



Riverview Park Elementary School School District No. 43 (Coquitlam)

RVP PAC Constitution & Bylaws

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Version Control

PAC Constitution

PAC Bylaws

Appendix – Policies for Teacher Discretionary Fund

Version Control

May 2023 Draft: release for commenting

June 2023 Enacted by PAC Executives June 2023 PAC Meeting

Recorded in PAC Meeting Minutes June 2023

The PAC Chair will make pdf softcopies available to all PAC Executives following any update of the RVP PAC Constitution & Bylaws. All other members (Voting Members and Non-voting members) will be have access to RVP PAC Constitution & Bylaws on RVP's school website.

The PAC Chair will provide an edible softcopy to the PAC Vice Chair and Principle. Both shall save copies of the file and make the file available as the need arises.

Updates to the RVP PAC Constitution & Bylaws in accordance with the Bylaws: VIII Constitution and Bylaws Amendments

RVP PAC CONSTITUTION

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Section I – Name

The name of this Council is Riverview Park Elementary School Parent Advisory Council (RVP PAC).

Riverview Park Elementary School is located at 700 Clearwater Way, Coquitlam BC, V3C 6A3.

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 Purposes of the Council

RVP PAC mission is to advocate for excellence in education, the safety and wellbeing of our students, and for the effective and meaningful involvement of parents as partners.

The objectives of the PAC are:

- To promote the education and welfare of students in the school
- To encourage parent involvement in the school, and to support programs that promote parent involvement
- To advise the school board, principal, and staff on any matter relating to the school and the school community
- To promote the interests of public education and, in particular, the interests of RVP Elementary School
- 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.
- To contribute to a sense of community within the school and between the school, home, and neighborhood

- To provide parent education and professional development, and a forum for discussion of educational issues
- To assist parents in obtaining information and communicating with the principal and staff about the school community
- To organize and support activities for students, parents and the school community
- To provide financial support for the goals of the Council and RVP Elementary School

Section III 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 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
2. In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam

Section IV -- Interpretation of Terms

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitutions and bylaws

“district” means School District No. 43

“DPAC” or **“district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 43

“PAC” or **“parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council for RVP Elementary School

“parent” is as defined in the School Act and means

- a. the guardian of the person of the student or child,
- b. the person legally entitled to custody of the student or child, or
- c. the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 43

“RVP” means Riverview Park Elementary School

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 43



Riverview Park Elementary School

School District No. 43 (Coquitlam)

RVP PAC BYLAWS

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Section I – Membership

Voting members

1. All parents and guardians of students registered in RVP Elementary are voting members of the PAC.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of RVP may be invited to become non-voting members of the PAC.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the PAC.
4. At no time will the PAC have more non-voting than voting members.

Section II –Meetings of Members

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting (AGM).

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Section III – Proceeding at Annual General Meetings (AGM)

Quorum

1. A quorum for General Meetings will be three voting members.
2. If at any time during a General Meeting a quorum ceases to be present the votes will be suspended until there is a quorum present.

Voting

3. A vote will be decided by a simple majority of the votes cast (> 50%).
4. Members must vote in person on all matters. Voting by proxy will not be permitted.
5. Voting is by a show of hands

Section IV -- Executives

Role of Executive

1. The Executive will manage the PAC's affairs between General Meetings.

Executive defined

2. The Executive will include the
 - a. Chair, Vice-Chair, Secretary, Treasurer, Immediate Past Chair, and such other members of the PAC as the membership decides.
 - b. RVP PAC also includes DPAC Representative and Fundraising Lead as Executives

Eligibility

3. Any voting member of the PAC is eligible to serve on as Executive, except employees or elected officials of School District No. 43 or the Ministry of Education.

Election of Executive

4. The Executive will be elected at the Annual General Meeting (AGM) in May or June of each year.

Term of Office

5. The Executive will hold office for a term of one year beginning immediately following the election.
6. No person may hold the same executive position for more than four years unless
 - a. extended which requires a vote; and
 - b. annual extensions are required following an Executive completing a term of four years.

Vacancy

7. If an Executive member resigns or ceases to hold office for any other reason, the remaining Executive members may appoint an eligible member of the PAC to fill the vacancy until the next Executive Meeting.

Removal of Executive

8. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of his or her term of office, and may elect an eligible member (an eligible representative of a PAC member) to complete the term.
9. Written notice specifying the intention to make a motion to remove the Executive member must be given to all members not less than 14 days before a meeting for the removal of an Executive.

Remuneration of Executive

10. No Executive member 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 V – Conduct of Executives

Code of Ethics

1. On election or appointment, every Executive must sign and agree to abide by a Code of Ethics acceptable to the membership.

Representing the Council

2. Every Executive must act solely in the interests of the parent membership of the RVP PAC.

Privilege

3. Any information received in confidence 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.

Disclosure of interest

4. An Executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest.
5. Such an Executive member must avoid using his or her position on the PAC for personal gain.

Section VI – Duties of Executives

A. The PAC Chair will

- a. speak on behalf of the PAC
- b. consult with PAC members
- c. preside at General and Executive Meetings
- d. ensure that an agenda is prepared
- e. keep an accurate copy of the PAC Constitutions & Bylaws and make copies available to members upon request
- f. ensure that the PAC is represented in school and district activities

- g. ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- h. be a signing PAC member in financial matters

B. The PAC Vice-Chair will

- a. support the PAC Chair
- b. assume the duties of the PAC Chair in the PAC Chair's absence or upon request
- c. assist the PAC Chair in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing PAC member in financial matters

C. The Secretary will

- a. record and file minutes of all meetings
- b. prepare and maintain other documentation as requested by the membership or Executive
- c. issue and receive correspondence on behalf of the PAC
- d. ensure safekeeping of all records of the PAC

D. The Treasurer will

- a. be a one of the three signing PAC member in financial matters
- b. ensure all funds of the PAC are properly accounted for
- c. disburse funds as authorized by the membership or Executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts and disbursements at general and Executive Meeting
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection
- h. with the assistance of the Executives, draft an annual budget
- i. ensure that another signing PAC members have access to the financial records and books of account in the treasurer's absence

E The DPAC Representative will

- a. attend all meetings of DPAC 43 and represent, speak, and vote on behalf of the RVP PAC
- b. maintain current registration of the RVP PAC
- c. report regularly on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the RVP PAC
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives

F. The immediate Past Chair will

- a. advise and support the membership and Executives
- b. provide information about resources, contacts, and other matters

Section VII – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30th of each year.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act. The inventory and balance the current bank accounts shall be made available upon request.

Signing authority

4. The Executives will name at least three signing officers for banking and legal documents.
5. Two signatures will be required on all documents which result into a financial transaction such as cheques, changing signing authorities, banking matters.

Annual budget

6. The Executives will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted expenditures

7. The Executives will present all proposed expenditures beyond the current budget for approval at the next general meeting.
8. Expenses under \$150 do not need to be presented and put to vote

Treasurer's report

9. A treasurer's report will be presented upon request of the PAC Chair.

Section VIII – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

Adopted by the Membership at the Annual General Meeting held on June 12, 2022

PAC Chair

PAC Vice Chair