

School District 43 (Coquitlam)

**CONSTITUTION  
AND BYLAWS  
FOR  
MOODY ELEMENTARY  
PARENT ADVISORY  
COUNCIL (PAC)**

*\*Final, voted and passed as of September 8th 2021*

*\*Next review June 8th 2023*

**CONSTITUTION and BYLAWS of the  
MOODY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL  
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# CONSTITUTION OF THE MOODY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

## **SECTION I NAME**

The name of the Association shall be the MOODY 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 or discrimination towards race, ethnicity, nationality, class, caste, religion, belief, sex, gender, language, sexual orientation, gender identity, sex characteristics, age, health or other status

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**

MOODY ELEMENTARY School's PAC mission is to advocate for excellence in education by enhancing the in-school experience, celebrating the milestone moments, supporting the well-being of our students + teachers and building a strong school community of parents, care-givers and guardians as partners.

## **SECTION III DIVERSITY, EQUITY & INCLUSION STATEMENT**

**\*\*TO BE CREATED AND AMENDED IN A SPECIAL MEETING by MAR 2022!\*\***

## **SECTION IV OBJECTIVES OF THE PAC**

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well-being of students at MOODY ELEMENTARY School
2. To provide a forum and the opportunity for the parent, care-giver and guardian community to openly review and discuss any matters 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 students through monthly electronic newsletter and update social media pages (FaceBook)
4. To provide parents, care-giver and guardian community with information on how to effectively communicate within the education system and to advocate on behalf of their students at both the School and District level (by way of the DPAC representatives/Exec role)
5. To initiate fundraising activities to raise funds for student activities that enhance the in-school experience, build community + celebrate the milestone moments
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC)

7. To organize PAC activities and events

## **SECTION V MEMBERSHIP**

1. All parents, care-givers and guardians of students in attendance at MOODY 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 MOODY ELEMENTARY School may be invited to PAC meetings as non-voting attendees.
  - *Staff members who are parents, care-givers or guardians to a student at MOODY ELEMENTARY School will be allowed to be a voting member at general meetings of the PAC*
3. Members of the community residing in the catchment area of MOODY ELEMENTARY School may also be non-voting members of the PAC,
  - *These community member are required apply to the PAC through the school office*

## **SECTION VI DISSOLUTION**

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

## **SECTION VII MEETINGS**

1. **REGULAR MEETINGS** – referred to from this point onward as **MEETING** or **MONTHLY MEETINGS** shall be held on a monthly basis to support a regular schedule for parents, care-givers and guardians to attend
  - *Dates for these meetings will attempt to accommodate as many parent schedules as possible*
2. One meeting will be **ANNUAL GENERAL MEETING (AGM)** and be held in JUNE for the election of PAC officers for the next year.
  - *If vacancies remain, a supplementary election should be held in September*
3. 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, care-givers, or other individual members of the school community*

4. All policy and spending decisions, other than operational needs, shall be finalized and ratified at meetings where all parents, care-givers and guardians can participate - not only the Executives
5. A **SPECIAL MEETING** is a separate session held at a time different from that of any meetings, and may be convened to consider only one or two items of urgent business
  - *Maximum possible 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 meeting agendas.
  - Summary of all decisions and impacts from an **EXECUTIVE MEETING** shall be covered and sent in the following month's meeting to all members of the PAC
7. The Chairperson or Chair Designate will prepare agendas after accepting input from other PAC members and Executive
  - *Call for Agenda Items, and shared Agenda will be shared no less than 5 days in advance of the monthly meeting*
8. Any member wishing to place an item on the agenda of a meeting shall contact the Chairperson or Chair Designate.
  - *The member or their designate is then required to attend the meeting to present the rationale of that issue to the community*
  - *"New Business" from the general membership is always welcomed and will be discussed, if time permits, or be tabled to the next meeting and will be noted in all minutes*
9. Each member entering a meeting shall submit their name (first and last) and email address for the attendance record and that all minutes and future communication can be shared
10. Meetings will be conducted efficiently with fairness to all members.
  - *Open discussion is encouraged, and 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 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
  - Guests may be invited to monthly meetings 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 rushed and that full time can be afforded to the topic being shared
12. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws.
  - *DPAC may be contacted for clarification and advice*

## **SECTION VIII VOTING and QUORUM**

1. A quorum for the MOODY ELEMENTARY PAC will consist of a minimum of 6 eligible voting members
  - *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 5 days notice when calling a monthly 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 five 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 community*
6. Unless otherwise provided, questions arising at any meetings 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)*
  - *blanks or abstentions do not contribute 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 their impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot
8. Executives who share a singular role shall count for a single vote - and will be determined by the shared parties occupying the single role for all executive decision making
  - In the case of general meeting votes, all parties in attendance shall count for a single vote
9. In case of a tie vote, the motion shall be lost
10. Voting by members on all matters must be given in-person, and solely by that member (virtually)
  - *voting by proxy shall not be permitted*
11. 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*
12. 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 meeting
  - *When a secret ballot is requested, one blank ballot will be given to each eligible voting member*
  - *The Chairperson 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 will therefore not be counted*

- *When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes*
- *A marked ballot will be counted if it is folded with a blank ballot.*

## **SECTION IX EXECUTIVE OFFICERS**

1. The affairs of the PAC shall be managed by a board of elected or appointed officers and the immediate Past Chairperson
2. The Executive will be as follows:
  - Chairperson
  - Vice-Chair
  - Treasurer
  - Secretary
  - District Parent Advisory Council (DPAC) Representative
  - Communications Lead
  - Hot Lunch Lead
  - Member at Large
  - Past Chairperson
  - Standing Committee Chairperson(s) (optional to include on executive)
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

## **SECTION X ELECTION OF EXECUTIVE OFFICERS**

1. The Executive officers shall be elected from the voting members at the AGM
  - *except that no employee working at Moody Elementary or elected official of a School District or Ministry of Education shall hold an Executive position*
2. Nominations for the Executive can be submitted in writing prior to, or shall be taken from the floor at the AGM
  - *Any voting member may nominate a voting member for these positions (Refer Section IV Membership)*
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for their absence
  - *They must, however, send written acceptance of nomination for a position to the Chair for reference during the meeting*
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 MONTHLY meeting
5. 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*
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 monthly meeting prior to the AGM
  - *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
9. Election of DPAC Representative must always be by secret ballot, unless member openly nominates themselves for the role
  - *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*

## **SECTION XI DUTIES OF THE EXECUTIVE OFFICERS**

1. The elected Executive shall consult with, take direction from, and represent all parents, care-givers and guardians of the school
    - *The Executive shall work as a team to ensure PAC purposes are achieved and the community is elevated*
  2. All Executives are expected to attend all EXECUTIVE, MONTHLY, and SPECIAL meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section XIII)
    - *If an Executive member is unable to attend, they should inform the SECRETARY prior to the meeting*
  3. If there is no elected Vice Chair, 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 Chairperson*
    - *The “Chair Designate” must always be a voting member that meets Executive eligibility criteria*
  4. Each Executive position shall have a designated binder and files where all written material pertaining to the position is to be maintained in a current and orderly fashion
    - These official materials must be delivered to their successors or the Chairperson within 14 days following the date at which their successors assume their duties
- CHAIRPERSON – for duties refer to Appendix A
  - VICE-CHAIR – for duties refer to Appendix A
  - TREASURER – for duties refer to Appendix A
  - SECRETARY – for duties refer to Appendix A
  - DPAC REPRESENTATIVE – for duties refer to Appendix A
  - COMMUNICATIONS LEAD – for duties refer to Appendix A
  - HOT LUNCH LEAD – for duties refer to Appendix A
  - MEMBER AT LARGE - for duties refer to Appendix A
  - PAST CHAIRPERSON – for duties refer to Appendix A
  - *STANDING COMMITTEE CHAIRPERSON(S) – for duties refer to Appendix A*



## SECTION XII EXECUTIVE TERMS OF OFFICE

1. The term of office for an Executive shall be one (1) school 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 allow for transition between exiting and incoming officers*
2. Any elected member of the PAC may serve on the Executive for as many years as they are elected
  - But may not hold any one (1) position for more than two (2) consecutive years
  - For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since elected is considered to have served a full term in that position
3. The past-CHAIRPERSON shall hold that office for one year
4. The following are grounds for termination of any Executive member:
  - is absent from three (3) consecutive meetings of the Executive or PAC without reason
  - is convicted of a criminal or other serious offence
  - failure to observe the Constitution & Bylaws, purposes, and policies of the PAC
  - failure to abide by the PAC Code of Conduct

## SECTION XIV CODE OF CONDUCT

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

- *takes direction from the members, ensuring that representation processes are in place*
  - *encourages, supports, and provides information to community with individual concerns on how to advocate on their own behalf*
  - *works to ensure that issues are resolved through the appropriate process*
  - *strives to be informed and only passes on information that is reliable and correct*
  - *respects all confidential information*
  - *supports public education*
6. Breaching the **Code of Conduct or Section XIV, Part 4** may be cause for removal of an Executive
- 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 meeting, where the notice of the intent of the motion has been presented in the agenda*
7. Each Executive, Committee member and Representative must sign the Statement of Understanding (**See Appendix C**)

## **SECTION XV COMMITTEES**

1. Standing and ad hoc committees shall be formed as necessary by the Chairperson in consultation with the Executive or as directed by the majority of the membership at a MONTHLY meeting
- *Recommended that a **Conflict & Bias Committee** be convened at the beginning of the term, ready to be called on when necessary*
  - ***Grade 5 Celebration Committee** to be convened at the beginning of October*

**CONFLICT & 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 (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*

**GRADE 5 CELEBRATION COMMITTEE** - shall meet as needed beginning as of October of the current school year

- *Shall encourage interested parents to meet to select committee Coordinator(s) and establish sub-committees*
- *Shall meet as needed to democratically to plans, budget and execute a successful Grad 5 Celebration function for all grade 5 students*
- *Shall determine a budget as soon as possible, to be presented to the PAC along with plans for fundraising events*
- *Income from such events shall be used only for matters relating to the Grade 5 function, and any credit shall be rolled over into the next year's Grade 5 Celebration budget*
- *All funds raised shall be deposited to a PAC account and dispersed by cheque or e-transfer for the purpose of accountability in addition to the set PAC budget allocation for the experience*
- *Shall communicate with other groups in the school (such as student groups and the Principal) while ensuring all insight is shared, recorded, and reported to the Executive and membership during PAC meetings*

2. An ad hoc Nominating Committee and Elections Chairperson, shall be appointed annually before the AGM in preparation for the election of a new Executive

3. Committees are fully responsible to the Executive and membership

- *Other committees may be created as needed*

## **SECTION XVI FINANCES**

1. A formal proposed budget should be submitted to the PAC Executive at least 2 WEEKS in advance for any ask higher than \$500
  - and be proposed, modified and approved by the membership at the first meeting of the school year
  - A new budget must be approved before the old one expires
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for MOODY ELEMENTARY School Parent Advisory Council
3. The TREASURER is authorized to collect and disburse monies as directed by the members as expressed at EXECUTIVE and monthly meetings
  - *Monies submitted shall be accepted in the form of cheques made out to MOODY ELEMENTARY PAC, email money transfers, and cash*
  - *Two (2) members (one shall be Executive) must verify, document and account for monies collected at events or fundraising*
  - *ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained*
4. There shall be three (3) signing officers for banking and legal documents
  - *This shall be the PAC CHAIRPERSON, TREASURER and VICE CHAIR*
5. All money paid out from the PAC will be in the form of a cheque on receipt of a detailed invoice or receipt, or as an email money transfer
  - *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*
  - *All email money transfers are to be dual approved as per our current banking institution and electronic receipts are to be kept*
6. The membership must approve all expenditures by Executive or Committee Members **over** their budget
    - *Preferably this should occur at a monthly 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*
  7. Expenditures for operations of the PAC may be approved at Executive meetings
    - *All proposed expenditures on capital, school events, or items / services for the school will be first presented to the Executive*
    - *then will be presented and be approved by a majority at a monthly meeting*
  8. The TREASURER will submit a written financial report as detailed in **Section X, Part C, (Treasurer)**, at each monthly meeting
    - *the Treasurer will submit a complete annual statement at the first meeting after the end of the PAC's fiscal year (June 30)*
  9. A review or audit of the accounts must be done at the end of each fiscal year
    - *A review or audit is also mandatory at the change of Treasurer*
    - *Audit for this purpose refers to an independent review and verification of all records during the period under review*
  10. 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*
  11. A contingency fund shall be set up and maintained for the administration of PAC activities
    - *The amount shall be \$2,500 (two thousand and five hundred dollars)*
    - *This amount must be carried forward to each new term*
  12. Must ensure current regulations for use of gaming funds are met

## **SECTION XVII FUNDRAISING**

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC
  - *Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the PAC community*
  - *Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school*
2. It shall be communicated and shared with the community 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 community
5. No member or their family shall benefit financially from fundraising at the school

## **SECTION XVIII CONSTITUTION AND BYLAW AMENDMENTS**

1. Amendments to the Constitution & Bylaws of MOODY ELEMENTARY Parent Advisory Council may be made at any monthly or special meeting of the PAC with a proper quorum, notification, and voting majority

- *Written notice of proposed amendments must be given to members of the Executive at least SEVEN (7) days prior to presentation at a meeting*
- *Written notice of proposed amendments must be given to members of the PAC at least SEVEN (7) days prior to presentation at a meeting.*
- *A two-thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws*
- *A three-quarters (3/4) majority by eligible Executive voting members is required to amend any part of the Constitution*

**Adopted by the Membership at the AGM held \_\_\_\_\_,**

\_\_\_\_\_

**PAC Chairperson: (First/Last Name) \_\_\_\_\_ Signature**

\_\_\_\_\_

**Date \_\_\_\_\_**

**PAC Executive (First/Last Name + Position) \_\_\_\_\_.**

**Signature \_\_\_\_\_**

Date \_\_\_\_\_

**APPENDIX A**

**DUTIES OF POSITIONS - EXECUTIVE**

## 1. CHAIRPERSON

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

## 2. VICE-CHAIR

- shall assume the responsibilities of the chairperson in their absence
- shall accept extra duties as required

## 3. TREASURER

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

## 4. SECRETARY

- shall record the minutes of all EXECUTIVE, MONTHLY and AGM/SPECIAL meetings
- shall prepare within two (2) weeks of any meeting, complete minutes and ensure their distribution
- shall file the original copy of the minutes in the official PAC digital folder in the PAC google drive + provide hard copies when requested
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution & Bylaws
  - *submit updated copies to the DPAC office for safekeeping and reference*
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the folders are updated at the end of the term and appropriately redistributed in September

#### **5. DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE**

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed at monthly DPAC meetings
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain a digital copy of DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership (via email or hard copies)

#### **6. COMMUNICATIONS LEAD**

- shall prepare and circulate a newsletter reporting on PAC and other activities of interest for the school with the help and contributions of others
- shall prepare and distribute newsletters/bulletins/emails and updates to parents, care-givers and guardians
- shall post and distribute meeting agendas and minutes
- shall oversee the Parent Information Centre and Bulletin boards and post materials as needed

#### **7. HOT LUNCH LEAD**

- shall coordinate with the Principal as to convenient dates to offer special lunch service to students and staff
- shall coordinate the ordering and delivery or preparation of any foods
- shall ensure special lunch events are self-supporting, and coordinate all additional volunteers needed to execute
- shall maintain a record of supplier contacts and suggestions
- will ensure that all platforms associated with special lunches – Munch-a-Lunch is updated, maintained and utilized
  - *including ensuring access is managed, and all passwords and usernames*
- will ensure all invoices for all suppliers and platforms are paid in a timely manner



- shall ensure current health and safety standards are met, with at least 1 Hot Lunch Executive having a formal designation (Food Safe)

#### **8. MEMBER AT LARGE**

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC or EXECUTIVE might require
- all general duties of the Executive and Code of Conduct shall also apply to the Member at Large
- shall submit a final report

*\*\*to be reviewed in June 2022, as to experience of role holder, and impact to overall executive in a special amendment meeting*

#### **9. PAST CHAIRPERSON**

- shall help smooth transition between Chairpersons
- shall assist and advise the EXECUTIVE
- shall act as a consultant for the Chairperson
- shall chair the Nominating Committee

### **DUTIES OF POSITIONS - STANDING COMMITTEE CHAIRPERSON(S)**

***\*currently optional committees + roles***

#### **1. FUNDRAISING COORDINATOR**

- 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 (submit as a final report)
- shall convene and act as Chairperson of a Fundraising Committee, if necessary

#### **2. EMERGENCY PREPAREDNESS COORDINATOR**

- 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 lists are current
- shall assist with other tasks to help the school meet all of the District 43 Emergency Preparedness recommendations

### **3. HEALTH & SAFETY COORDINATOR**

- shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
- shall sit on the school emergency preparedness committee or find other parents to attend
- shall monitor medical room supplies and procedures
- shall investigate and act on parent concerns regarding health issues and first aid procedures
- establish and coordinate activities of parent committees for student safety or health enhancement projects
- liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary
- preferably shall be available during school hours OR separate the job into health and safety plus a traffic coordinator

### **4. TRAFFIC COORDINATOR**

- shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and implement measures to improve safety

## **APPENDIX B OTHER POSSIBLE COMMITTEES + ROLES**

### **1. CARE-GIVER COMMUNITY EDUCATION COORDINATOR**

- shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
- shall arrange topics and guest speakers for assemblies where a parent education component is desired
- shall maintain a complete record of speakers, their topics, handouts and associated costs
- shall collect potential speaker information and maintain a record of this information in the parent library
- shall purchase parent education materials for the parent library with the approval of the membership
- shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- shall maintain and post a master list of all available parent resource materials

### **2. CARE-GIVER VOLUNTEER COORDINATOR**

- shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC Chairperson
- shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay PAC information
- shall facilitate communication between the PAC Executive and the parent body as whole through these volunteers

- shall coordinate any long-term volunteer positions within the school, e.g. absentee phoning committees

### **3. COMMUNITY DIVERSITY, EQUITY + REPRESENTATION LIAISON**

- shall facilitate the welcoming of families new to MOODY ELEMENTARY School that have backgrounds in other cultures.
- shall encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system
- shall maintain a record of events or initiatives and provide suggestions for future efforts

### **5. HISTORICAL COMMITTEE**

- shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of MOODY ELEMENTARY School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC
- shall keep these materials safe and orderly and ready for use for external reviews or school event use

## **APPENDIX C CODE OF CONDUCT - STATEMENT OF UNDERSTANDING**

A person who accepts a position as a PAC EXECUTIVE MEMBER, COMMITTEE MEMBER, or REPRESENTATIVE:

1. upholds the CONSTITUTION & BYLAWS, policies and procedures of the MOODY ELEMENTARY PAC
2. performs their duties with honesty and integrity and in the interests of the PAC
3. works to ensure that the well-being of all students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and Executive
6. encourages and supports parents, care-givers, guardians and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

**Statement of Understanding**

I, the undersigned, in accepting the position of

\_\_\_\_\_ at MOODY ELEMENTARY 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.

**Full Name of Executive Member, Committee Member or Representative**

\_\_\_\_\_

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

**Date** \_\_\_\_\_

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