossing Guards.

### **Election of DPAC representatives**

2. The election of the representative for the DPAC will be conducted at the AGM, and will follow the same procedures as the Executive votes.

### **Term of office**

3. The DPAC representative will hold office for a term of one (1) year, from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Vacancy**

4. If the 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. 34 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 XI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

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

### **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 XII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **A. The Chair 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) ensure that the Council is represented in school and district activities

(g) ensure that Council activities are aimed at achieving the purposes set out in the constitution

(h) conduct the Executive election at the AGM

- (i) be a signing officer
- (j) submit an annual report
- (k) obtain a gaming licence through the Province of British Columbia when required

**B. The Vice-Chair will**

- (a) support the Chair
- (b) assume the duties of the Chair in the Chair's absence or upon request
- (c) assist the Chair 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

**D. 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 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
- (k) apply annually for the gaming grant through the Community Gaming Grants Branch of BC and file the corresponding Gaming Account Summary Report and the end of year
- (l) shall only use PAC council monies/funds in the ways that have been voted on and approved by the council
- (m) shall not use PAC council monies/funds for personal use

**E. The DPAC Representative will**

- (a) attend all meetings of the Abbotsford District Parent Advisory Council 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

**F. Fundraising Coordinator will**

- (a) present all fundraising campaign proposals and their budgets at a general meeting for membership approval
- (b) submit a report at each general meeting
- (c) coordinate fundraising events with the assistance of the Event coordinator, other committees and members

(d) work in conjunction with the Treasurer to collect and process payments

(e) clearly communicate fundraising campaigns to parents and students

#### **G. Events Coordinator**

(a) assists the fundraising coordinator with all events put on and supported by the PAC

(b) ensure there are enough volunteers to make each event happen

(c) liaise with school principal and school district staff for events to make sure any access is granted including signing out/returning keys when needed

(d) makes sure that set up and take down of all equipment/decorations, chairs, signs etc are put up in time for the events that are happening

(e) coordinate and receive donations for school events as needed

(f) adheres to any budget created for such events that the PAC puts on and is involved with

#### **H. Hot Lunch Coordinator**

(a) set the hot lunch and popcorn days in coordination with the school calendar so as to avoid conflicts with Pro D Days, field trips, and other events or closures

(b) set up ordering periods and implement ordering of items and hot lunches through an online ordering system

(c) contact and coordinate suppliers and purchases related to hot lunch days

(d) communicate with school parent community via social media and mass emails to give notice and reminders of hot lunch dates as well as ordering and payment deadlines and procedures

(e) work in conjunction with the Treasurer to collect and process payment for student accounts

(f) organize volunteers for distribution of food to individual classrooms on hot lunch days

(g) submit a report at general meetings and the AGM

(h) hold a valid food safe Level 1 certificate, which is funded by the PAC

#### **I. Book Fair Coordinator**

(a) plan a minimum of two (2) book fairs per year; one (1) in the Fall/Winter Term & one (1) in the Spring/Summer Term

(b) organize volunteers to assist at the book fairs

- (c) plan and organize any contests that will take place during the book fair, and distribute those prizes
- (d) work in conjunction with the treasurer to receive and process payments for the Book fair
- (e) submit a report at a general meeting after each fair, when applicable
- (f) book fairs at École Sandy Hill Elementary must contain French content, or alternatively, run separate French and English book fairs, as long as École Sandy Hill Elementary remains a French Immersion School

**J. French Executive aka Canadian Parents for French (C.P.F.) Representative**

- (a) Parent contact for the French Immersion families.
- (b) Attends monthly District Meeting and reports back to Council any relevant information.
- (c) Attends all Executive meetings.

**Section XIII – 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.
4. No other committee or parental group are allowed to operate outside of the PAC.

**Section XIV – 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.
3. No one other than elected Executive members are allowed to apply for grants, sponsorships or any other funding opportunities on behalf of the council. As stated below under **Signing Authority**, all legal documents require two (2) signatures for execution.

### **Signing authority**

4. The executive will name at least three (3) signing officers, to a maximum of four (4) signing officers, for banking and legal documents, which must include the Chair, the Vice-Chair and the Treasurer. Two (2) signatures will be required on all legal and banking documents.

### **Bank accounts**

5. 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.

6. A separate account must be maintained for all gaming monies.

7. The executive must ensure that there is a minimum of \$5000.00 left in the general account at the end of each school year to carry forward to the following school year.

### **Cash Procedures**

8. There must be two persons present for the counting of all monies. No monies can leave a PAC event without first being counted, and recorded.

9. Monies/funds will be deposited into the council bank account as soon as possible. In the event that the bank is not open, the monies/funds are to be deposited in the safe at the school until such times as it can be directly deposited into the bank account.

### **Annual budget**

10. The executive will prepare a budget and present it to the membership for approval at a general meeting prior to the current budget expiring.

11. The budget may be amended by a 50% +1 vote at any general meeting

### **Non-budgeted expenditures**

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

13. Expenditures of under \$200 requires the approval of two(2) Executive Members.

14. Expenditures over \$200 require the approval from Council at a general meeting.

### **Travel Expenses**

15. The executive may approve expenses for traveling OUTSIDE OF ABBOTSFORD, for the express purpose of doing business on behalf of the council. Reimbursement for gas/vehicle use will be 45 cents per kilometer.

### **Treasurer's report**

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

## **Auditor**

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

## **Petty Cash**

18. A petty cash in the amount of two hundred dollars (\$200) will be withdrawn from the bank after the first general meeting. The funds shall be kept in the safe for the remainder of the school year and deposited back in, prior to the Annual general meeting.

## **Section XV – 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 fourteen (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 XVI – PROPERTY IN DOCUMENTS**

1. All documents, records, minutes, correspondence, or other papers and related items belonging to the PAC 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 the day the said member, executive member, representative, or committee member ceases to perform the task to which the items relate and no later than fourteen (14) days after ceasing to be a member, executive member, representative or committee member.

## **Section XVII – 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. 34 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 École Sandy Hill Elementary.

**Adopted by École Sandy Hill Elementary Parent Advisory Council at:**

**Abbotsford, British Columbia, on \_\_\_\_\_.**

**Chair Name**

\_\_\_\_\_

**Signature of Chair**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Executive Member, Committee Member, or Representative**

\_\_\_\_\_

**Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_



# **APPENDIX A**

## **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 École Sandy Hill 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 \_\_\_\_\_

