

Bellevue Creek Elementary Parent Advisory Council Constitution and Bylaws

Adopted 4 October 2022

Last amendments January 10, 2023

This consolidation is complete, and supersedes all previous versions.

Table of Contents

Constitution

Section I	Name
Section II	Purposes
Section III	Interpretation of Terms

Bylaws

Section I	Membership
Section II	Meetings of Members
Section III	Proceedings at General Meetings
Section IV	Executive
Section V	Executive Meetings
Section VI	Conduct of Executive and Representatives
Section VII	Duties of Executive
Section VIII	Duties of Representatives and Coordinators
Section IX	Committees
Section X	Financial Matters
Section XI	Constitution and Bylaws Amendments
Section XII	Property in Documents
Section XIII	Dissolution

Constitution

Section I - Name

The name of this Council is **Bellevue Creek Elementary Parent Advisory Council**.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II - Purposes of the Council

Not necessarily in order of priority, the purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of Bellevue Creek Elementary
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the Central Okanagan Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Section III - 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 constitution and bylaws

“district” means School District No. 23

“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. 23, hereinafter referred to as COPAC.

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Bellevue Creek Elementary

“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. 23

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 23

Bylaws

Section I - Membership

Voting members

1. All parents and guardians of students registered in Bellevue Creek Elementary are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Bellevue Creek Elementary may be invited to become non-voting members of the Council.
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 Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

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.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council 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 - Proceedings at General Meetings

Quorum

1. A quorum for general meetings will be **four** voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

Section IV - Executive

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the president, vice-president, secretary, treasurer(s), immediate past president, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 23 or the Ministry of Education.
4. Any member can only be eligible to hold one executive position at a time. If a member is elected into multiple executive positions, the member may accept one at most.

Election of executive

5. The executive will be elected at each annual general meeting.
6. Elections will be conducted by the chair of the Nominations Committee.

Term of office

7. The executive will hold office for a term of one year beginning immediately following the election
8. No person may hold the same executive position for more than four years.

Vacancy

9. 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 Council to fill the vacancy until the next annual general meeting.

Removal of executive

10. 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 Council member) to complete the term.
11. 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 the meeting.

Remuneration of executive

12. 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 Council's affairs.

Section V - Executive Meetings

Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

Quorum

2. A quorum for executive meetings will be **two** voting members.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI - Conduct of Executive and Representatives

Code of ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

3. Any information received in confidence by an executive member or representative 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 or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VII - Duties of Executive

6. The president will

- a. speak on behalf of the Council
- b. consult with Council members
- c. preside at membership and executive meetings
- d. ensure that an agenda is prepared
- e. appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. be a signing officer
- i. submit an annual report

7. The vice-president will

- a. support the president
- b. assume the duties of the president in the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer
- f. submit an annual report

8. The secretary will

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. COPAC—keep an accurate record of PAC representatives
- h. COPAC—assist the president in providing information to local news media
- i. may be a signing officer
- j. submit an annual report

9. The treasurer or co-treasurers will

- a. ensure all funds of the Council are properly accounted for
- b. disburse funds as authorized by the membership or executive
- c. ensure that proper financial records and books of account are maintained
- d. report on all receipts and disbursements at general and executive meetings
- e. make financial records and books of account available to members upon request
- f. have the financial records and books of account ready for inspection or audit annually
- g. with the assistance of the executive, draft an annual budget
- h. ensure that a signing officer has access to the financial records and books of account in the treasurer's absence
- i. submit an annual financial statement at the annual general meeting

10. The immediate past-president will

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report

Section VIII - Duties of Representatives and Coordinators

A. The members-at-large will

- a. serve in a capacity to be determined by the Council at the time of appointment, and at other times as the Council requires
- b. submit an annual report

B. The COPAC representative will

- a. attend all meetings of Central Okanagan Parent Advisory Council and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the COPAC
- d. seek and give input to the COPAC on behalf of the Council
- e. receive, circulate, and post COPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the COPAC
- g. liaise with other parents and COPAC representatives
- h. submit an annual report

C. The fundraising coordinator will

- a. propose fundraising projects to the executive
- b. coordinate activities related to a fundraising event and act as liaison between any fundraising committee and the council executive
- c. Maintain a record of fundraising projects, suggestions for improvements, and suggestions for future events
- d. make sure all accounting and reporting to the Treasurer or Co-Treasurers is complete after events

D. The hot lunch coordinator will

- a. identify potential school lunch providers and partners
- b. create a schedule for the hot lunch program
- c. prepare order forms if required
- d. organize volunteers on Hot Lunch Days
- e. count all monies and prepare reports for the Treasurer or Co-Treasurers
- f. may be a signing officer

Section IX - Committees

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of 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.
3. Committees will report to the membership and executive as required.
4. A nominating committee will be appointed annually before the annual general meeting.

Section X - Financial Matters

Financial year

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

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.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A disbursement to any member must be signed for by two signing officers who are not the member receiving funds.

Annual budget

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

Non-budgeted expenditures

7. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

8. A treasurer's report will be presented at each general meeting.

Auditor

9. Members at a general meeting may appoint an auditor.

Section XI - Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – Property in Documents

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – Dissolution

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 23 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Bellevue Creek Elementary (the Secretary-Treasurer of School District No. 23).

Last Amended by Bellevue Creek Elementary Parent Advisory Council in Kelowna, British Columbia, on January 10, 2023.

Signatures of president and one other executive member