

**CONSTITUTION
AND BYLAWS FOR
ÉCOLE KILMER ELEMENTARY
SCHOOL
PARENT ADVISORY COUNCIL**

Amended December 2022

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SECTION I NAME

The name of the Association shall be the ÉCOLE KILMER ELEMENTARY 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 and shall conduct business without bias toward race, religion, gender, or politics.

The PAC has been established with the authority granted in Bill 67 - 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act - 2002.

SECTION II MISSION STATEMENT

The École Kilmer Elementary School PAC is a provincial organization, dedicated to the education and the wellbeing of the child. The École Kilmer Elementary School PAC's primary mandate is to promote effective communication between the home and the school. The École Kilmer Elementary School PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling, and to foster meaningful parent participation.

SECTION III OBJECTIVES OF THE PAC

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

SECTION IV MEMBERSHIP

1. All parents and guardians of students in attendance at École Kilmer Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of École Kilmer 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 École Kilmer Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC Chair a list of names of parents/guardians of students and staff if/when it is necessary to decide if a member is eligible to vote.

SECTION V DISSOLUTION

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.

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 PAC officers for the next year. If vacancies remain, a supplementary election should be held in September.
3. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a

forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

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 online in electronic format.
7. The President or Chair Designate will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the parents at least seven days prior to a general meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate. The member or their designate is then required to attend the general meeting to present the rationale of that issue to the membership. 'New Business' from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
9. 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.
10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The principal's role is as consultant on school policies and as a liaison between staff, parents, and the PAC, and shall yield to the autonomy of the PAC, its Chair, and its members at all meetings.
12. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried, and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall be used by the PAC to resolve any procedural situation unless they are in conflict with the rules in this Constitution and Bylaws.

SECTION VII VOTING and QUORUM

1. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.
3. If the agenda has been provided with less than one week's notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of seven members.
4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.
5. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
7. The PAC Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
8. In case of a tie vote, the motion shall be lost.
9. Voting by members on all matters must be given in person; i.e. voting by proxy shall not be permitted.
10. Each family is allowed one consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
11. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting.
12. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A "yes" or "no" must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted.
13. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

SECTION 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
 - e) DPAC Representative
3. The positions of President, Vice President, 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 positions.
4. Only one family member may be on the Executive each term.

SECTION IX ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of School District 43 shall hold a Executive position.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. (Refer to Section IV Membership.)
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must, however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
6. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
8. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall

tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.

9. A vote shall be taken to destroy any written ballots.

SECTION X DUTIES OF THE EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.
3. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
4. The Executive shall elect a Chair Designate early in the term from the Executive officers. This person shall convene and preside at PAC meetings when requested to do so by the
5. President. The Chair Designate must always be a voting member that meets Executive eligibility criteria.
6. Each Executive position shall have designated files where 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 successors assume their duties.

A. PRESIDENT

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- shall be familiar with and follow the Constitution and Bylaws, shall ensure that an agenda is prepared and distributed following the Bylaws, and shall ensure quorum is present before calling a meeting to order
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be one of the three signing officers
- shall submit a written annual report to the membership

B. VICE-PRESIDENT

- shall assume the responsibilities of the President, as per Bylaw Section X, Section A, in the President's absence or upon request
- shall assist the President in the performance of his/her duties may be a signing authority on behalf of the Council
- may organize volunteer committees

C. TREASURER

- shall have a demonstrated ability and/or understanding of bookkeeping procedures

- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
- shall assess all financial undertakings to ensure they are within the annual budget; shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices; shall prepare a written financial report for presentation at each PAC meeting which 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
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC (refer to Section XIV, Finances)
- shall be one of the three PAC signing officers and ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the PAC President and shall maintain all financial records in an orderly fashion as stipulated by BCCPAC
- shall, with the assistance of the PAC President, complete all paperwork required by funding organizations (e.g. BC Government's Community Grants Program) to ensure KPAC remains in good standing and eligible for future funding opportunities

D. SECRETARY

- shall record the minutes of all executive, general and special meetings; shall prepare, within two weeks of any meeting, complete minutes, and ensure their distribution; shall post the minutes on the KPAC webpage, and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets

E. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- shall attend DPAC meetings
- 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

SECTION XI EXECUTIVE TERMS OF OFFICE

The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.

Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any one position for more than two consecutive years. An Executive

member may carry out duties for an additional year if an Executive position is not filled after a 2-year commitment. 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.

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 or
- b) is convicted of a criminal or other serious offence or
- c) fails to observe the Constitution and Bylaws, purposes, and policies of the PAC, and/or fails to abide by the PAC Code of Conduct

SECTION XII CODE OF CONDUCT

1. The École Kilmer 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 fully disclose any personal or family ties to any financial matter under discussion and abstain from any vote pertaining, or 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:
 - a) upholds the Constitution and Bylaws, policies, and procedures of the PAC
 - b) performs duties with honesty and integrity; meets agreed upon deadlines
 - c) works to ensure that the wellbeing of students is the primary focus of all decisions
 - d) respects the rights of all individuals
 - e) takes direction from the members, ensuring that representation processes are in place

f) encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf

g) works to ensure that issues are resolved through the appropriate process

h) strives to be informed and only passes on information that is reliable and correct

i) respects all confidential information

j) supports public education

5. Breaching the Code of Conduct or Section XI, Part 3 may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:

*a two-thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting.

OR

*a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

SECTION 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 or Executive officer must refrain from participation on the issue as per the Bylaws. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association, employment, or conduct.

- shall be comprised of three members, who are not employed or elected officials of any School District or the Ministry of Education, and by association or employment are clearly free of conflict of interest or perceived bias in relation to the issue of contention.
3. An ad hoc Nominating Committee shall be appointed annually before the Annual General Meeting in preparation for the election of a new Executive.
 4. Committees are fully responsible to the Executive and membership.

SECTION XIV FINANCES

1. The financial records of the PAC include the general operating account and gaming account (collectively the “Accounts”).
2. For the gaming account, the PAC must comply with British Columbia’s Gaming Control Act and Regulations, all other applicable federal, provincial, and municipal laws, and relevant conditions, standard procedures, policies, and orders issued by the Gaming Policy and Enforcement Branch.
3. A proposed budget should be drawn up by the President/Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
4. All funds of the organization (all committees) will be deposited in a bank or financial establishment registered under the Bank Act in appropriate account(s) for École Kilmer Elementary School Parent Advisory Council. In addition, any funds temporarily collected in an electronic payment account must be transferred to the PAC general operating bank account monthly and within 7 days of an event’s completion, leaving no more than \$100.00, allowing for refunds.
5. The Treasurer is authorized to collect, deposit, and disperse monies as directed by the members as expressed at executive and general meetings. Monies collected by the PAC shall be in electronic or cheque form. Cheques payable to École Kilmer Elementary School PAC or Kilmer PAC may be accepted. Monies collected in cash are not encouraged except for in person fundraising events. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained.
6. When cash is used, monies are to be counted at the beginning of an event by 2 KPAC members and at the end of an event by 2 KPAC members. Two members must verify and account for all non-electronic monies collected from events or fundraising. ALL monies raised by the PAC must be counted in joint custody independent of the person depositing funds.
7. There shall be three signing officers for banking and legal documents. This shall be the PAC President, the Treasurer, and another Executive member or Committee member who will be decided upon by the Executive at the beginning of each school year.
8. The bank statements and related cheques are to be independently reviewed (by someone on the PAC, other than the Treasurer) on a yearly basis.

9. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the "payee" is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.
10. The general operating account balance should be monitored throughout the year. Where practicable, account balances in excess of \$10,000 that are not expected to be dispersed within the fiscal year, may be placed in a cashable interest-bearing term deposit that is redeemable without penalty.
11. 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 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.
12. Proposed expenditures can be submitted for the next meeting agenda and must be approved at the next general meeting.
13. 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 31). The Treasurer will submit and complete all mandatory government reporting.
14. 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.
15. 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.
16. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$1000. This amount must be carried forward to each new term.

SECTION XV FUNDRAISING

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
5. No member or their family shall benefit financially from fundraising at the school unless there has been full disclosure to the PAC Executive prior to the fundraiser starting.

SECTION XVI CONSTITUTION AND BYLAW AMENDMENTS

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

Adopted by the Membership at the General Meeting held December 5, 2022

Lynn Bradshaw

PAC President

December 6, 2022

Date

Rachel Klages

PAC Secretary

APPENDIX A COMMITTEE POSITIONS

FUNDRAISING TEAM

- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
- shall maintain a record of fundraising projects, suggestions for improvement and future events
- preferably shall be available during school hours

HOT LUNCH TEAM

- plans and organize hot lunches on a monthly basis
- organizes the ordering process and deposits funds raised into bank in a timely manner
- shops, prepare orders, and distribute lunches on hot lunch days along with other volunteers to each classroom

SOCIAL MEDIA REPRESENTATIVE

- shall post relevant information to the École Kilmer Elementary School community on the Kilmer Facebook page

EMERGENCY PREPAREDNESS REPRESENTATIVE

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- shall assist the school to ensure all student identification and release forms are up to date and properly stored
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classroom's lists are current
- shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

CANADIAN PARENTS FOR FRENCH (CPF) REPRESENTATIVE

- shall ensure a delegate represents École Kilmer Elementary School's interests at CPF meetings and reports to the PAC
- shall co-ordinate the distribution of CPF materials to French Immersion students and their families at École Kilmer Elementary School

CONSTITUTIONS AND BYLAWS OF ÉCOLE KILMER ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

- shall represent the concerns of parents of French Immersion students to the PAC and act as their contact

FRUIT & VEGGIE COORDINATOR

- is responsible for distributing and delivering fruits and vegetables to classrooms in the school, as well as working with BCAITC to monitor and record successes and challenges

LEGO/CHESS CLUB

- coordinates a lunch hour event for grades K-3 on rainy days

Other positions include:

- Popcorn Coordinator
- Garden Club