

Constitution and Bylaws

Silver Creek Elementary Parent Advisory Council

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**Silver Creek School
Parent Advisory Council**

Constitution

Section I Name

1. The name of the Association shall be the Silver Creek Parent Advisory Council, North Okanagan – Shuswap District no. 83 (hereinafter referred to in this document as the Council or PAC)
2. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the council shall be unbiased toward race, religion, gender or politics sexual orientation, and physical or mental ability.

Section II Purpose

The list is 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, other than matters assigned to the school planning council
4. To participate in the work of the school planning council through the Council's elected representatives
5. To promote the interests of public education and, in particular, the interests of Silver Creek Elementary School
6. To provide leadership in the school community
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To assist parents in obtaining information and communicating with the principal and staff about their 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 DPAC 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. 83

“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. 83

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Silver 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. 83

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 83

Bylaws

Section I Membership

Voting members

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

Non-voting members

2. Administrators and staff (teaching and non-teaching) of (name of your school) 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 six times during the school year. One of those meetings will be the annual general meeting.
3. Meeting format can be in person or virtual

Conduct

4. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
5. 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.
6. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution.

Notice of meetings

7. Members will be given no less than seven days' notice of regular general meeting
8. Meeting can be called for unanticipated time sensitive business as needed at any time.

Section III Proceedings at General Meetings

Quorum

1. A quorum for general meetings will consist of five voting members.

Voting

2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

4. Members must vote in person on all matters. Voting by proxy will not be permitted. Voting through virtual format is only permitted at a virtual meeting called during extraordinary circumstances.
5. Voting shall be done by the show of hands with the exception of the elections of officers, which shall be done by secret ballot.

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, 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. (83) or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting in May.
5. Elections will be conducted by the Principal.

Terms of Office

6. The term of office shall be one year and shall commence in September, in the year of the election of officers.
7. Any elected member of the council may server on the executive for as many years as she/he is elected to that position.
8. The elected President may hold only that elected position.
9. The Vice-president may also hold the position of Secretary and or Treasurer.

Vacancy

10. 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

11. 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.
12. 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

13. 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 a majority (50% plus 1) of the members of the executive.

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 District Parent Advisory Council and External Committee Representatives

District Parent Advisory Council representative

1. One representative to the SD83 DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. (83) or the Ministry of Education.

Election DPAC representatives

2. The election of a representative to the DPAC must be by secret ballot if there is more than one nominee.

Term of office

3. DPAC representatives will hold office for a term of one year.

Vacancy

4. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

5. The membership or executive may elect or appoint a member (a representative of a Council member) who is not an employee or elected official of School District No. (83) or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section VII Conduct of Executive, Representatives and Officers

Code of ethics

1. On election or appointment, every executive member, representative and officer 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 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 VIII Duties of the Officers

1. The President

- a. shall convene and preside at all membership, special and executive meetings,
- b. shall ensure that an agenda is prepared,
- c. shall appoint committees where authorized to do so by the executive or membership,
- d. shall take such actions or ensure that such action are taken by others to achieve the objectives and purpose of the organization,
- e. shall be the official spokesperson for the organization,
- f. shall be a signing officer
- g. submit an annual report.

2. The Vice President

- a. shall assume the responsibilities of the President in the Presidents absence,
- b. shall accept extra duties as requested
- c. shall be a signing officer
- d. assist the president in the performance of his or her duties

3. The Treasurer

- a. be a signing officer
- b. ensure all funds of the Council 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 meetings
- 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 or audit annually

- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. submit an annual financial statement at the annual general meeting

4. The Secretary

- 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 if and when changes are made they shall be done so in red and the copy amended shall be dated and initial and a copy submitted to the school board office for safe keeping, 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. be a signing officer

5. The DPAC representative

- a. shall attend DPAC meetings,
- b. shall report back to PAC
- c. shall seek input from the PAC.

6. The Past President

- a. shall help smooth transition between presidents,
- b. shall assist and advise the council
- c. shall act as a consultant for the President.

7. The Hot Food Days Coordinator will

- a. Provide a yearly schedule of menus and days
- b. Get order forms out in timely manner
- c. Collect order forms and funds
- d. Submit receipts and funds collected to treasurer
- e. Purchase and prepare food
- f. Ensure FoodSafe is followed
- g. Gather volunteers as needed
- h. Submit annual report

8. The Fundraiser Coordinator(s) will

- a. An individual can be a coordinator for more than one specific fundraiser.
- b. Bring proposal to PAC for approval
- c. Complete all communication necessary
- d. Get order forms out in timely manner
- e. Collect order forms and funds
- f. Submit receipts and funds collected to treasurer
- g. Gather volunteers as needed
- h. Distribute goods
- i. Submit annual fundraiser report

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.

Section X Finances

1. The financial year of the Council will be Sept 1 to Aug 31
2. The Council may raise and spend money to further its purposes.
3. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of September of each year. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.
4. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
5. The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
6. All money spent above and beyond the current budget will be first presented to and voted on by the executive and then approved by a majority at a general meeting.
7. A treasurer's report to all members should be made available to the council and its voting members.
8. A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

Section XI Constitution & Bylaw Amendments

1. Amendments to the constitution and bylaws of the Silver Creek School Parent Advisory Council may be made at any general meeting at which business is conducted, providing
 - a. written notice of the meeting has been given to all members (14 days minimum),
 - b. the notice of the meeting included notice of the specific amendments proposed, 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
 - c. a two thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the constitution and bylaws.

Section XII Property in Documents

1. 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. Upon the dissolution of the council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the dissolution shall be placed in trust until such time as a new duly elected PAC executive is in place.
2. This provision shall be unalterable

Section XIV Code of Conduct

1. The Silver Creek 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.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
3. No member or executive of the Silver Creek Parent Advisory Council shall represent the council to any other group or organization unless duly authorized by the council.
4. A parent who accepts a position as a PAC officer or committee member shall:
 - a. Uphold the constitution and bylaws, policies and procedures of the PAC,
 - b. perform his/her duties with honesty and integrity,
 - c. work to ensure that the well-being of students is the primary focus of all decisions,
 - d. respect the rights of all individuals,
 - e. take direction from the members, ensuring the representation processes are in place,
 - f. encourage and support parents and students with individual concerns to act on their own behalf and provide information in the process for taking forward concerns,
 - g. work to ensure that issues are resolved through due process,
 - h. strive to be informed and only pass on information that is reliable and correct,
 - i. respect all confidential information
 - j. support public education.

revised October 6, 2003 – addition of SPC election rules

revised November 4, 2003 – change of general election date from January to June

revised November 9, 2004 – change of general election date from June to May

total revision and update – completed April 29, 2022