

School District 43 (Coquitlam)

École Pitt River Middle School PAC  
Constitution and Bylaws

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# ÉCOLE PITT RIVER MIDDLE SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION

## Section I — NAME

The name of the Association shall be the ÉCOLE PITT RIVER MIDDLE SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the PAC.

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members. The business of the PAC will be unbiased toward race, religion, gender, politics, sexual orientation, and physical or mental ability.

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 École Pitt River Middle School PAC is a provincial organization dedicated to the education and wellbeing of the child. The primary mandate of the École Pitt River Middle School PAC is to promote effective communication between the home and the school. The École Pitt River Middle School PAC shall encourage parents and guardians to participate in meaningful educational activities and decision-making, to strengthen the roles of families in education, and to foster meaningful parent participation. The École Pitt River Middle School PAC will provide support for teachers and staff to meet their students' educational needs.

## Section III — PURPOSES OF THE PAC

The purposes of the PAC are:

1. To support, encourage, and improve the quality of education and the well-being of students in École Pitt River Middle School.
2. To provide a forum and opportunities 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 provide parent education and professional development, and a forum for discussion of educational issues.
6. To assist the Principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.

7. 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/or to generate funds to cover all PAC expenses.
8. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

#### **Section IV — MEMBERSHIP**

1. All parents and guardians of students registered at École Pitt River Middle School have the right to participate at PAC meetings as voting members (with the exception described in Section IX, Part 10). There is one (1) vote allowed per family (See Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of École Pitt River Middle School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school is eligible to be a voting member at General Meetings of the PAC.
3. Members of the community residing in the catchment area of École Pitt River Middle 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 Chairperson 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.
5. At no time will the PAC have more non-voting than voting members.
6. Every member will uphold this Constitution and follow these Bylaws.
7. For the purposes of the PAC Election during the annual PAC AGM, parents and guardians of children registered in the school for the coming year, but not yet attending the school, will be considered voting members for the PAC Executive Officer elections only. These individuals will have the right to run for Executive Officer positions, and to vote for all Executive Officer positions in accordance with the rules set out in Section IX, Election of Executive Officers. These same individuals will also have the right to vote upon the annual budget presented at the final General Meeting in June (see Finances, Section XIV), in accordance with the rules set out in Section VII, Quorum, Voting and Secret Ballots.

#### **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. The organization must be a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This organization(s) 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.

## **ÉCOLE PITT RIVER MIDDLE SCHOOL PARENT ADVISORY COUNCIL BYLAWS**

### **Section VI — MEETINGS**

1. Meetings will be conducted efficiently with fairness to all members, in accordance with the PAC Code of Conduct (Section XII). 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.
2. 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.
3. 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. The DPAC may be contacted for clarification and advice.
4. General Meetings shall be held as often as necessary, preferably every month, but with a minimum of six (6) meetings during the academic year. Dates for these General Meetings are ideally determined at the beginning of the year with times and locations made available to all members after determination.
5. General Meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Purposes of the PAC, Section III. Business conducted at a General Meeting may include consideration of financial statements; Reports of the Executive; and other business that, under these bylaws, ought to be transacted at a General Meeting, or business that is brought under consideration by the report of the Executive issued with the notice convening the meeting. 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.
6. One (1) General Meeting shall be known as the Annual General Meeting and shall be held in May. The purpose of this meeting shall be to receive the Reports of the Executive, receive year-to-date financial statements, receive other reports and statements, elect Executive Officers for the next year, and conduct other business of the PAC as needed. If, after the election, Executive Officer positions remain vacant, a supplementary election shall be held in September.
7. A presentation of the annual financial statements for the preceding fiscal year and a budget for the current fiscal year must be presented at the first General Meeting of the fiscal year, to be held in September. The budget must be adopted by the current membership.
8. 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. Special Meetings may be called at the request of the Executive, or at the request of 20% or more of the voting members. Maximum possible written notice of the meeting date and the agenda item(s) will be provided to the parents.

9. An Executive Meeting is a meeting held by the Executive Officers only to conduct operational business and provide input for General Meeting agendas. Executive Meetings shall be held as often as needed during the school year. General members and/or special guests may be invited to Executive Meetings as needed. Executive Meetings do not require an advance agenda, but the Executive should be given as much notice as possible when a meeting has been scheduled to facilitate attendance.
10. The Chairperson or Chairperson Designate will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the parents at least seven (7) days prior to a General Meeting. Agendas will be posted on the PAC bulletin board, on the PAC webpage, and distributed via email through the School Office. Notices of a General Meeting will specify the place, the day and the time of the meeting and will include the agenda and the text of every Special Resolution to be proposed or considered at that meeting.
11. Remote meetings may be held as needed in case of necessitating circumstances. Parents shall be notified seven (7) days in advance and efforts made to use a widely accessible platform for attendance. The Executive must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any.
12. Members wishing to attend in-person PAC meetings remotely shall notify Executive no less than seventy-two (72) hours before the meeting to allow for set-up of necessary technology. Persons participating by Electronic Means are deemed to be present at the General Meeting. Electronic Means refers to any system or combination of systems, including but not limited to telephone, computer or web-based technology or communication facility, that: (1) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and (2) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters.
13. Any member wishing to place an item on the agenda of a General Meeting shall contact the Chairperson or Chairperson 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.
14. 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 a consultant on school policies and as a liaison between staff, parents, and the PAC, and shall yield to the autonomy of the PAC, its Chairperson and its members at all meetings.
15. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guest's speaking time should be short and not dominate the meeting. Consideration shall be given to inviting parent education speakers to separate sessions so their presentations will not be hurried and parent questions and other PAC agenda items will not be minimized.

16. 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.
17. To honour and pay respect to the Indigenous Peoples on whose lands École Pitt River Middle School is situated, the PAC shall make acknowledgements to the host Nations and their traditional lands at the beginning of each meeting. It is recommended to use the most recent version available from the Kwikwetlem First Nation or the most recent recommended version from School District 43.
18. Minutes must be taken at all Executive, General and Special meetings. Minutes of all meetings shall be posted on the PAC bulletin board and on the PAC website, distributed via email to the members of the PAC, and the original copy of the minutes shall be filed in the official PAC Minutes Binder. Minutes are a permanent, formal record of the events of a meeting: they are the only record that counts. Minutes provide members and interested outsiders with a clear and objective summary of the group's activities; a way of updating members who were unable to attend a meeting; a reminder of actions to be taken, by whom, and when; and a historical record of decisions made. Minutes should focus primarily on the collective decisions, rather than on actions or words of individuals. In some cases, rationale for decisions is important and should be captured, but it is not necessary to identify speakers. Minutes shall contain a record of the members present (this is used to verify if there is a quorum or not), and the wording and results of any motion raised in the meeting.

## **Section VII — QUORUM, VOTING and SECRET BALLOTS**

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 quorum, as long as they outnumber the non-voting members. If at any time during a General Meeting a quorum ceases to be present (e.g., due to loss of connectivity during a remote meeting), business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
3. If the agenda has been provided with less than one (1) 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 this totals a minimum of seven (7) members.
4. For the purposes of Executive Meetings and resolutions of the Executive, the quorum shall be two-thirds (2/3) of the voting positions filled on the Executive.
5. At the discretion of the meeting Chairperson 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 members.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. As a minimum this will be fifty percent (50%) plus one (1) of votes. 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 they indicate the voter has no opinion.



7. The PAC Chairperson protects their impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
8. In the case of a tie vote occurring during a secret ballot in which the Chairperson has voted (thus leaving no tie-breaker), 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 (1) consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person who legally holds the majority of the parental responsibilities and parenting time.
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 the General Meeting. Ballot voting is the surest way to allow for the free expression of the will of the membership. Any member may request a secret ballot for any vote, at any time, for any reason.
12. When a secret ballot is requested during a General Meeting, one (1) blank ballot will be given to each eligible voting member. The Chairperson can vote by ballot. The issue(s) shall be written by each member onto their own ballot. If an issue is incorrectly written, it shall still be counted if the voter's intention is clear. The member must clearly write a "yes" or "no" beside each issue on the ballot. A blank beside the issue indicates an abstention and is therefore not counted within the vote tally. A secret ballot may also be held via electronic means. The program and/or web-based means must allow for anonymity and prohibit members from voting more than once.
13. When the ballots are counted, two (2) or more filled-out ballots folded together are recorded as illegal votes. A marked ballot will be counted if folded with a blank ballot.
14. In a secret ballot, the Chairperson shall tally the votes and report the outcome in this format:
 

Number of votes cast	x
Necessary for motion to pass	x
Votes received for Issue A	x
Votes received against Issue A	x
Illegal votes	x
One ballot containing two votes for/against Issue A folded together, rejected	x
15. All voting and tallying duties must be carried out in full view of the meeting assembly.
16. Once all balloting is completed, a motion shall be made to destroy any written ballots.

### **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) Chairperson
  - b) Treasurer
  - c) Secretary
  - d) District Parent Advisory Council (DPAC) Representative
  - e) Other Executive positions may be utilized as required. Refer to Appendix A for optional Executive positions.
3. The positions of Chairperson, Treasurer, Secretary and DPAC Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions. The membership shall decide at the Annual General Meeting by majority vote which, if any, other Executive positions shall be required for the coming year.
4. Only one (1) member of a family group may be on the Executive each term.
5. No Executive Officer may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

### **Section IX — ELECTION OF EXECUTIVE OFFICERS**

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of School District 43 or the Ministry of Education shall hold an Executive position in the PAC.
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 to Section IV—Membership). Nominees shall be prepared to present a short résumé detailing their experience, qualifications, skills, and/or prior PAC involvement.
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 Chairperson for reference during the meeting. The absent member shall also submit a short résumé as detailed in Section IX.2.
4. Members accepting nomination will have previously reviewed the expected duties and conduct of the position (see Section X – Duties of the Executive Officers).
5. 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.
6. No person shall hold more than one (1) 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. Instead, the essential duties of that position will be shared by the existing Executive Officers in the most equitable way possible.
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. Elections shall be conducted by the Elections Chairperson (see Appendix A for details), who shall be nominated and elected by the membership at the General Meeting prior to the Annual General Meeting. To avoid a conflict of interest, the Elections Chairperson shall not be eligible for election for an Executive position. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when the election of an Executive Officer is necessitated.
9. During the election of next year's Executive Officers held at the Annual General Meeting, only those parents and guardians who will have students registered at École Pitt River Middle School the next year will be eligible to vote (if students should transfer unexpectedly after the results of the vote, the parent/guardian's original vote shall not be contested). Parents and guardians without students registered at École Pitt River Middle School the next year are ineligible to vote as they will no longer have a vested interest in the École Pitt River Middle School community.
10. When holding elections, nominations for each office are immediately followed by the election for that office. This allows members to consider the election results of one (1) office before proceeding to the election of another office. Nominations are taken from the floor for one (1) office, and when no further nominations are forthcoming, the voting for that office proceeds. The vote is taken on each nominee in the order in which they were nominated. The order in which each election occurs is the order in which the offices are listed in the bylaws (see Section X).
11. The election of Executive Officers shall be done by secret ballot. Election of the DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision.
12. When a secret ballot is held for an Executive election, one (1) blank ballot will be given to each eligible voting member per position to be voted upon. The Chairperson can vote by ballot, and nominated members can vote for themselves. The name(s) of the candidate(s) shall be written by each member onto their own ballot. If a name is incorrectly written, it shall still be counted if the voter's intention is clear. The member must clearly write a "yes" or "no" beside each candidate on the ballot. A blank beside the name indicates an abstention and is therefore not counted within the vote tally. Only one (1) "yes" can be recorded on the ballot for the election of Executive Officers. The rest of the candidates must be marked "no." More than one (1) "yes" will make the ballot void, and the ballot will be considered an illegal vote. All candidates can be marked "no" and the ballot is still legal and shall be counted. A secret ballot may also be held via electronic means. The program and/or web-based means must allow for anonymity and prohibit members from voting more than once.
13. The Elections Chairperson shall ask for nominees three (3) times to ensure that all potential nominees have the opportunity to be announced. If no nominee comes forward after the three (3) calls, the office shall remain vacant until the first General Meeting in September, whereupon a new election for the position shall be held. If no nominee comes forward at this meeting, an open call for nominations shall be announced in all meeting agendas and minutes until the position is filled. While the office is vacant, the essential duties of that position shall be shared by the existing Executive Officers in the most equitable way possible. (see Section IX.6).

14. A position is never filled until a candidate receives the threshold number of votes required for election. Blanks and abstentions do not contribute to the total of votes cast. If there are three (3) or more nominees, the threshold is a majority of legal ballots cast. If there are two (2) nominees, a simple majority of legal ballots cast is required – this will be fifty percent (50%) plus one (1) of legal ballots cast. In the event that only one (1) candidate is standing for election to an office, the rule of the secret ballot shall continue to apply. A vote must still be conducted to ensure the nominee passes the fifty percent (50%) plus one (1) requirement. It is not appropriate for a nominee to win an Executive position by acclamation.
15. If there is a tie between the leading candidates after the vote, then the election has failed and the Elections Chairperson announces “No election.” The voting is repeated until one (1) candidate receives a majority. It is never proper to drop the candidates receiving the lowest vote totals from a ballot unless they withdraw voluntarily, meaning that run-offs are out of order. The requirement for election by ballot is a majority, and a candidate has no obligation to withdraw just because they poll low numbers.
16. If only one (1) candidate is standing for election to an office and there is a tie between the “yes” and “no” votes, then the election has failed and the Chairperson announces "no election." This office shall then remain vacant until September, as detailed in Section IX.13.
17. When the ballots are counted, two (2) or more filled-out ballots folded together are recorded as illegal votes. A marked ballot will be counted if folded with a blank ballot.
18. The Elections Chairperson shall tally the votes and report the outcome in this format:
 

Number of votes cast	x
Necessary for election	x
Candidate A received	x
Candidate B received	x
Candidate C received	x
Illegal votes	x
One ballot containing two for Candidate C folded together, rejected	x
19. All election duties must be carried out in full view of the meeting assembly.
20. Once all balloting is completed, a motion shall be made to destroy any written ballots.
21. Newly elected members shall be installed at the end of the fiscal year (June 30).

22. The members may, by a majority of not less than 75% of the votes cast (excluding the Executive Officer in question), remove an Executive Officer before the expiration of their term of office, and may elect an eligible member to complete the term. Written notice specifying the intention to make a motion to remove the Executive Officer must be given to all members (including the Executive Officer in question) not less than seven (7) days prior to the meeting (which may be either a General or a Special Meeting), OR the motion may be made at a duly called General Meeting if circumstances necessitate the action. The following are grounds for the termination of the office of any Executive Officer:
  - a) Is absent from three (3) consecutive Executive or General Meetings without reason acceptable to the Executive;
  - b) Fails to carry out the duties for which they were elected in an appropriate and timely manner;
  - c) Is charged with a criminal or other serious offence that could bring the operation of the PAC into disrepute
  - d) Is convicted of a criminal or other serious offence;
  - e) Violates or fails to observe the Constitution and Bylaws, purposes and policies of the PAC, or the PAC Code of Conduct (Section XII).

### **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. The Executive, as a group and as individuals, is responsible to the membership for everything that they do. They owe a duty of trust to students in the school and district, the PAC membership, each other as Executive Officers, and anyone who may be affected by the Executive's actions or decisions. The Executive has a duty to put the PAC's interests ahead of their individual interests.
3. Executive Officers are obligated to uphold the decisions of the Executive and membership. If an Executive Officer cannot in conscience uphold a decision, they must resign from the Executive. They are entitled to try to persuade others to change their views, decisions, or policies, but outside the Executive they must act and speak in accordance with the Executive's and membership's decisions.
4. A conflict of interest arises when an Executive Officer could benefit financially from a decision of the PAC that they can influence or vote on. The Executive Officer has a duty to report the conflict promptly to the Executive and membership, and refrain from using their position to personal advantage. Failure to report is a breach of duty to the PAC, and may lead to personal liability for any loss to the PAC, as well as removal from the Executive.
5. 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 XII).
6. If an Executive Officer is unable to attend a meeting, they shall inform the Secretary prior to the meeting.
7. If there is no elected Vice Chairperson, the Executive shall elect a "Chairperson 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 Chairperson. The Chairperson Designate must always be a voting member that meets the Executive's eligibility criteria.

8. Each Executive position shall have a designated set of files where all material pertaining to the position is to be maintained in an orderly fashion. These official materials must be delivered to their successors or the Chairperson within fourteen (14) days following the date at which their successors assume their duties (i.e., July 14). These files may be stored in either physical or electronic formats.
9. All documents, records, minutes, correspondence, or other papers kept by a member, Executive Officer, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the Chairperson when the member, Executive Officer, representative, or committee member ceases to perform the task to which the documents relate.

**A. - The Chairperson shall:**

- a) Convene and preside at all Executive, General and Special Meetings or notify the Chairperson Designate to assume this duty as necessary (see Appendix D for details of the process for Motions and Resolutions, and Appendix E for details of how to conduct a meeting);
- b) Be familiar with and follow the Constitution and Bylaws;
- c) Ensure that an agenda is prepared and distributed;
- d) Ensure members are notified of all meetings.
- e) Ensure a quorum is present before calling a meeting to order;
- f) 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;
- g) Be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally;
- h) Ensure that the PAC is represented at school and district activities;
- i) Ensure that PAC activities are aimed at achieving the purposes set out in the Constitution;
- j) Be one of the three (3) signing officers;
- k) Submit a written annual report of the year's proceedings to the membership at the Annual General Meeting;

**B. - The Treasurer shall:**

- a) Have demonstrated ability and/or understanding of bookkeeping procedures;
- b) Be one of the three (3) signing officers;
- c) Draft an annual budget with the assistance of the Executive (to be presented at the June General Meeting). This process involves determining the spending priorities, estimating the expenses, estimating and planning the revenue, gaining consensus and passing the budget via motion at a General Meeting;
- d) Assess all financial undertakings to ensure they are within the annual budget;
- e) Maintain all financial records in an orderly fashion as stipulated by the BCCPAC
- f) 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 if requested;
- g) Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices, and pay, by cheque, all bills and accounts which have been approved by the PAC or Executive, ensuring that all bills are paid promptly;
- h) Prepare a written financial report for presentation at each General 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, outstanding accounts receivable and payable, and the net surplus or deficit;

- i) Ensure another financial signing officer has access to the books in case of the Treasurer's absence;
- j) Be responsible for issuing receipts and prompt deposit of all monies paid to the PAC;
- k) Be responsible for applying for any Gaming Licenses that may be required for PAC fundraising activities;
- l) With the assistance of the Chairperson, complete all paperwork required by funding organizations (e.g., BC Government's Community Gaming Grants Program) to ensure the PAC remains in good standing and eligible for future funding opportunities;
- m) Make all arrangements for the year-end financial statements review (July); present a reviewed annual report and budget for the ensuing year at the first General Meeting of the fiscal year (September); and present an annual financial statement at the Annual General Meeting (May);
- n) Refer to Section XIV, Finances for further details of Treasurer duties.

**C. The Secretary shall:**

- a) Record the minutes of all Executive, General and Special Meetings;
- b) Prepare and distribute complete minutes within two (2) weeks of any meeting: Minutes shall be posted on the PAC bulletin board and on the PAC website, distributed via email to the members of the PAC, and the original copy of the minutes shall be filed in the official PAC Minutes Binder;
- c) Issue, receive, and distribute correspondence on behalf of the PAC;
- d) Keep an accurate and current copy of the Constitution and Bylaws and Code of Conduct; submit updated copies to the DPAC for safe keeping and reference; ensure they are posted on the PAC webpage; and ensure they are available to any member upon request;
- e) Ensure safe keeping of all records of the PAC;
- f) Keep a complete and current inventory, including location, of all PAC assets;
- g) Ensure electronic access to PAC records is properly provided to incoming Executive at the end of each year;
- h) Monitor the PAC box in the school office and ensure incoming mail is distributed appropriately and promptly;
- i) May be one of the three (3) signing officers.

**D. The District Parent Advisory Council (DPAC) Representative shall:**

- a) Maintain current registration of the PAC at the DPAC;
- b) Work with the Executive to submit the annual membership application to the BCCPAC, including the related membership fees;
- c) Attend all DPAC meetings or designate another elected officer of the PAC to attend on their behalf;
- d) Seek input from the PAC for presentation at DPAC meetings;
- e) Based on the PAC's wishes, represent, speak, give input and vote on behalf of the PAC at DPAC and BCCPAC meetings;
- f) Report regularly to the membership and Executive on all matters relating to the DPAC and BCCPAC;
- g) Receive and act on all other communications from the DPAC and BCCPAC;
- h) Liaise with other parents and DPAC representatives;
- i) Act as the liaison between the PAC and BCCPAC;
- j) May be one of the three (3) signing officers.

- k) Maintain the PAC's information folders / binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and the Ministry of Education; and receive, circulate, and post DPAC and BCCPAC newsletters, brochures, and announcements. Materials must be made available to members of the PAC;

### **Section XI — TERMS OF OFFICE**

1. The Executive shall be elected each year at the Annual General Meeting.
2. The terms of office for any elected officer shall be one (1) year (commencing on July 1 and ending on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive Meeting (to be held between the May and June General Meetings) to allow for transition between exiting and incoming officers.
3. After any elected member of the PAC has served in the same Executive position for two (2) terms, they are ineligible to hold that same position for the following two (2) terms. They may hold other positions on the Executive during that time, if elected. An Executive Officer may carry out duties for one (1) additional year only if the Executive position is not filled, and they are elected, even if they have already completed the maximum two (2) terms. 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.
4. If a member has served as the Chairperson for two (2) terms, in addition to the Chairperson position, they are also ineligible to serve as the Vice Chairperson for the following two (2) terms, as the main function of the Vice Chairperson is to assume the responsibilities of the Chairperson in the Chairperson's absence or upon request. This eliminates the risk of a member serving as the Chairperson for longer than the allowed two (2) terms.
5. Every position must come up for election at the end of its term.
6. An Executive Officer or PAC representative may resign their position should they find themselves unable to perform their duties. A new officer/representative for the vacated position must be voted upon at the next General Meeting.

### **Section XII — CODE OF CONDUCT**

1. The École Pitt River Middle 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. This shall be observed at all meetings and PAC-sponsored events.
2. ALL members must fully disclose any personal or family ties to any financial matter under discussion and refrain from discussing, influencing, and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and therefore have 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 the Conflict and Bias Committee (Appendix B) for a ruling should the member in question not voluntarily step aside.



3. A PAC 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 person(s) involved. Any information received in confidence by a PAC member from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information. Said information may be divulged to the relevant authorities if it concerns the safety of the individual in question or others.
  
4. In 2014, the Canadian Government enacted the Canadian Anti-Spam Legislation (CASL). This legislation includes restrictions on the sending of commercial electronic messages (CEM) without the consent of the recipients. The PAC requires consent from EVERY member who wishes to receive communications via email. Because the school obtains the necessary consent forms from the parent community in the school year registration package, ALL emails from the PAC must be sent through the Principal. The PAC is NOT entitled to have access to the personal contact information of the parents/guardians of the student body, and is NOT permitted to independently send CEMs to the parent community.
  
5. A parent / guardian who accepts a position as a PAC representative:
  - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC;
  - b) Performs duties with honesty and integrity and in the interests of the PAC;
  - c) Works to ensure that the well-being of students is the primary focus of all decisions;
  - d) Speaks and acts towards other members with respect and dignity, mindful of other members' rights and sensibilities;
  - e) Refrains from engaging in any behaviour that could be constituted as harassment or bullying, which is defined as any spoken and/or written words or actions by a person towards another (either isolated or repeated behaviour) that the person knew, or reasonably ought to have known would cause the other to feel humiliated, intimidated, isolated, degraded, or powerless;
  - f) Consults with and takes direction from the membership and Executive;
  - g) 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;
  - h) Works to ensure that issues are resolved through the appropriate processes;
  - i) Strives to be informed and only passes on information that is reliable and correct;
  - j) Is in a privileged position and when approached by a parent with a concern, shall treat such discussion with discretion, respecting the confidentiality of the people involved;
  - k) Supports public education.
  
6. In addition to Section XII.5, a parent who is elected as a PAC Executive Officer:
  - a) Is to work cooperatively to fulfil the goals of PAC, is open and honest with other Executive Officers, and shares all information relevant to PAC business at the Executive table;
  - b) Seeks to represent the parent perspective to all the groups in education, working to ensure that the well-being of students is the primary focus of all decisions;
  - c) Supports Executive decisions in spite of personal concerns or reservations;
  - d) Expresses concerns about proposed actions while they are under consideration, so that these may be taken into account before a decision is made. (The different perspective of a single person may help the Executive realize that a resolution may have undesirable consequences that had not been anticipated);
  - e) Volunteers for or is asked to join committees based on their abilities to best serve the needs of the PAC;
  - f) Is willing to review their work with other Executive Officers and the general membership;

- g) Directs any criticism of the action of other Executive Officers to that member first, and then if necessary, may direct the criticism in confidence to the Chairperson;
7. Upon election, each Executive Officer, committee member and representative must sign and agree to abide by the Code of Conduct Statement of Understanding (See Appendix C).

### **Section XIII — COMMITTEES**

1. Standing and ad hoc committees shall be formed as necessary by the Executive or as directed by the majority of the membership at a General Meeting in order to further the PAC's purposes and to carry on its affairs. A standing committee exists year-to-year (e.g., nominating, hot lunch, fundraising, etc.). An ad hoc committee is created to do a specific task within a certain time period. (refer to Appendix B).
2. The terms of reference for each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the membership or Executive decide. Committees shall conform to the PAC Code of Conduct (Section XII).
3. The Executive may select the committee Chairperson. *Robert's Rules of Order* shall govern the committee's procedures.
4. The committee members shall attend regularly and participate fully at committee meetings and any other related activities that the committee holds.
5. Committees are fully responsible to the Executive and membership and shall promptly report to these parties as required.
6. It is recommended that a Conflict and Bias Committee be convened of three (3) volunteers at the beginning of the term, ready to be called upon when necessary. See Appendix B for the description of the Conflict and Bias Committee.
7. A Nominating Committee shall be assembled annually two (2) months before the Annual General Meeting in preparation for the election of a new Executive. See Appendix B for the description of the Nominating Committee.

### **Section XIV — FINANCES**

1. The fiscal year of the PAC shall be set as the twelve (12) month period from 01 July to 30 June.
2. All funds of the organization belong to the PAC membership as a whole, and not to the Executive, school or school district.
3. 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, or receive electronic copies of records if available.

4. All funds of the organization will be on deposit in a bank or financial institution registered under the Bank Act, Financial Institutions Act, or Credit Union Incorporation Act in appropriate account(s) for École Pitt River Middle School Parent Advisory Council. The PAC shall maintain a minimum of two (2) bank accounts in its name—one (1) for general Operating funds and one (1) for Gaming funds.
5. A contingency fund shall be set up (in the Operating account) and maintained for the administration of PAC activities. The amount shall be \$1500 CAD. This amount must be carried forward to each new term.
6. There shall be three (3) signing officers for banking and legal documents. This shall be the PAC Chairperson, the Treasurer and one other Executive Officer as decided by the Executive at the END of each school year. After their election at the Annual General Meeting, and after the final meeting of the school year, the three (3) new signing officers will bring a copy of the AGM minutes and the June General Meeting minutes to the financial institution to have the previous three (3) signers removed, and the three (3) new signers installed. This should take place no earlier than July 1. At the June General Meeting, separate motions must be executed a) to remove the expiring signing authorities, and b) to add the new signing authorities.
7. The bank statements and related cheques are to be independently reviewed (by someone on the PAC, other than the Treasurer) on a monthly basis.
8. A proposed budget shall be created by the Chairperson and the Executive and be modified and approved by the membership at the final General Meeting of the year (June). A new budget must be approved before the old one expires. Separate budgets for the Operating account and the Gaming account must be created.
9. All money from the PAC will be paid out by cheque upon receipt of a detailed invoice and receipt. Signing officers must NEVER sign a cheque where the “payee” is left blank. All issued cheques must bear the signatures of two (2) of the three (3) authorized signatories. Where possible, the Treasurer should refrain from acting as one of these two signers. Signing officers must never have unused cheques in their possession. Unused cheques shall be locked in the PAC filing cabinet at the school.
10. The Treasurer is authorized to collect and disburse 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 “**École Pitt River Middle PAC**”, or by other means of payment as deemed suitable to the situation, including e-transfers and electronic payments via an SD43-approved payment system.
11. Two (2) members (one must be Executive; the other may be non-Executive) must verify and account for monies collected from events or fundraising: Monies are to be counted at the beginning of an event by two (2) PAC members and at the end of the event by two (2) PAC members. ALL monies raised by the PAC must be deposited promptly in a PAC account before being disbursed 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. The Treasurer is to be notified when any amount is deposited.
12. 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. Proposed expenditures can be submitted for the next meeting agenda and must be approved at the next General Meeting.

13. 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 \$250 CAD, whichever is lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
14. The Treasurer will submit a written financial report, as detailed in Section X, Part C (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).
15. The Treasurer shall keep a separate offline backup of the PAC's accounting information in the PAC filing cabinet at the school. This may be stored on a USB memory stick or external hard drive, or as paper printouts, updated monthly or as needed.
16. 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 a Treasurer. "Audit" for this purpose refers to an independent review and verification of all records during the period under review, i.e., budget year.
17. The Executive must ensure that Gaming Funds are applied for annually, that these Gaming Funds are utilized according to the current regulations, and that any required reporting is filed completely and in a timely manner. Each year, PACs apply for Direct Access Grants via the BC Gaming Branch website or by mail (applications are accepted between April 1 and June 30). Currently grants are paid in September—PACs typically receive \$20 per student based on last year's enrolment. Gaming funds must be spent according to the conditions as described in the most current Gaming Grants Program Guidelines. Within 90 days of the fiscal year, the Gaming Account Summary Report must be filed with the BC Gaming Branch.

## **Section XV — FUNDRAISING**

1. Fundraising is NOT a requirement for the PAC.
2. Fundraising activities will be undertaken only when there is a clearly defined need agreed upon by the PAC. Funds raised shall be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students, as decided by the members of the PAC. The use of the proceeds of any fundraiser must be disclosed to the membership. Fundraising activities shall not become, nor be viewed as, the most significant contribution the PAC makes to the school.
3. Fundraising by the PAC will be undertaken in consultation with school administration.
4. Fundraising must be sensitive to the fundraising of other groups within the community and the resources of the PAC's own parent community.
5. No member or their family shall benefit financially from fundraising at the school unless there has been full disclosure to the PAC Executive prior to fundraiser starting (an acceptable financial benefit would occur when, for example, a member of the PAC runs a duly purchased table for their own business at a PAC-sponsored craft fair).

**Section XVI — CONSTITUTION AND BYLAW AMENDMENTS**

1. The Constitution and Bylaws of École Pitt River Middle School Parent Advisory Council may not be rescinded, altered, or added to except by special resolution. Amendments 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 required to amend the Bylaws.
5. A three-quarters (3/4) majority vote by eligible voting members is required to amend any part of the Constitution.
6. The Constitution and Bylaws of École Pitt River Middle School Parent Advisory Council shall be fully reviewed at a frequency of no greater than every five (5) years, beginning in 2025 (2030, 2035, etc.), or sooner if deemed necessary.
7. Upon election to the Executive, each Executive Officer shall be given a copy of the Constitution and Bylaws of the École Pitt River Middle School PAC.

Adopted by the Membership at the General Meeting held on [May 18, 2021](#).

Name: [Summer Wright](#)

Name: [Bruce Catterall](#)

Executive Position: [PAC Chairperson](#)

Executive Position: [Secretary](#)

Date: [May 16, 2022](#)

Date: [May 16, 2022](#)

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

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

## Appendix A—OPTIONAL EXECUTIVE OFFICER AND REPRESENTATIVE POSITIONS

### OPTIONAL EXECUTIVE OFFICER POSITIONS

#### **The Canadian Parents for French (CPF) Coordinator (Executive) shall:**

- a) Ensure a delegate represents École Pitt River Middle School's interests at CPF. meetings and reports to the PAC;
- b) Co-ordinate the distribution of CPF materials to French immersion students and their families at École Pitt River Middle School;
- c) Represent the concerns of parents of French immersion students to the PAC and act as their contact;
- d) Convene and act as Chairperson of a Canadian Parents for French (CPF) Committee, if necessary.

#### **The Community and Diversity, Equity & Inclusion (DEI) Liaison (Executive) shall:**

- a) Facilitate the welcoming of families new to École Pitt River Middle School that have backgrounds in other cultures;
- b) Encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system;
- c) Maintain a record of events or initiatives and provide suggestions for future efforts;
- d) Convene and act as Chairperson of a Community and Diversity, Equity & Inclusion (DEI) Committee, if necessary.

#### **The Fundraising Coordinator (Executive) shall:**

- e) Propose and submit fundraising projects to the PAC Executive for approval, ensuring that they meet the guidelines established in the Constitution and Bylaws and Code of Conduct (Section XII). This shall involve creating an outline of the event, including establishing if a gaming licence is required, estimating the expected expenses and revenues, and determining the number of volunteers required;
- f) Coordinate all activities related to a fundraising event and act as a liaison between the Fundraising Committee and the PAC Executive;
- g) Work with the Treasurer to clearly and accurately record expenses and revenues;
- h) Report the status of the fundraising activities at the General Meetings;
- i) Maintain a record of fundraising projects, suggestions for improvements, and ideas for future events to be submitted as a final report at the end of each fiscal year;
- j) Convene and act as Chairperson of a Fundraising Committee, if necessary.

#### **The Parent Education Coordinator (Executive) shall:**

- a) Inform members at General Meetings of any speakers, workshops, or conferences which may be of interest to parents;
- b) Arrange topics and guest speakers for assemblies where a parent education component is desired;
- c) Coordinate speakers for PAC meetings and arrange information sessions/workshops for parent education activities;
- d) Collect and maintain a complete record of speakers, their topics, handouts and associated costs, and make this list available to Executive and members;

- e) Oversee the Parent Library, including purchasing parent education materials with the approval of the Executive, and ensuring all materials are maintained in an organized and tidy manner;
- f) Maintain and post a master list of all available parent resource materials;
- g) Convene and act as Chairperson of a Parent Education Committee, if necessary.

**The Vice Chairperson (Executive) shall:**

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- b) Assist the Chairperson in the performance of their duties;
- c) Accept extra duties as needed;
- d) May be one of the three (3) signing officers.

## OPTIONAL REPRESENTATIVE (NON-EXECUTIVE) POSITIONS

### The Communications Officer shall:

- a) post relevant information to the École Pitt River Middle School community on the École Pitt River PAC Facebook page and any other social media the PAC may have, as directed by the Executive.
- b) Create and post fliers around the school for any PAC events
- c) Convene and act as Chairperson of a Communications Committee, if necessary.

### The Division Representatives shall:

- a) Be drawn from available parent/guardian volunteers from each classroom division;
- b) Ensure that any questions and concerns from their particular division are addressed at General Meetings.

### The Elections Chairperson shall:

- a) Be nominated and elected from the membership by the PAC one (1) month before each Annual General Meeting. The Chairperson of the Executive may not be a member of this committee;
- b) To avoid a conflict of interest, the Elections Chairperson shall not be eligible for election for an Executive position;
- c) The duties of the Elections Chairperson include:
  - a. Ensuring they are familiar with the Constitution and Bylaws;
  - b. Ensuring they are versed in the election procedures described in Sections VII and IX as well as in the most recent edition of *Robert's Rules of Order (Newly Revised)*;
  - c. Submitting the PAC Elections Notice and the Duties of the Executive Officers, including the required and optional Executive Officer positions, for distribution to the membership no later than two (2) weeks before the election;
  - d. Ensuring they are fully aware of all the information necessary to conduct the election;
  - e. Preparing the necessary tools to conduct the election by secret ballot, whether the election is conducted in-person or electronically;
  - f. Conducting the election at the Annual General Meeting;
  - g. Tallying the votes and announcing the decisions.

### The Emergency Preparedness Coordinator shall:

- a) Send representatives to all meetings of the School Emergency Preparedness Committee;
- b) Assist with tasks as requested by the Principal to help the school meet all of District 43's Emergency Preparedness recommendations;
- c) Convene and act as Chairperson of a PAC Emergency Preparedness Committee, if necessary.

### The Hot Lunch Coordinator shall:

- a) Coordinate with the Principal as to convenient dates to offer hot lunch service to students and staff;
- b) Coordinate the ordering, delivery, and/or preparation of any food;
- c) Ensure the hot lunch events are self-supporting (i.e., not funded by PAC or the school);
- d) Maintain a record of supplier contacts and suggestions for smooth operation of this task;
- e) Convene and act as Chairperson of a Hot Lunch Committee, if necessary.

### The Member at Large shall:

- a) Serve in a capacity to be determined as the PAC requires.



**The Newsletter Editor shall:**

- a) Collect and organize PAC news and updates into a monthly newsletter, as directed by the Executive;
- b) Distribute the PAC newsletter via school email, and post a paper copy on the PAC bulletin board (additional paper copies for distribution may be produced if required);
- c) Maintain a digital archive of PAC newsletters and make it accessible to members upon request;
- d) Convene and act as Chairperson of a Newsletter Committee, if necessary.

**The Purchasing Officer shall:**

- a) Purchase all the supplies for the PAC, at the direction of the Executive;
- b) Submit detailed invoices and receipts for reimbursement

**The Traffic Coordinator shall:**

- a) Monitor traffic in the school parking lot and neighbouring streets, identify problem areas, and implement measures to improve safety;
- b) Liaise with school administration, civic officials, police forces, ICBC, DPAC, etc., as necessary.

## Appendix B—COMMITTEE OPTIONS

*This list is not exhaustive, nor are all listed committees mandatory: committees may be formed as needed by the PAC.*

### **The Conflict and Bias Committee shall:**

- a) Meet as needed to review circumstances where a member or Executive Officer is questioned regarding a conflict of interest, a possible position of bias, or a breach of the Code of Conduct (Section XII);
- b) 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) 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. If a member of the committee has a connection to the issue or person(s) under review, they must step down during the arbitration of the issue in question and an appropriate replacement shall be appointed.

### **The Grade 8 Leaving Committee shall:**

- a) Encourage interested parents to meet by October to select committee Coordinator(s) and establish sub-committees;
- b) Meet as needed to democratically make plans to effect a successful Grade 8 Leaving function(s);
- c) Determine a budget as soon as possible, to be presented to the PAC at a General Meeting along with plans for fundraising events;
- d) Ensure that any income from such fundraising events is used only for matters relating to the Grade 8 Leaving function(s), and any credit shall be rolled over into the next year's Grade 8 Leaving Committee budget;
- e) Select a vendor, plan, design, and organize the funding and ordering for the Grade 8 spirit wear;
- f) Communicate with other groups in the school (such as student groups and the Principal or their designate) to ensure a coordinated approach to Leaving events.

### **The Grounds Committee shall:**

- g) Be responsible for picking up trash on school grounds during designated before or after school hours.

### **The Historical Committee shall:**

- a) Collect and act as custodian of all materials (such as photos, memorabilia, and records of events and people of École Pitt River Middle School and the PAC), and document the history, activity and accomplishments of the students, school and the PAC;
- b) Keep these materials safe and orderly and ready for use for external reviews or school event use.

### **The Lost and Found Committee shall:**

- a) Maintain the lost and found table at the school;
- b) Sort and transport unclaimed lost and found items at the end of each term for donation or disposal.

### **The Nominating Committee:**

- a) Two (2) months before each Annual General Meeting, the general members shall nominate and elect a Nominating Committee Chairperson and at least one (1) more committee member. The Chairperson of the Executive may not be a member of this committee.
- b) The Chairperson of the Nominating Committee shall not be eligible for election.
- c) The duties of the Nominating Committee include:
  - a. Soliciting volunteers for positions before Election Night;
  - b. Providing a clear outline of the duties and time commitment of each position to prospective volunteers;
  - c. Inviting prospective volunteers to a General or Executive Meeting to observe the PAC proceedings first-hand.

### **The Recycling Committee shall:**

- a) Coordinate with the school staff about recycling pick-up, collect recyclable items with a deposit from the school, sort them, and transport them to the Bottle Depot at which the PAC has an account;
- b) Create posters to hang above the recycling and compost bins to provide information to students about how to sort their waste.

## Appendix C—CODE OF CONDUCT—STATEMENT OF UNDERSTANDING

This Code of Conduct states general rules for maintaining high standards of conduct for all member representatives of the PAC, its Executive, and Committee Appointees.

A parent who accepts a position as a PAC representative:

1. Upholds the Constitution and Bylaws, policies and procedures of the PAC;
2. Performs duties with honesty and integrity and in the interests of the PAC;
3. Works to ensure that the well-being of students is the primary focus of all decisions;
4. Speaks and acts towards other members with respect and dignity, mindful of other members' rights and sensibilities;
5. Refrains from engaging in any behaviour that could be constituted as harassment or bullying, which is defined as any spoken and/or written words or actions by a person towards another (either isolated or repeated behaviour) that the person knew, or reasonably ought to have known would cause the other to feel humiliated, intimidated, isolated, degraded, or powerless;
6. Consults with and takes direction from the membership and Executive;
7. 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;
8. Works to ensure that issues are resolved through the appropriate processes;
9. Strives to be informed and only passes on information that is reliable and correct;
10. Is in a privileged position and when approached by a parent with a concern, shall treat such discussion with discretion, respecting the confidentiality of the people involved;
11. Supports public education.

In addition, a parent who is elected as a PAC Executive Officer:

1. Is to work cooperatively to fulfil the goals of PAC, is open and honest with other Executive Officers, and shares all information relevant to PAC business at the Executive table;
2. Seeks to represent the parent perspective to all the groups in education, working to ensure that the well-being of students is the primary focus of all decisions;
3. Supports Executive decisions in spite of personal concerns or reservations;
4. Expresses concerns about proposed actions while they are under consideration, so that these may be taken into account before a decision is made. (The different perspective of a single person may help the Executive realize that a resolution may have undesirable consequences that had not been anticipated);
5. Volunteers for or is asked to join committees based on their abilities to best serve the needs of the PAC;
6. Is willing to review their work with other Executive Officers and the general membership;
7. Directs any criticism of the action of other Executive Officers to that member first, and then if necessary, may direct the criticism in confidence to the Chairperson;

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ of ÉCOLE PITT RIVER MIDDLE SCHOOL PAC have read, understood and agreed to abide by this Code of Conduct. 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 Officer,  
Committee Member or Representative

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

## Appendix D—MOTIONS AND RESOLUTIONS

### Motions

Motions are proposals with the aim of making the members of the meeting deliberate on the issue at hand. A motion must be formally proposed, then seconded before the PAC can debate the issue and consider voting on a decision. Motions can be presented in writing or verbally. Motions are considered as decisions made by those members present at a given meeting, and do not reflect the opinion of the whole PAC. A motion made or action taken that is in conflict with the PAC's bylaws will be considered null and void. Further details than those presented here may be found in *Robert's Rules of Order*.

### Resolutions

Resolutions are formal motions used to facilitate and document important decisions made by the PAC. They are used to address specific issues and are expressed formally in writing, to attach a special level of importance. Resolutions include the reasons for the motion as well as the actual action that the group is proposing.

Resolutions have two parts:

- The preamble. The preamble lists the reasons for adoption. Each reason is given its own paragraph and usually begins with the word "Whereas."
- The resolving clauses. This is the action part where the specific action or position for the group to consider is identified.

Example of a resolution to amend the Constitution and Bylaws:

WHEREAS, the PAC last adopted the Constitution and Bylaws in 2005; and

WHEREAS the PAC has considered the wording of the Constitution and Bylaws and recommends amendments to update the wording of the Constitution and Bylaws; and,

WHEREAS the PAC requires ratification of this proposal (Bylaw XVI.1) through a special resolution.

RESOLVED AS A SPECIAL RESOLUTION that the existing Constitution and Bylaws of the PAC be deleted and replaced with the Bylaws attached hereto as Schedule A effective immediately.

### Process

The process of a motion / resolution is as follows:

1. A Member makes a motion.
2. Another Member seconds the motion or the Chairperson calls for a second. If there is no second to the motion, it is lost.
3. The Chairperson states the motion.

4. The Membership then debates the motion and possible amendments. Once the motion is presented to the Membership by the Chairperson, it becomes “assembly property,” and cannot be changed without the consent of the Members. The mover is always permitted to speak first. Keep to the time limit for speaking that has been established. The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
5. The Chairperson puts the Question to the Membership—the Chairperson asks, "Are you ready to vote on the question?" If the Membership agrees, then the vote proceeds, or else debate continues.
6. The Chairperson puts the motion to a vote. At this point, the Membership can vote to pass or defeat the motion, to Table the Motion until a future day and/or time, or to Postpone the Motion Indefinitely. If the vote is held by voice, the Chairperson asks those in favour to say, “aye,” those opposed to say “no.” Any Member may move for an exact count. If the vote is held by ballot, members proceed with the ballot procedures.
7. The Chairperson announces the result of the vote: either “The ayes have it, and the motion carries,” or “The nays have it and the motion is defeated.”

## Appendix E—HOW TO CONDUCT A MEETING

1. Call meeting to order:
  - Rap the gavel once. The meeting will come to order. Declare the time.
  - State Territory Acknowledgement.
  - Introduce Executive, guests, and new members.
  - Declare the quorum.
2. Approval of agenda:
  - Note that the agenda has been previously circulated.
  - Ask if any changes or additions are required.
  - Take any corrections or additions until there are no more.
  - Ask for a motion to accept the agenda as presented or modified.
3. Approval of minutes of last meeting:
  - Note that the minutes of the last meeting have been circulated.
  - Ask if any corrections are required.
  - Take any corrections until there are no more.
  - Do not allow debate to re-open an issue.
  - Ask for a motion to accept the minutes as presented or corrected.
4. Guest presentations:
  - Introduce any guest speakers.
  - Guest speaker makes their presentation.
5. Correspondence:
  - Summarize correspondence unless an item is of such importance that it should be read in full.
6. Principal's Report:
  - A brief informational report. Items for discussion shall be dealt with under New Business.
7. Reports of Officers:
  - Reports need not be read out—members only deal with recommendations in the reports
  - **Chairperson's Report:**
    - Report on everything done since the last report.
  - **Vice-Chair:**
    - Report on any relevant duties or assignments.
  - **Treasurer:**
    - Review the written monthly financial report, including the total balance on hand in all accounts at the beginning of the period covered by the report, all credits to and disbursements from the accounts, balance of funds on hand, outstanding accounts receivable and payable, and the net surplus or deficit.
    - Review the written annual financial report and budget for the ensuing year.

- **Secretary:**
    - Report on any relevant duties or projects.
  - **DPAC Representative:**
    - Report on items from the DPAC meetings held since the last report.
  - **Committees:**
    - File a report even if the committee did not meet.
  - **Staff Representative:**
    - Any teacher or staff member attending with a report to make.
8. Old Business:
    - Items carried forward from the last meeting.
  9. New Business:
    - Items requiring a decision, recommendation, or discussion.
    - Deal with the most important items first. Less important items can be postponed to the next meeting if time runs out.
  10. Date of next meeting:
    - Determine the date of the next meeting.
  11. Agenda items for next meeting:
    - Review the known agenda items for the next meeting.
  12. Adjournment:
    - Adjourn the meeting, declare the time and rap the gavel once.