

**CONSTITUTION AND
BYLAWS OF THE
LEIGH ELEMENTARY
SCHOOL
PARENT ADVISORY
COUNCIL
AS ADOPTED
November 5, 2008**

CONSTITUTION AND BYLAWS OF THE LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

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CONSTITUTION OF THE LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

SECTION I DEFINITIONS

Within this document titled "Constitution of the Leigh Elementary School Parent Advisory Council":

"Board" means the School Board of District #43 Coquitlam

"DPAC" means District Parent Advisory Council of School District #43

"Minister" means the Minister of Education – Province of British Columbia

"Parent" means, in respect of a student or of a child registered under section 13 of the Act,

- (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 Act" or "Act" means School Act (RSBC 1996) Chapter 412 (as amended)

"Student" means a person enrolled in an educational program at Leigh Elementary provided by a board.

"Teacher" means a person holding a certificate of qualification who is employed by the board to provide an educational program to students in a school, but does not include a person appointed by the board as superintendent of schools, assistant superintendent of schools, principal, vice principal or director of instruction

Any other words shall take on their common meaning or the meaning ascribed to them in the School Act.

SECTION II NAME

The name of the Association shall be the LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (Coquitlam School District 43), from now on referred to as the "Council" or the "PAC".

The Council will operate as a non-profit organization with no personal financial benefit

The PAC shall conduct business without bias toward race, religion, gender or politics.

This 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.

The Group was established on September 1, 1992 pursuant to Section 8 of the School Act, which states:

- (1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.
- (2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.
- (3) There must be only one parents' advisory council for each school or Provincial school.

SECTION III OBJECTIVES OF THE PAC

1. To support, encourage, and improve the quality of education and the well being of students at Leigh 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 the 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 on both the School and District levels.
5. To initiate fundraising activities only when there is a clearly identified 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).

SECTION IV MISSION STATEMENT

Parent Advisory Council Mission Statement

The Leigh Elementary School PAC mission is to advocate for excellence in education, the safety and well-being of all our students, and for the effective and meaningful involvement of parents as education partners in the school and its policy decisions.

SECTION V MEMBERSHIP

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

2. Administration, staff (teaching and non-teaching), and students of Leigh 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 voting member at general meetings of the PAC.
3. Members of the school community residing in the catchment area of Leigh Elementary School may also be non-voting members of the PAC; but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC Chair 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. This list shall not be used for any marketing or commercial purposes by members of the PAC.

SECTION VI DISSOLUTION

1. In the event of 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 PAC or DPAC within District 43, Coquitlam or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada) or to Leigh Elementary School. This will be determined by the membership at the final general meeting of the PAC.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council or School District 43, Coquitlam.

BYLAWS OF THE LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

SECTION VII MEETINGS

1. General meetings may be held as often as necessary, preferably every month, but with a minimum of 6(six) meetings during the academic year. Dates for these general meetings are ideally determined at the beginning of the school year and will attempt to accommodate as many parent's schedules as possible.
2. One general meeting will be named the Annual General Meeting and is preferably to be held in May, but must be held no later than June 15th, for the election of PAC officers for the following year. If vacancies remain a supplementary election shall be held in September. t
3. General meetings are for the purpose of discussing PAC business and discussion of issues as outlined in the objectives of the PAC as outlined in 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.
4. All policy and spending decisions, other than operational needs, shall be made at a general meeting where all parents (not only Executive members) can participate.
5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may only be convened to consider only one or two items of urgent business. Maximum possible written or electronic notice of the meeting date and agenda item(s) will be provided to the parents.
6. Executive meetings will be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of executive meetings will be made available to members on the parent information bulletin board and/or in binders on PAC bookshelves.
7. The President or Chair Designate will prepare agendas after accepting input from other PAC members and the administration. A meeting is duly called when an agenda posted has been posted and distributed to parents at least seven days prior to a general meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate. 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, however, no spending decision greater than \$300 shall be approved unless that item was on the agenda sent out. Spending decisions greater than \$300 must be tabled until the next meeting.
9. Each member entering a meeting shall sign the attendance record so that quorum and eligibility to vote may be determined and recorded for any audits of PAC records.
10. 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. The chairperson will ask any member or guest failing to do so, to leave the meeting. If this request is not met, the meeting shall be adjourned.

11. The Principal and staff members of the school are encouraged and welcomed to attend and report at general meetings. The Principal's role is as consultant on school policies and as a liaison between staff, and parents and the PAC, and shall yield to the autonomy of the PAC, its chair and its members at all meetings.
12. Guests may be invited to any general meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. 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.
13. 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.

SECTION VIII 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. If the agenda has been provided with less than one week's notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of seven members.
4. 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.
5. 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.
6. 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.
7. The PAC chair 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.
8. In case of a tie vote, the motion shall be lost.
9. Voting by members on all matters must be given in person; i.e. voting by proxy shall not be permitted.
10. Each family is allowed one consensus vote at PAC meetings. 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

11. 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.
12. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair 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.
13. 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 IX EXECUTIVE OFFICERS

1. The PAC's affairs will be managed by a board of elected officers whose titles and duties may be determined by the needs of the Council.
2. The composition of the Executive must include:
 - A. President
 - B. Treasurer
 - C. Secretary

The next optional positions to be filled are:

Secretary

- D. Vice- president Fundraising Coordinator (2 positions)
- E. Fundraising Coordinator (2 positions)
- F. Lunch Day Coordinator (2 positions)
- G. District Parent Advisory Council Representative
- H. Parent Education Coordinator
- I. Member at Large (4 positions)
- J. Parent Education Coordinator

Member at Large (4 positions)

- K. Minnehada Liaison
- L. And as many other Executive positions as required. Refer to Appendix A.

Non-Elected Positions:

- M. Past-President

Non-Elected / Non-Voting Positions

- N. School Liaison (2 positions)
- O. Block Parent Coordinator
- P. Traffic and Safety
- Q. Emergency Preparedness
- R. Green Committee Coordinator

3. The positions of President, Treasurer, and Secretary are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.

SECTION X ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of a School District or Ministry of Education shall hold an Executive position.
2. 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 Section IV Membership.)
3. 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.
4. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. 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.
6. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. 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.
8. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative 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.
9. A vote shall be taken to destroy any written ballots.

SECTION XI 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 (Section XIII).

3. If an Executive member is unable to attend, they should inform the President or Secretary prior to the meeting.
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/or electronic filing system where all records pertaining to the position are maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 14 days following the date at which their successors assume their duties.

A. **PAC 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 following 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 one of the three signing officers
- shall submit a written annual report to the membership
- shall produce newsletters, preferably monthly, to keep parents informed of PAC activities, opportunities an business or appoint a communications liaison or committee to fulfil this responsibility.
- shall ensure good communication between parents, the PAC executive, and the school administration or appoint a communications liaison or committee to fulfil this responsibility.

B. **VICE-PRESIDENT**

- Assumes the responsibilities of the President in the President's absence.
- Attends DPAC meetings when DPAC Representative is unable to.
- Accepts extra duties as assigned by the President.

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 one of the three PAC signing officers
- shall ensure all bills are paid promptly

- shall draft an annual budget with the assistance of the PAC President
- 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 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/electronic files are collected at the end of the term and appropriately redistributed in September

E. **FUNDRAISING COORDINATOR - 2 positions**

- Proposes fundraising projects to the executive and general membership ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures.
- Coordinates all activities related to a fundraising event and acts as liaison between the fundraising committees and the Council Executive.
- Maintains a record of fundraising projects, suggestions for future events and possible improvements.
- Presents proposed Fundraising activities for following year at June general meeting. Ensures all funds received are deposited in a timely manner and documentation is promptly given to the Treasurer.

F. **LUNCH DAY COORDINATORS - 2 positions**

- Recommends varieties of lunches.
- Establishes contacts and prices for the year.
- Orders food and drinks and organizes delivery.
- Coordinates parent volunteers to count money, record class lists, prepare and serve lunches.
- Ensures all funds received are deposited in a timely manner and documentation is promptly given to the Treasurer. May be one of the signing officers on PAC bank accounts

G. **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.

H. **PARENT EDUCATION COORDINATOR**

- Arranges topics and guest speakers for assemblies where the Executive or membership wants a parent education component.
- Maintains a record of speakers and associated costs.
- Collects available speaker information and maintains a record of this information. Purchases parent education materials for the parent library with the approval of the membership.
- Oversees the Parent Information Library and Bulletin Board and post materials as directed.

I. MINNEKHADA LIAISON

- Attends Minnehada Middle School PAC and Leigh Elementary PAC meetings Reports to Leigh PAC regarding issues discussed Acts as a liaison between MPAC and LPAC

J. MEMBER AT LARGE -4 positions

- Accepts duties as assigned by the executive

NON-ELECTED / NON-VOTING POSITIONS

These positions are appointed by the executive and may not be a signing officer for the executive.

TRAFFIC AND SAFETY

- Communicates with RCMP community liaison officer
- Evaluates and brings forward for discussion safety materials that may be of use to school

EMERGENCY PREPAREDNESS

- Works under guidance of the SD#43 emergency preparedness program
- Maintains a complete inventory of items stored in the emergency container
- Coordinates the annual replacement of student photos in master binder and ensure lists are up to date
- Prepares annual safety message to students for updating personal safety pack

NON-ELECTED POSITIONS**PAST PRESIDENT**

- Held the position of president immediately preceding the president
- Term of office is one year
- Facilitates the transition between executive positions. Acts as a consultant to the President.
- Adds continuity and history for present executive.
- May not be a signing officer for the executive.

SECTION XII EXECUTIVE TERMS OF OFFICE

1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any one position for more than two consecutive years. For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since elected is considered to have served a full term in that position.
3. The following are grounds for termination of the office of any Executive member:
 - is absent from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive
 - is convicted of a criminal or other serious offence

- failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
- failure to abide by the PAC Code of Conduct

SECTION XIII PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL

Elections:

1. 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.
2. One of the representatives must be an elected executive officer of the Leigh Parent Advisory Council.
3. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
4. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
5. 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.
6. 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 Chair 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.
7. The PAC will appoint two 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.
8. The election will require at least two ballots.
9. It is possible that a ballot may not elect any candidates, and further balloting is required.
10. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
11. When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.
12. When all balloting is completed, a motion will be made to destroy the ballots.

Voting:

1. One blank ballot will be given to each eligible voting member. The Chair can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be written by the member onto the ballot. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. The member will write a "yes" or "no" beside each of the candidate names on the ballot. A blank beside the name indicates an abstention and is therefore not counted within the vote tally.

4. When the tellers collect and count the ballots, two or more filled out ballots folded together are recorded as illegal votes. A filled out ballot will be counted if it is folded with a blank ballot.
5. All candidates can be marked “no” and the ballot is still legal and shall be counted.
6. Only one “yes” can be recorded on the ballot for PAC Executive SPC representative. The rest of the candidates must be marked “no”. More than one “yes” will make the ballot void.
7. On the ballot for the other two PAC-SPC representatives, only two “yes” votes can be written on any ballot, more than two “yes” votes will make that ballot void.
8. 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.
9. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast .
10. If there is no majority of “yes” votes over “no” votes for any candidate, then the election has failed and the Chair announces “no election”. New nominations are taken and another secret ballot held .

11. The Tellers’ report should follow this form:

Tellers’ Report	
Number of votes cast	17
Necessary for election (majority).....	9
Candidate A received	12
Candidate B received	11
Candidate C received.....	6, etc
Illegal Votes	
One ballot containing two for Candidate C folded together, rejected.....	1
One ballot containing two “yes” votes for Executive SPC, rejected	1

12. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC-SPC reps, the two highest majority numbers will be elected.

Terms of Office:

The term of office for PAC School Planning Council representatives shall be for one year or until their successor is elected.

Duties:

The PAC School Planning Council representatives shall:

1. strive to be informed about issues facing school planning councils.
2. take direction from the general PAC membership and act in the best interests of parents and students
3. attend all SPC meetings to represent and speak on behalf of the PAC .
4. report back to the PAC at general meetings, but not disclose information designated as confidential
5. communicate only reliable information.
6. conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chairperson.
7. work to ensure that issues are resolved by due process be bound by the PAC Code of Conduct

SECTION XIV CODE OF CONDUCT

1. The Leigh 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 or as a SPC Representative:
 - 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
5. Breaching the Code of Conduct or Section XI, Part 3 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:
 - i) a two-thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting. OR
 - ii) 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.

SECTION XV 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. 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

- 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.
- 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.
- shall be comprised of three 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.

3. An ad hoc Nominating Committee shall be appointed annually before the Annual General Meeting in preparation for the election of a new Executive.
4. Committees are fully responsible to the Executive and membership.
5. Other committees may be struck. Please refer to Appendix B for other committee suggestions.

SECTION XVI 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 Leigh 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 Leigh PAC. Two members (one 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.
4. There shall be four signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and two other Executive officers 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.
5. 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" is left blank. All issued cheques must bear the signatures of two of the four authorized signatories.
6. 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, an expense up to 10% of the budgeted amount or 300 dollars, whichever is lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
7. Expenditures for operations of the PAC may be approved at Executive meetings. All proposed expenditures on capital, school events, or items / services for the school will be first presented to the Executive, and then must be approved by a majority at a general meeting.
8. The Treasurer will submit a written financial report as detailed in Section X, Part B, (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).
9. 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.

10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven 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.
11. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be 500 dollars. This amount must be carried forward to each new term.
12. Donations – any donations for other charitable groups or in memoriam donations must be approved by the general membership.

SECTION XVII FUNDRAISING

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. 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.
6. Special fundraisers for the benefit of the greater community may be undertaken upon approval at a general meeting.

SECTION XVIII CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of Leigh School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
3. Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.
4. A two-thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws
5. A three-quarters (3/4) majority by eligible voting members is required to amend any part of the Constitution.

SECTION XIX LEIGH PAC POLICIES AND PROCEDURES

1. Carnival

The carnival occurs every spring and is the major fundraiser for the PAC. The success of this fundraiser is through the volunteers. Proceeds are from sales of punch cards, raffle tickets and concession items. The objectives of the carnival beyond fundraising are:

- to provide a fun family oriented atmosphere
- to encourage full participation from all members of the school community
- to ensure safe and courteous operation of any amusements

Each year a Carnival Committee is struck (preferably no later than February) to plan and oversee the Carnival activities. Carnival is usually held in May and planned so as not to conflict with Minnekhada activities or May Pole activities.

2. Grade Five Leaving

Each year a Grade 5 Leaving Committee is struck to assist in planning Grade 5 leaving activities. This traditionally includes arranging for Grade 5 hoodies which are sold slightly over cost to the Grade 5's and any profit made from the hoodies goes to the leaving expenses. The PAC provides an annual basic amount for an event day that surrounds the leaving of the Grade Five's from the school. It is not the objective of the PAC to provide an extravagant event but only to have a basic day of fun such as:

- Activity Day at SFU
- transportation costs for the activity day
- a student lunch of pizza and pop or similar

Transportation costs come from the transportation funding (see policy #3 below), Activity Day and the associated lunch comes from the Grade 5 leaving budget. Additional fundraising for these events is discouraged. The intent is to keep the Grade 5 leaving event reasonably consistent from year to year for the sake of fairness. In the 2007/2008 year the budget per student was increased to \$20 per student which was arrived at by dividing the cost of the SFU activity day by the number of students plus approximately \$4 per student to provide for a lunch. Future budgets should follow this model accounting for increases in costs due to inflation. Profits from hoodies may be used to help produce Annuals or DVD's, but the remainder of costs for such mementos is the responsibility of Grade 5 students and parents, who may wish to donate time, funds, or materials or charge a nominal fee. A summary of the Grade 5 committee responsibilities is below:

- Hoodie design and sales
- Consult with Grade 5 teachers regarding the Grade 5 Leaving Event
- Facilitate a lunch for the Grade 5 Leaving Event
- Co-ordinate an Annual and/or DVD for the students to have.
- Work within the Budget for Grade 5 Leaving.

3. Policy for Disbursement and Use of PAC Classroom Funds- November 3, 2006

Revised- September 2008

Purpose: To provide guidelines to the staff, administration, and the PAC for the intended use, disbursement, and accountability of Classroom funds and transportation funds that are provided each year to the school.

Formula for Funding:

The annual classroom funding shall be determined by the number of students enrolled in September each year, multiplied by \$12.50. This formula will take effect in September 2007. The PAC may choose to re-evaluate the \$12.50 once within any school year and adjust as necessary. Transportation funding will be determined by the number of divisions in each September, multiplied by \$144.38. (This number is based on the cost of a bus to Vancouver Aquarium including gst shared by two divisions and should be adjusted annually accordingly. This price was last checked September 2008.) Buses for the District Track & Field event and the Grade 5 Leaving event should also be covered under Transportation funding.

Intended Use of Funds

Classroom Funds:

Classroom funds are intended to be used for supplies, crafts, student incentives/rewards, or other learning tools within the classroom at the teacher's discretion. Each year the lump sum amount for classroom funding will be given to the School. The Staff and Administration will determine how to fairly distribute the funds. Our expectation is that some of the funds will be disbursed to other areas besides classrooms such as Resource, Learning Assistance, Counselling, Library, etc.

Transportation Funds:

Transportation funds are intended for field trip costs only. The desire of the PAC is to encourage off-site relevant learning opportunities for the students. At the teachers discretion they may use all or part of this funding for "in school field trips" however, it is our desire for all students to experience an off site field trip at least once per school year. We encourage teachers to co-operatively pool these resources to access more opportunities. The Transportation funds will be given to the school as soon as possible at the beginning of each school year. In the event the school does not use the entire amount, we ask that the residual be returned to the PAC in June.

Expectations of Accountability:

For our part the PAC will do our best to provide the classroom and transportation funding no later than October 15th each school year. In June of each year the PAC treasurer would like to be provided with a general account of both the classroom and transportation funding. This will enable us to assess funding needs for the next school year.

Approved at PAC Meeting March 11, 2008.

4. Sunshine Fund Policy

The PAC Executive made motion to accept as a PAC policy to give a “leaving” gift to leaving teachers as follows:

\$20 for less than 3 years service

\$50 for 3-10 years service

\$75 for 10+ years service

an additional \$25 if the teacher is retiring.

This motion was passed September 13, 2005 at our general PAC meeting.

5. Leigh PAC Field Trip Funding Policy

Rationale: Due to the reduction of fieldtrips as a result of more onerous parent driving policies and the inability for schools to charge school fees, the parent community has developed this policy to ensure that every Leigh student can access at least one quality field trip experience each school year.

Request for Field Trip Donations

Each school year by September 30th LPAC will send home a request with each student that Leigh parents donate \$15 per child attending Leigh to fund field trips. Those who cannot afford to participate or choose to not participate will still receive the benefit of their children attending the field trip as we will make up any shortfall through other fundraising efforts. All parent donations will go directly to the school for field trip costs. As part of the PAC budget the \$15 amount may be evaluated and revised once per year provided it is based on one fieldtrip per student.

Collaborating with Teachers.

Jan Smith presented a proposal at the March 2008 general PAC meeting expressing the commitment of teachers to ensuring each child receives at least one quality field trip per year if it can be supported financially.

LPAC Accountability

LPAC will collect donations and forward a cheque in the full amount of the donations received to the School by October 15th in order for teachers to do their planning for the year. The total funds will be dispersed among the divisions at the discretion of Leigh staff. LPAC may supplement the total amount with further fundraising if the donation fund is inadequate to provide each student with a quality fieldtrip. LPAC will report in the LPAC newsletter the total funds collected and presented to the school.

5. Use of Leigh PAC equipment and Resources.

Purpose: The Leigh PAC has been approached by other user groups to use various PAC resources. This policy is intended to be a guideline to be able to respond quickly to these requests without having to convene a meeting. As a parent group it is our intention to share generously with other not for profit groups, especially those meeting the needs of children.

i) Carnival Games

- We will loan our Carnival games to community groups that have at least one Leigh student as a regular part of their group or other D43 PACs for free. Teachers at Leigh are also allowed access to our Carnival games. Any

parent at Leigh may also borrow a carnival game for their personal use at no cost. The expectation is that the games be returned in as good as or better shape than they were received. A group may wish to give a donation to Leigh PAC for the use of the games, but it is not required. A \$25 refundable damage deposit must be held by the LPAC treasurer or designate until the game is returned and inspected and the person responsible for the game must sign the game out leaving a contact number.

ii) Popcorn Machines

The same people as Carnival games above can use the popcorn machines, however, a fee of \$30 per day, per machine shall be charged. This fee is to maintain/replace our machines as necessary and is not intended to make a profit. If a machine is damaged by a user, we expect them to repair it at their cost unless it is normal wear and tear (ie, element burned out) A \$100 damage deposit must be held by the LPAC treasurer or designate until the popcorn machine is returned and inspected. A sign out sheet for the popcorn machine is also required including the borrowers contact information.

6. Movie Night Charitable Donations

Purpose: It has become a tradition at Leigh to have 4-5 movie nights per school year. The intent was mostly to have a family-friendly community building event. We charged a family fee of \$5/family just to recover costs. However, the movie nights have been successful and when the profits are not required for school purposes, we have given the extra to various charities. Since this is now a regular practise and one the community has come to value, this policy is intended to streamline the decision making process of how much to give to charity from movie night proceeds.

Licence fees.

The first \$200 from every movie night shall go directly to Leigh PAC to recover licence fees for showing movies.

Charitable giving.

A charity must be chosen in advance of the movie night at a general PAC meeting if we desire to donate the proceeds of that movie night. Traditionally we have given to SHARE at Christmas and CrossRoads Hospice for the Ladies Movie Night, in memory of Jean Morrison. Over and above the \$200 licence fee, the proceeds are split equally between the charity of choice and Leigh PAC. The proceeds include any raffle, concession, or popcorn profits as well. If vendors are brought in (ie ladies night) 100% of their contributions will go to the charity of choice. The intention of our charitable giving is to be generous with the abundance we have within the Leigh community and to demonstrate to our children the importance of empathy toward our surrounding community and world. If a charity is not chosen in advance at an LPAC meeting, LPAC will receive all of the proceeds.

Movie Night Committee

In September a Movie Night Committee shall be struck to plan movie night events. Their responsibilities shall include:

- Co-ordinating Movie Dates with PAC and Administration
- Selecting Movies with PAC input
- Planning Movie events (raffles, popcorn, concession, ladies night, etc.)
- Recommending charities to the PAC for approval.

- Obtaining movie licenses.

Adopted by the General Membership of Leigh Elementary Parent Advisory Council at a Meeting held **June 10**, 2008

Scott Young
PAC President

Tricia Fung
Secretary

Date: _____

Date: _____

APPENDIX A OTHER POSSIBLE EXECUTIVE POSITIONS

1. HEALTH and SAFETY COORDINATOR

- 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 sit on the school emergency preparedness committee or find other parents to attend
- shall monitor medical room supplies and procedures
- shall investigate and act on parent 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
- preferably shall be available during school hours

OR separate the job into health and safety **plus** a traffic coordinator

1A. TRAFFIC AND BLOCK PARENT COORDINATOR

- shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and implement measures to improve safety
- accept Block Parent applications and coordinate this program with the District Block Parent group
- liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary

2. PARENT COMMUNICATIONS COORDINATOR

- shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- shall post and distribute meeting agendas and minutes as directed by the Executive
- shall oversee the Parent Information Centre and Bulletin boards and post materials as directed
- shall forward relevant information to school website coordinator.

3. PARENT VOLUNTEER COORDINATOR

- shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC President
- 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 whole through these volunteers
- shall coordinate any long term volunteer positions within the school, e.g. absentee phoning committees

4. COMMUNITY and MULTICULTURAL LIAISON

- shall facilitate the welcoming of families new to Leigh 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

MORE Executive possibilities:

Newsletter Editor

Past President or Vice President - if they are assigned extra duties other than filling in for President.

APPENDIX B OTHER POSSIBLE COMMITTEES

1. Emergency Preparedness Committee

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- 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

2. Historical Committee

- shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of XXX 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

3. Parent Communications Committee

- Newsletter Editor - shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- Parent Information Centre Coordinator - shall oversee the Parent Information Centre shelves and bulletin boards and post materials as directed
- Photocopy Coordinator - shall ensure the production and distribution of any PAC materials to members
- Mail Distribution Coordinator - shall monitor the PAC box in the school office and ensure incoming mail is distributed appropriately and promptly

4. Canadian Parents for French (C.P.F.) Committee

- shall ensure a delegate represents XXX School's interests at C.P.F. meetings and reports to the PAC
- shall co-ordinate the distribution of C.P.F. materials to French immersion students and their families at XXX School
- shall represent the concerns of parents of French immersion students to the PAC and act as their contact

5. Fundraising Committee

- Money Counter - shall oversee the counting, recording, and preparation of money for deposit by the Treasurer. This person shall act as an assistant and report to the PAC Treasurer

6. After-Grad Committee

- Shall encourage interested parents to meet by October to select committee Coordinator(s) and establish sub-committees.
- Shall meet as needed to democratically make plans to effect a successful After-Grad function
- Shall determine a budget as soon as possible, to be presented to the PAC along with plans for fundraising events.
- Income from such events shall be used only for matters relating to the After-Grad function, and any credit shall be rolled over into the next year's After-Grad budget.
- All funds raised shall be deposited to a PAC account and dispersed by cheque for the purpose of accountability.
- Shall communicate with other groups in the school (such as student groups and the Principal or his/her designate) to ensure a coordinated approach to graduation and After-Grad events.

MORE Committee possibilities:

Social committee
Grounds

Phoning
Hot Lunch

Lost and Found
Green Committee

Appendix C SCHOOL PLANNING COUNCIL INFORMATION

A school planning council is created under section 8.1 of the School Act. Its roles and responsibilities complement but do not replace a parent advisory council.

Formation

- (1) A board must establish a school planning council for each school, except a Provincial resource program, in its school district.
- (2) At the request of 3 parents of students attending a Provincial resource program, a board may establish a school planning council for the Provincial resource program.
- (3) A school planning council for a school consists of the following persons:
 - (a) the principal of the school;
 - (b) one of the teachers at the school, elected annually by secret ballot by the teachers who teach at the school;
 - (c) 3 representatives of the parents' advisory council who are
 - (i) parents of students enrolled in the school, and
 - (ii) elected annually by the parents' advisory council.
- (4) One of the representatives elected under (3) (c) must be an elected officer of the parents' advisory council.
- (5) A board may appoint a person to fill a vacancy on a school planning council if
 - (a) there is no parents' advisory council for the school,
 - (b) the parents' advisory council for the school does not elect 3 representatives under (3) (c), or
 - (c) the teachers at the school do not elect a representative under (3) (b).
- (6) The term of office of a person appointed or elected under this section to the school planning council must not be more than one year.
- (7) An employee of any board is not eligible for election under (3) (c) or an appointment in the circumstances referred to in (5) (a) or (b).

Role

A board must consult with a school planning council in respect of the following:

- (a) the allocation of staff and resources in the school;
- (b) matters contained in the board's accountability contract relating to the school;
- (c) educational services and educational programs in the school.

School plan

- (1) In each school year, a board must approve a school plan for every school in the school district.
- (2) By a date set by the board, a school planning council must prepare and submit to the board a school plan for the school in respect of improving student achievement and other matters contained in the board's accountability contract relating to that school.

- (3) A school planning council must consult with the parents' advisory council during the preparation of the school plan.
- (4) The board may approve, approve with modifications or reject a school plan submitted under (2) or (6).
- (5) Before approving a school plan, the board may
 - (a) consult with the school planning council about modifications to the school plan, or
 - (b) direct the school planning council to modify all or part of the school plan by a specified date.
- (6) The board may direct the principal of a school to prepare and submit to the board a school plan for the school by a specified date if
 - (a) the school planning council does not submit a school plan under (2),
 - (b) the school planning council does not comply with a direction of the board under (5) (b), or
 - (c) the board rejects the school plan submitted under (2).
- (7) A board must make a school plan approved under (4) available to the parents of students attending that school.