

**School District 43  
(Coquitlam)**

# **BIRCHLAND ELEMENTARY SCHOOL**

## **PARENT ADVISORY COUNCIL**

**CONSTITUTION AND BYLAWS**

**May 2012**

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## SECTION I

### NAME

The name of the Association shall be the BIRCHLAND PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), hereinafter referred to as the "Council" or the "PAC". The "Council" will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender, or politics. "The PAC has been established with the authority granted in Bill 67 - 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act - 2002."

## SECTION II

### MISSION STATEMENT

The Birchland School PAC mission is to advocate for excellence in education, the safety and well being of our students, and for the effective and meaningful involvement of parents as partners.

## SECTION III

### OBJECTIVES OF THE PAC

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well being of students in Birchland Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
3. To promote effective communication and cooperation between the home and school in providing for the education of children.
4. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels.
5. To initiate fundraising activities when there is a need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
7. To organize PAC activities and events.

## SECTION IV

### MEMBERSHIP

All parents and guardians of students in attendance at Birchland Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.

1. Administration, staff (teaching and non-teaching), and students of Birchland Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
2. Members of the community residing in the catchment area of Birchland Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.
3. The school will make available to the President a list of names of parents / guardians of students and staff if / when it is necessary to decide if a member is eligible to vote.
4. At no time shall the Council have more non-voting than voting members.

## SECTION V

### DISSOLUTION

1. In the event of the dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC.
2. In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam.

## SECTION VI

### MEETINGS

1. General Meetings
  - A. General meetings shall be held as often as necessary, approximately every six (6) weeks, but with a minimum of six (6) meetings during the academic year. Dates for these general meetings will attempt to accommodate as many parent schedules as possible.
  - B. Additional general meetings may be called by the Executive with a minimum of seven (7) days notice.
  - C. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
  - D. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the Executive officers, can participate.
  - E. The President will prepare agendas after accepting input from other PAC Executive or committee members and the Administration. A meeting is duly called if/when the agenda has been posted around the school and on the PAC website preferably seven (7) days, but no later than five (5) days, prior to a general meeting.
  - F. Any member wishing to place an item on the agenda of a general meeting must contact the President or Chair Designate no less than 48 hrs. prior to meeting. The member or their designate is then required to attend

the general meeting to present the rationale of that issue to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.

G. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

H. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.

I. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.

J. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be limited to 15 minutes so not to dominate the meeting. Any guest requiring more time should be invited to a special meeting.

K. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.

L. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.

M. Minutes of General meetings will be approved by the Executive and made available to members within one (2) weeks of the meeting. The minutes will be placed in the PAC binder located in the front foyer. Attendees may request an email copy of General Meeting minutes from the Secretary.

## 2. SPECIAL MEETINGS

A. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.

B. Minutes of Special meetings will be made available to members in the PAC binder located in the front foyer once they have been approved by the Executive. Attendees may request an email copy of Special Meeting minutes from the Secretary.

## 3. EXECUTIVE MEETINGS

A. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas.

B. Executive members may request an email copy of Executive Meeting minutes from the Secretary.

C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

D. Coordinators are welcome to attend and participate at Executive meetings by invitation as non-voting members.

E. Executive meetings may also be called to make time sensitive decisions or purchases as deemed fit by the executive members.

F. Any motions passed at an Executive Meeting must also be voted on at the next General Meeting.

4. ANNUAL GENERAL MEETING

One general meeting will be named the Annual General Meeting and be held in May for the election of PAC officers for the next school year. If vacancies remain, a supplementary election should be held in September.

**SECTION VII**

**ELECTIONS, VOTING and QUORUM**

1. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.

2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.

3. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.

4. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.

5. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied, there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.

6. The PAC President protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.

7. In case of a tie vote, the motion shall be lost.

8. Voting by members on all matters must be given in person; i.e. voting by proxy shall not be permitted.

9. Each family is entitled to one consensus vote at a PAC meeting (*Refer to-Section XIII "Code of Conduct"*)

- A. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.

10. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting. Prior to any motions being put forth, the President shall ask PAC members whether anyone would prefer a secret ballot.

- B. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The President or Chair Designate can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A “yes” or “no” must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted.
- C. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

**SECTION VIII**

**EXECUTIVE OFFICIALS AND COMMITTEE MEMBERS**

- 1. The affairs of the PAC shall be managed by the Executive members whose titles and duties may be determined by the needs of the PAC.
- 2. The positions of President, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.
- 3. The term for Executive Positions shall be two (2) years, unless otherwise noted.  
The Executive will be as follows:
  - A. President(s) (required)
  - B. Treasurer(s) (required)
  - C. Secretary(s) (required)
  - D. District Parent Advisory Council (DPAC) Representative(s) (required)
  - E. School Planning Council (SPC) Representative(s) (**1 year term**)
  - F. Vice-President(s)
  - G. Past President(s)

- 4. The term for Non-Executive Positions shall be for one (1) year, unless otherwise noted.

Non-Executive Positions may be as follows:

(Coordinators/Committees may be formed and struck as deemed necessary)

- A. Communications Coordinator
- B. Fundraising Coordinator
- C. Health and Safety Coordinator
- D. Hot Lunch Coordinator
- E. Parent Education Coordinator
- F. Traffic Coordinator
- G. Volunteer Coordinator
- H. Member at Large

**SECTION IX**

**ELECTION OF EXECUTIVE OFFICERS**

- 1. The Executive officers shall be elected from the voting members at the Annual General Meeting. Any member standing in Executive office that is an employee of a school district or the Ministry of Education must refrain from discussing, influencing and voting upon any matter before the PAC in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the PAC for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and

Bias Committee for a ruling, should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.

2. The call for nominations shall be made at the meeting in April.
3. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. *(Refer to Section IV Membership.)*
4. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
5. In the event a mandatory position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
6. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
7. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two(2) people share one (1) consensus vote at Executive Meetings.
8. Prior to the Annual General Meeting the President may appoint an Elections Chairperson to chair the elections. Elections shall be conducted by the President or, the Elections Chairperson, In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
9. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative and School Planning Council Representatives must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
10. For a secret ballot vote, one blank ballot will be given to each eligible voting member. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly indicate the candidate's name on the ballot. A blank ballot indicates an abstention and is therefore not counted.
  - A. A vote shall be taken to destroy any written ballots.

## SECTION X

### DUTIES OF THE EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct *(Refer to Section XIII)*.



3. If an Executive member is unable to attend a PAC meeting, they should inform the Secretary prior to the meeting and provide any report that may be required.
4. The Executive shall elect a "Chair Designate" early in the term from the Executive officers. This person shall convene and preside at PAC meetings when requested to do so by the President. The "Chair Designate" must always be a voting member that meets Executive eligibility criteria.
5. Each Executive position shall have a designated binder and files where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the Chairperson within 14 days following the date at which their successors assume their duties.

The Executive Office (*see appendix A*) will be as follows:

- A. PRESIDENT
- B. TREASURER
- C. SECRETARY
- D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

## SECTION XI

### EXECUTIVE TERMS OF OFFICE

1. The term of office shall commence on July 1 of each year and end on June 30 the following year or until their successor is elected. The new Executive MUST attend the June Executive meeting to allow for transition between outgoing and incoming officers.
  - The term for Executive Officers shall be two (2) years.
2. Each Executive Officer must sign the **Statement of Understanding (See Appendix C)**.
3. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected. The Executive positions may be audited at the request of any voting member.
4. No person may hold more than one (1) elected executive position at any one time. If a volunteer does not come forward for a vacant executive position, no other officer shall assume the duties of that position.
5. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that they two (2) people share one (1) consensus vote.
  - Should a person holding an Executive shared position no longer wish to share the position for whatever reasoning, they must give notice at the next called meeting. At this meeting the membership shall then decide if the position should be put back up for re-election, or if the other person (if willing) is to continue the term on their own.
6. Should circumstances arise that a position is vacated during the term, the person who has held that position previously for two (2) years may reassume that position with a two third majority vote of the council executive. Should this position be that of Treasurer, the accounts shall be submitted to School District 43 financial services for other independent individual or firm for audit to ensure proper accounting procedure.
7. The past president shall hold the office for one (1) year.
8. The following are grounds for termination of the office of any Executive member:
  - a) Absence from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive.
  - b) Conviction of a criminal or other serious offence.
  - c) Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC.
  - d) Failure to abide by the PAC Code of Conduct.

## SECTION XII

**PAC Representation to the School Planning Council (SPC)**Elections:

Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school. *(Refer to Duties in Appendix A)*

1. One of the representatives must be Birchland Elementary School Parent Advisory Council Executive member.
2. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
3. An absent member can be nominated at the meeting when PAC-SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the President for reference during the meeting. The absent member should submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one (1) candidate is running.
5. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
6. The PAC will appoint two (2) members, called "tellers" to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.
7. The election will require at least two (2) ballots.
8. It is possible that a ballot may not elect any candidates, and further balloting is required.
9. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
10. When the PAC Executive SPC representative has been elected, nominations for the other two (2) representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.
11. When all balloting is completed, a motion will be made to destroy the ballots.

Voting:

1. When a secret ballot is requested, one (1) blank ballot will be given to each eligible voting member. The President can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly write the candidate's name. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. A blank ballot indicates an abstention and is therefore not counted.
4. Only one (1) name can be recorded on the ballot for PAC Executive SPC representative. More than one (1) name will make the ballot void.

5. On the ballot for the other two (2) PAC-SPC representatives, only two (2) names can be written on any ballot, more than two (2) names will make that ballot void.
6. A simple majority of members actually voting is required for elections. That is, when votes are tallied, there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast.
7. A majority vote is required for election and as a minimum will be 50% plus one (1) of legal ballots cast.
8. If there is no majority of “yes” votes over “no” votes for any candidate, then the election has failed and the President announces “no election”. New nominations are taken and another secret ballot held.
9. The Tellers’ report should follow this form:
 

<b><u>Tellers’ Report</u></b>	
i. Number of votes cast .....	17
ii. Necessary for election (majority) .....	9
iii. Candidate A received .....	12
iv. Candidate B received .....	11
v. Candidate C received .....	6
vi. Illegal Votes .....	1, etc.
10. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two (2) other PAC-SPC reps, the two (2) highest majority numbers will be elected.

**Terms of Office:**

The term of office for the BPAC School Planning Council representatives shall be for one (1) year or until their successor is elected.

**SECTION XIII**

**CODE OF CONDUCT**

1. The Birchland Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
4. A parent or guardian who accepts a position as a PAC Executive Member, SPC Representative or a Committee Member:
  - a. upholds the Constitution and Bylaws, policies and procedures of the PAC.
  - b. performs duties with honesty and integrity and meets agreed upon deadlines on projects.
  - c. works to ensure that the well being of students is the primary focus of all decisions.
  - d. respects the rights of all individuals.

- e. takes direction from the members, ensuring that representation processes are in place.
  - f. encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf.
  - g. works to ensure that issues are resolved through the appropriate process.
  - h. strives to be informed and only passes on information that is reliable and correct.
  - i. respects all confidential information.
  - j. supports public education.
  - k. will work to fulfil the duties of their job (as provided to them). If an amendment to the duties is required a vote for amendment will be undertaken by the Executive.
  - l. shall inform the Secretary or President prior to the PAC meeting if they are unable to attend & provide reports to be presented on their behalf.
  - m. Standing and ad hoc committees shall be formed as struck as deemed necessary by the Executive.
5. If there is no elected Vice President, the President shall appoint a "Chair Designate" from the Executive officers when needed.
6. Each Executive member shall have access to files where all material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be made available to their successors or the President by the beginning of the next school year.
7. Breaching the Code of Conduct may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
- a. a two-thirds (2/3) vote of the PAC Executive attended by three-quarters (3/4) of the Executive (excluding the executive member in question). The Executive member in question shall receive seven (7) days written notice of the motion prior to the meeting. OR
  - b. a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.
8. Each executive, committee member and representative must sign the *Statement of Understanding (See Appendix C)*.

#### SECTION XIV

#### COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. The Term for Committee members and Coordinators shall be one (1) year.
3. Committees are fully responsible to and will run under direction from the Executive Members.
4. It is recommended that a Conflict and Bias Committee be convened at the beginning of the term, ready to be called on when necessary.

#### Conflict and Bias Committee

- a) shall meet as needed to review circumstances where a member or Executive officer is questioned regarding their involvement on an issue being in a conflict of interest, a possible position of bias or a breach of the Code of Conduct.

- b) shall rule if the member or Executive officer must refrain from participation on the issue as per the Bylaws. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association, employment or conduct.
- c) shall be comprised of three (3) members, who are not employed or elected officials of any School District or the Ministry of Education, and by association or employment are clearly free of conflict of interest or perceived bias in relation to the issue of contention.

## SECTION XV

### FINANCES

1. A proposed budget should be drawn up by the President/ Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Birchland Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cheques made out to Birchland Elementary School PAC. Two (2) members (one (1) shall be Executive) must verify and account for monies collected from events or fundraising. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained; and, where possible, bank deposits will be made by a member of the PAC executive, independent of the treasurer.
  - a. All members handling PAC monies MUST have a current Criminal Record Check on file.
  - b. There shall be at least three (3) signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and one (1) other Executive officer as decided by the Executive. The bank statements and related cheques are to be independently reviewed (by someone on the PAC, other than the Treasurer) on a monthly basis.
  - c. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the "payee" or amount is left blank. All issued cheques must bear the signatures of two (2) of the three (3) authorized signatories.
  - d. The general membership must approve all expenditures by Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, the Executive can approve an expense up to 10% of the budgeted amount or \$40 dollars, whichever is lesser. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
4. The Treasurer will submit a written financial report as detailed in **Appendix A, (Treasurer)**, at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (June 30).
  - a. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.

5. All financial records are the legal property of the PAC and must be kept for a minimum period of seven (7) years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
6. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$2,000 dollars. This amount must be carried forward to each new term.
7. Current regulations for use of gaming funds must be met.

**SECTION XVI**

**FUNDRAISING**

1. By the first general meeting of a school year the PAC should draw up an agenda of goals to be achieved during that school year and, if necessary, how to fundraise for them (*See Section XV, 1*). Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
5. No member or their family shall benefit financially from fundraising at the school.

SECTION XVII

CONSTITUTION AND BYLAW AMENDMENTS

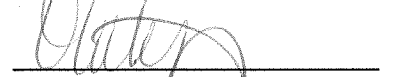
1. The Constitution and Bylaws of the Birchland Elementary School Parent Advisory Council may be rewritten every five (5) years, or at the discretion of the school principal.
2. Amendments to the Constitution and Bylaws of Birchland Elementary School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
  - a. Amendments to the constitution shall be added behind the current constitution; each new amendment must be listed on its own sheet, dated and signed by the Executive and school principal.
  - b. Amendments to the constitution may only be every five (5) years, or at the discretion of the school principal.  
Amendments listed at the back of the constitution will be considered at the time rewriting occurs.
  - c. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
  - d. Written notice of proposed amendments must be given to members of the PAC at least five (5) days prior to presentation at a meeting.
3. A two-thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws.
4. A three-quarters (3/4) majority by eligible voting members is required to amend any part of the Constitution.

Adopted by the membership at the Annual General Meeting Held: May 23, 2012

  
PAC Co-Chair, Brittany Leavold

\_\_\_\_\_  
PAC Co-Chair, Cecilia Joinson

  
PAC Secretary, Michelle Nikula

  
PAC Treasurer, Donna Luteyn

  
PAC DPAC Representative, Kari Stewart

\_\_\_\_\_  
PAC Vice Chair, Jamie Hendley

  
Birchland Elementary Principal, Frank Pearse

## APPENDIX A

## DUTIES OF POSITIONS

**Executive Positions**

Shall serve a two (2) year term from July 1 - June 30. Each Executive Member shall be bound by the *PAC Code of Conduct (Section XIII)* and in acknowledgement will sign the *CODE OF CONDUCT - STATEMENT OF UNDERSTANDING (APPENDIX C)*

**A. PRESIDENT**

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary.
- shall be familiar with and follow the Constitution and Bylaws.
- shall ensure that an agenda is prepared and distributed according to the Bylaws.
- shall ensure a quorum is present before calling a meeting to order.
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee.
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally.
- shall be a signing officer.
- shall supply an executive summary of the year's activities to the membership before the end of the school year.

**B. VICE-PRESIDENT**

- shall assume the responsibilities of the President in their absence.
- shall accept extra duties as required.
- shall provide a report for all PAC meetings, and as requested by Executive.

**C. TREASURER**

- shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested.
- shall assess all financial undertakings to ensure they are within the annual budget.
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to *Section XV, Finances*
- shall be a signing officer.
- shall ensure all bills are paid promptly.
- shall draft an annual budget with the assistance of the Executive.
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC.

**D. SECRETARY**

- shall record the minutes of all executive, general and special meetings.



- shall prepare within two (2) weeks of any meeting, complete minutes and ensure their distribution.
- shall file the original copy of the minutes in the official PAC record binder.
- shall issue and receive correspondence on behalf of the PAC.
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference.
- shall ensure safe keeping of all records of the PAC.
- shall keep a complete and current inventory, including location, of all PAC assets.
- shall ensure the binders are collected at the end of the term and appropriately redistributed in September.

#### **E. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf.
- shall report to the PAC regarding issues discussed.
- shall seek input from the PAC for presentation at DPAC meetings.
- shall vote the PAC's wishes at DPAC meetings.
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

#### **STANDING COMMITTEE/CHAIRPERSON(S)**

Shall serve a one (1) year term from July 1- June 30; Committees are fully responsible to and will move under the direction of the PAC Executive members. Each committee member or chair person shall be bound by the *PAC Code of Conduct (Section XIII)* and in acknowledgement will sign the *CODE OF CONDUCT - STATEMENT OF UNDERSTANDING (APPENDIX C)*

#### **SCHOOL PLANNING COUNCIL REPRESENTATIVE**

- shall strive to be informed about issues facing school planning councils.
- shall take direction from the general PAC membership and act in the best interests of parents and students.
- shall attend all SPC meetings to represent and speak on behalf of the PAC.
- shall report back to the PAC at general meetings, but not disclose information designated as confidential.
- shall communicate only reliable information.
- shall conduct SPC business in a collaborative and respectful manner and abide by the rulings of the President.
- shall work to ensure that issues are resolved by due process.
- shall provide a report for all PAC meetings, and as requested by Executive.

#### **BOOK FAIR COORDINATOR**

- must have a CRC on file.
- must have cash handling experience.
- shall organize Book Fair dates with the teacher Librarian to ensure it fits with the school calendar.
- will be the contact between the Birchland PAC & Scholastic.
- will work with the Volunteer Coordinator to coordinate volunteers to setup, run and take down the fair.
- will work with the treasurer to prepare the final paperwork and bank deposits.
- will promote the event around the school, including sending reminder notices home to the students or ensuring information is placed in the newsletters and/or on the school calendar.
- will be available during school hours while the book fair is operating.

- shall provide a report for all PAC meetings, and as requested by Executive.

## **JUMPROPE FOR HEART COORDINATOR**

- must have a CRC on file.
- must have cash handling experience.
- shall organize the Jump Rope for Heart Event with the Heart & Stroke Foundation & the teachers. (Jump Day& the associated assembly(s))
- shall distribute Heart & Stroke Literature to and collect pledge envelopes from the students.
- shall deposit all funds into the Heart & Stroke specified bank account.
- shall organize the delivery of thank you prizes to the students.
- shall ensure the PAC has provided a bottle of water to each student on Jump Day.
- shall put up posters around the school to promote the event.
- will be available during school hours (for Kick off assembly & Event Day).
- shall provide a report for all PAC meetings, and as requested by Executive.

## **RUNNING CLUB COORDINATOR**

- must have a CRC on file.
- shall supervise children and promote physical activity.
- shall work with the principal to set up one or two days per week to run program.
- shall distribute notices and permission forms to all children prior to participation.
- shall attend each day and hand out popsicle sticks to the children as they complete each lap.
- shall maintain a record book to record daily/weekly totals.
- orders ribbons and certificates to present to the children & classes at two assemblies agreed upon with the principal.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **ENTERTAINMENT BOOK COORDINATOR**

- must have a CRC on file.
- must have cash handling experience.
- shall enlist the help of other members to distribute and organize orders.
- will work closely with the Entertainment Book representative.
- will be available during school hours for the collection and distribution of orders as well as the kickoff assembly.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **FUNDRAISING COMMITTEE**

- shall identify a Chair Person, if necessary who will act as a liaison between the fundraising committee and PAC Executive.
- shall coordinate all activities related to a fundraising event.
- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- shall maintain a record of fundraising projects, suggestions for improvement and future events (submit as a final report).
- shall provide a report for all PAC meetings, and as requested by Executive.

## **NEWSLETTER EDITOR**

- shall put together a newsletter informing parents on the activities of the PAC after each

meeting or as occasion arises and include other news of general interest to the parents as brought up by the meeting body or the PAC officers.

shall ask for reports from each committee/executive member to ensure all information is accurate and presented.

- shall find volunteers to translate the newsletters into the major foreign languages spoken in Birchland families, such as Chinese, Korean and Farsi.
- shall ensure the contents of the newsletter are passed by the PAC executive and the Birchland Administration for approval before being published.
- shall ensure the prompt distribution of both English and translated versions of the newsletters via the classroom liaison network and on the school website and that printed versions are made available to those parents who chose not to take part in the paperless network.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **PARENT VOLUNTEER COORDINATOR**

- must have a CRC on file.
- shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers is to be provided to the PAC President and Birchland Administration.
- shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay PAC information.
- shall facilitate communication between the PAC Executive and the parent body as a whole through these volunteers.
- shall coordinate any long term volunteer positions within the school.
- shall ensure all volunteers are notified of all opportunities and their schedules.
- shall hold a complete list of all current parent contact addresses.
- shall make sure all parents on the list receive outgoing information.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **HOT LUNCH COORDINATOR**

- shall present menus to the PAC for discussion and voting, which will include a breakdown of price points and profit.
- shall coordinate with the Principal and head teacher as to convenient dates to offer special lunch service to students and staff.
- shall prepare the hot lunch order form, and deliver to each student at the school.
- shall coordinate the ordering and delivery or preparation of any food.
- shall ensure all hot lunch events are self-supporting.
- shall maintain a record of supplier contacts and suggestions for the smooth operation of this task.
- shall ensure current health and safety standards are met.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **HEALTH and SAFETY COORDINATOR**

- must have a CRC on file.
- shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them .
- shall communicate concerns regarding health issues and first aid procedures.

- establish and coordinate activities of parent committees for student safety or health enhancement projects, liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary.
- shall assist the school to ensure all student identification and release forms are up to date and properly stored.
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classrooms lists are current.
- shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **GRADE FIVE COMMITTEE**

- shall consult with teachers and principal.
- shall identify the cost/need for the celebrations; and how to fundraise for it.
- shall send out notices for activities and volunteers.
- shall organize the celebration and gifts for the grade five students.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **THEME DAY COORDINATOR**

- shall review previous years themes and prepare schedule for the upcoming year (1 theme day/month).
- shall submit the schedule to the PAC, then submit to the school secretary to add to the school calendar.
- shall utilize the display cabinet to promote the upcoming Theme Day.
- shall ensure the Theme Day is added to the announcements leading up to the event.
- shall prepare and posts signs around the school two to three (2-3) weeks prior to the Theme Day.
- shall prepare and distribute grade appropriate coloring or drawing posters to reflect the Theme.
- shall prepare and distribute a small memo for the K & K/1 classes to take home one to two 1-2 days prior.
- shall be made available or arrange to have photos taken of the students on Theme Day.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **SPECIAL LUNCHES COORDINATOR**

- shall under the direction of the school administration- purchase recess snacks and lunch items as needed throughout the year.
- shall submit receipts to the school secretary for reimbursement.
- shall ensure that recess snacks are stored in the office and that lunches are prepared and stored in the PAC kitchen.
- shall check on supplies one to two (1-2) times per week between 8:30 am -3:30 pm.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **RECYCLING COORDINATOR**

- shall provide recycling containers to each classroom.
- shall count and sort drink boxes, and return for refund payable to BPAC.
- shall communicate with the Biggar Bottle Depot and Encorp as needed.
- shall prepare and distribute some notices throughout the year, as well as announcements.
- shall continually look for ways to encourage and promote recycling throughout the school.
- shall provide a report for all PAC meetings, and as requested by Executive.

## **FRUIT & VEGGIE COORDINATOR**

- shall ensure the school secretary updates school information with BC SFVNP.
- shall liase with the School Secretary as needed on any changes.
- shall update, distribute and collect permission forms to and from students.
- shall created a list of children who do not wish to participate and those who have allergies.
- shall ensure volunteers are arranged as needed to prepare, distribute and collect fruit/veggies & trays from classes based on deliveries.
- shall provide a report for all PAC meetings, and as requested by Executive.

## APPENDIX B

**OTHER POSSIBLE COMMITTEES**

Shall serve a one (1) year term from July 1 - June 30; Committees are fully responsible to and will move under the direction of the PAC Executive members. Each committee member or chair person shall be bound by the *PAC Code of Conduct (Section XIII)* and in acknowledgement will sign the *CODE OF CONDUCT - STATEMENT OF UNDERSTANDING (APPENDIX C)*

**PARENT EDUCATION COORDINATOR**

- shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents.
- shall arrange topics and guest speakers for assemblies where a parent education component is desired.
- shall maintain a complete record of speakers, their topics, handouts and associated costs.
- shall collect potential speaker information and maintain a record of this information in the parent library.
- shall maintain and post a master list of all available parent resource materials.
- shall provide a report for all PAC meetings, and as requested by Executive.

**COMMUNITY and MULTICULTURAL LIAISON**

- shall facilitate the welcoming of families new to Birchland Elementary School that have backgrounds in other cultures.
- shall encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system.
- shall maintain a record of events or initiatives and provide suggestions for future efforts.
- shall provide a report for all PAC meetings, and as requested by Executive.

**HISTORICAL COMMITTEE**

- shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of Birchland Elementary School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC.
- shall keep these materials safe and orderly and ready for use for external reviews or school event use.
- shall provide a report for all PAC meetings, and as requested by Executive.

**CLASSROOM LIAISON COORDINATOR**

- shall work closely with the parent volunteer co-ordinator.
- will be available to be at the school during school hours.
- shall, if possible, work together with the school office to send out information to parents about the classroom liaison network at the very beginning of the school year.
- shall make sure that a liaison parent is found for every class and that as large a percentage of parents as possible in each class gives a contact e-mail address to the PAC to be used for PAC information purposes exclusively.
- shall educate the classroom liaisons about their duties, data protection and confidentiality and make sure changes in the contact data get updated.
- shall provide a report for all PAC meetings, and as requested by Executive.

**SOCIAL COORDINATOR**

- shall act as host at PAC meetings and take care of refreshments.
- shall be in charge of the supplies stored in the kitchen.
- shall provide a report for all PAC meetings, and as requested by Executive.

**MEMBERS AT LARGE**

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- all general duties of the Executive and Code of Conduct shall also apply to the Members at Large.
- shall provide a report for all PAC meetings, and as requested by Executive.

**OTHER COMMITTEE POSSIBILITIES:**

Lost and Found Committee, Grounds Committee

APPENDIX C

CODE OF CONDUCT - STATEMENT OF UNDERSTANDING

A person 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

School Year \_\_\_\_\_

I, the undersigned, in accepting the position of \_\_\_\_\_ for Birchland Elementary School PAC have read, understood and agreed to abide by this Code of Conduct and the details within the Birchland Elementary School Parent Advisory Council Constitutions and Bylaws. I also agree to participate in the dispute resolution process that has been agreed by the electing body, should there be any concerns about my work.

\_\_\_\_\_  
Name of Executive Member, Committee Member or Representative

Starting \_\_\_\_\_ Ending \_\_\_\_\_  
TERM

\_\_\_\_\_  
Signature

Phone Number \_\_\_\_\_ Email \_\_\_\_\_