

Constitution and Bylaws of  
Mountain View Elementary School  
Parent Advisory Council

Amended November 2018

**Constitution and Bylaws of  
Mountain View Elementary School Parent Advisory Council**

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to ensure an informed opinion and to aid in the expediency of meetings.

2. Administration, staff (teaching and non-teaching), and students of Mountain View 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 (is) a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of Mountain View 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 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.

## **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 organization having similar objectives or purposes, such as to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, but must be 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 shall be held as often as necessary, preferably every month, but with a minimum of six meetings during the academic year. Dates for these general meetings are ideally determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible.
2. One general meeting will be named the Annual General Meeting and be held in May for the election of the PAC officers for the next year. If vacancies remain, a supplementary election should be held in June or September.
3. General meetings are for the purpose of conduction 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, or other individual members of the school community.
4. 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.
5. 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.
6. Executive meetings shall 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 on



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 VIII                      Executive Officers**

1. The affairs of the PAC shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the PAC.
2. The composition of the Executive must include:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
3. Other voting and/or committee position but non-essential positions are:
  - a. Volunteer Coordinator
  - b. Fundraising Coordinator
  - c. DPAC Representative
  - d. Communication Coordinator



3. If an Executive member is unable to attend, they should inform the President and Secretary prior to the meeting.
4. 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 President within 14 days following the date at which their successor will assume their duties.

#### **A. PAC PRESIDENT**

- Shall convene and preside at all executive, general and special meetings or notify the Vice President 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 for all meetings.
- 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 a 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.
- Prepares a summary of the year's activities for the membership and/or for the PAC newsletter.
- Receives and announces all information and correspondence and distributes to the appropriate people.
- Organizes a presentation to introduce the PAC for Kindergarten Orientation and/or the annual open house.
- Communicates all important dates to the school office for inclusion on the school website and calendar.
- Assume responsibility for the monthly PAC newsletter unless otherwise delegated.
- Shall oversee the Parent Information Centre/Bulletin Board/Website unless otherwise delegated.

#### **B. VICE PRESIDENT**

- Support the President.
- Assume the duties of the President in the President's absence or upon request.
- Assist the President in the performance of his/her duties.
- Accept extra duties as required.
- Be a signing officer.
- Inform executive members of all upcoming meetings if required.

#### **C. TREASURER**

- Shall have a demonstrated ability and/or understanding of book keeping procedures.
- Shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and will be made available for review at all meetings or 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 the BCCPAC.
- Responsible for receipt and storage of all donations and purchases for fundraising events; financial records should be kept for seven years.

#### **D. SECRETARY**

- Shall record the minutes of all executive, general and special meetings and have them prepared within two weeks of any meeting.
- Shall ensure the minutes are distributed, file the original copy in the official PAC binder, and post on the school website.
- 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.
- May be a signing officer.

#### **E. VOLUNTEER COORDINATOR**

- Shall coordinate and schedule a list of volunteers and assign them their duties at all special events.
- Shall submit their volunteer needs to the President for inclusion in the newsletter.

#### **F. FUNDRAISING COORDINATOR**

- Shall present a variety of fundraising suggestions at the June/September meetings.
- Organizes the delegation of duties at fundraising events with the volunteer coordinator.
- Is responsible for maintaining a file on fundraising suggestions to include in the PAC binder.
- Submits an annual statement for the following year's executive.
- Shall submit all fundraising information to the President for inclusion in the newsletter.

## **Section XI**

### **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 the 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 it is recommended they not hold any one position for more than two consecutive years.
3. The following are grounds for termination of the office of any Executive member:
  - a. Is absent from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive.
  - b. Is convicted 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**

### **Code of Conduct**

1. The Mountain View 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 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 deadline 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 any Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
- a. A two-thirds vote of the PAC executive attended by  $\frac{3}{4}$  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**

- 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.
- c.

## **Section XIII                      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 of 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 may be appointed annually before the Annual General Meeting in preparation for the election of the new Executive.
4. Committees are fully responsible to the Executive and membership.
5. Other committees may be struck. Please refer to Appendix A for other committee suggestions.

## Section XIV

## Finances

1. A proposed budget should be drawn up by the President and 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 (all committees) will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Mountain View 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 form of cheques made out to the Mountain View 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 three signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and one 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 yearly 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 sign a cheque where the "payee" is left blank. All issued cheques must bear the signatures of two of the three 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 \$200.00 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 the 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 (August 31st).
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.



## Section XVI

## Constitution and Bylaw Amendments

1. Amendments to the Constitution and Bylaws of Mountain View 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.
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 be eligible voting members is required to amend any part of the Constitution.

Adopted by the Membership at the General Meeting held April 2013.

Natalie Hayton

PAC Vice-President

Joan Santos  
PAC Secretary

April 9, 2013

Date

## **Appendix A**

## **Committee Positions**

### **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/website with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

### **Communications Coordinator**

- Shall prepare and distribute newsletters/bulletins to parents as directed by the Executive.
- Shall post/distribute meeting agendas and minutes as directed by the Executive.
- Shall oversee the Parent Information Centre, Bulletin boards and website and post materials as directed.

### **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.

### **Parent Library Coordinator**

- Shall collect potential speaker information and maintain a record of this information in the parent library.
- Shall purchase parent education materials for the parent library with the approval of the membership
- Shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner.
- Shall maintain and post a master list of all available parent resource materials.

### **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 kits 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.

**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 Member at Large.