

PARENT ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS

Little Mountain Elementary 9900 Carleton Chilliwack

**Little Mountain Elementary School**  
**Parent Advisory Council**

Legislative authority preamble:

The British Columbia School Act provides that:

... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society.

And to assist in facilitating the achievement of those objectives the Act recognizes Parent Advisory Councils and provides further that:

...Parents of students of school age attending a school or a Provincial school may apply to the Board or the Minister (Provincial schools), as the case may be to establish a parents' advisory council for that school.

...On receipt of an application under subsection (1) the Board or Minister must establish a parents' advisory council for that school.

...There may be only one parents' advisory council for each school or Provincial School.

... A parent's advisory council, through its elected officers, may advise the Board and the principal and staff of the school or Provincial school respecting any matter relating to the school or the Provincial school.

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## **CONSTITUTION**

### **SECTION 1: NAME**

The name of the association shall be the LITTLE MOUNTAIN ELEMENTARY PARENT ADVISORY COUNCIL or LME PAC. The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be carried out pursuant to the BC Human Rights Code.

### **SECTION 2: PURPOSE**

1. To promote effective communication between the home and school.
2. To promote improvements in the educational program, facilities and culture of Little Mountain Elementary School with a view to enhancing the student learning.
3. To encourage parents/guardians to participate in meaningful educational activities and decision making.
4. To strengthen the role of parents/guardians in the education of their children through professional development on the rights and responsibilities of parents within the education system.
5. To organize and support activities for parents and students.
6. To advise the School board, principal and staff on parents' views on any matter relating to the school.

### **SECTION 3: DISSOLUTION**

1. A written notice of dissolution must be distributed to members at least 30 days prior to a general meeting at which a vote will be taken.
2. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.
3. In the event the PAC ceases operation, all assets of the PAC after the discharge of all debts and obligations, shall be transferred to another PAC in good standing, as voted by the members by a two-third majority at a general meeting.

## **BYLAWS**

### **SECTION 1: MEMBERSHIP**

1. Membership shall be automatic to all parents and guardians of students registered at Little Mountain Elementary School.
2. Each member will be able to cast one vote. Only one vote per household.
3. Members of the school community who are not parents/guardians of students currently enrolled in the school may be invited as guests to a general meeting. There may not be more guests than voting members at any time.

### **SECTION 2: MEETINGS**

1. A minimum of 6 general meetings will be held per year, including the Annual General Meeting.
2. The Annual General Meeting will be held each May of the school year and will include election of the new executive officers.
3. The Principal and staff may be invited to attend the general meetings as guests.
4. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
5. Additional meetings may be called by the Chairperson, or at the written request of a member if agreed to by the majority of the Executive.
6. Motions will be passed by a simple majority of the votes cast, with the exception of those that require 2/3 majority, as specified.

### **SECTION 3: QUORUM AND VOTING**

1. A quorum at any meetings will be three executive members.
2. Any PAC decision will require a member to make a motion. This will be followed by a discussion and a vote.
3. After the motion is read out, the chairperson will call a vote by asking "all in favour", "all opposed" and "abstained".
4. Voting will be carried out by a show of hands, if meeting in person. If meeting via teleconference, voting will be carried out by a show of hands on camera or other software features, as decided upon by members in attendance.
5. The secretary will tally the votes and a decision will be made based on a simple majority of votes cast.

6. In the event of a tie vote, the motion is defeated.
7. There shall be no proxy voting.

#### **Voting by secret ballot**

8. Where requested by two voting members present, voting will be conducted by a secret ballot.
9. Ballots will be counted by two executive members.
10. A motion to destroy the ballots is required after the vote.

### **SECTION 4: THE EXECUTIVE**

1. The executive of the PAC comprises the Chairperson, Vice-Chairperson, Secretary, Treasurer, DPAC representative, and two members at large.

#### **Eligibility**

2. Any voting member of the Council is eligible to serve on the executive, with the exception that School District No. 33 employees are ineligible for the positions of Chairperson, Vice Chairperson, and Treasurer. Elected officials of School District No. 33 or the Ministry of Education are ineligible to hold an executive position.
  - a. School District No. 33 employees who are elected to the executive must abstain from voting on matters that directly pertain to their employment.
  - b. Members who have concerns regarding conflict of interest or perceived bias should refer those concerns to the PAC executive.

#### **Election of executive**

3. Elections will be conducted by the Nominations Committee.
4. The Nominations Committee will be struck at least two general meetings prior to the Annual General Meeting. It shall include two PAC members who are not accepting nominations for any executive position.
5. Notification for nomination will be made public to all PAC members at least one month prior to the Annual General Meeting.
6. Nominations and election for the following positions will be held in this order:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Treasurer
  - d. Secretary
  - e. DPAC Representative
  - f. Member at Large
  - g. Member at Large
7. All nominees must have a student registered for the following school year.

8. During the Annual General Meeting, the Nominations Committee will call for nominations to each position. The call will be repeated three times.
9. Voting will be conducted by secret ballot if there is more than one nominee for a position.
10. Ballots will be counted by the two members of the Nomination Committee.

#### **Term of Office**

11. Term of office is from July 1st to June 30.
12. Any elected PAC executive member may serve on the executive for a limit of two consecutive terms in any one executive position.
  - a. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be elected for the position. Note that a person covering two positions is only entitled to one vote at all meetings.
13. In the event all positions cannot be filled, the minimum members to be viable is three: Chairperson, Secretary, and Treasurer.

#### **Vacancy**

14. If an executive member resigns or ceases to hold office for any reason, PAC members may elect an eligible member to fill the vacancy until the next Annual General Meeting.

#### **Meetings**

15. The executive may meet, as necessary, to conduct the business of the PAC.
16. In the event that an issue needs to be decided and the executive is unable to meet in person, an email vote is acceptable, provided a minimum of three executive members respond (50%+1 is required). Voting on expenditures must be conducted in a general meeting, as per Section 10.
17. Business conducted by the executive between general meetings must be presented to membership at the following general meeting.

### **SECTION 5: DUTIES OF THE EXECUTIVE**

#### **Chairperson**

The chairperson shall:

1. Speak on behalf of the PAC.
2. Preside at and ensure all meetings are conducted efficiently and effectively.
3. Ensure an agenda is prepared and made available to members at least one week prior to meeting.

4. Prepare a notice of meeting and agenda to be included in the parents' newsletter and other digital media, and post on the school website and/or bulletin board.
5. Have available, during meetings, the LME PAC Constitution and Bylaws for reference.
6. Read information sent to the PAC and distribute information to members.
7. Act as a liaison between PAC members and school administrators.
8. Appoint committees as authorised by the membership.
9. Prepare a Chair Report to share at each PAC meeting. The report shall be recorded in the minutes.
10. Be a signing officer for cheques and documents.
11. Assist the treasurer as needed in banking duties.
12. Ensure the PAC is represented in school and district activities.
13. Ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the end of their term in office.

### **Vice Chairperson**

The Vice Chairperson shall:

1. Assist the Chairperson, as required.
2. Chair meetings in the absence of the Chairperson.
3. Ensure that all relevant information regarding this position is passed on to the succeeding Vice Chairperson by the end of their term in office.

### **Secretary**

The Secretary shall:

1. Record attendance and minutes at all meetings.
2. Circulate meeting minutes to all those in attendance, via e-mail.
3. Ensure minutes include the financial statement submitted by the Treasurer.
4. Request school administrators to post the adopted minutes of each PAC meeting to the school website, immediately following adoption.
5. Post the adopted minutes of each PAC meeting to the PAC Facebook page, immediately following adoption.
6. Keep an accurate copy of the constitution and bylaws and completed Code of Ethics forms signed by the executive, and make copies available to members upon request.

7. Have available, during meetings, the LME PAC Constitution and Bylaws for reference.
8. May be a signing officer for cheques and documents.
9. Assist the Treasurer as needed in banking duties.
10. Ensure that all relevant information regarding this position is passed on to the succeeding secretary by the end of their term in office.

### **Treasurer**

The Treasurer shall:

1. Ensure all funds of the PAC are properly accounted for.
2. Ensure that proper financial records and books of account are maintained.
3. Be available to deposit funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC.
4. Present a written report on all receipts and disbursements at each general meeting.
5. Make financial records and books of account available to members upon request.
6. Submit a current balance of all PAC accounts to the secretary at each meeting, to be attached to the minutes.
7. Be one of the three signing officers for cheques and documents.
8. Ensure that another signing officer has access to the books in the event of their absence.
9. Have the financial records and books of account ready for inspection or audit, annually.
10. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end.

### **DPAC Representative**

The DPAC Representative shall:

1. Attend all meetings of the Chilliwack DPAC and represent, speak, and vote on behalf of the PAC.
2. Maintain current DPAC registration of the PAC.
3. Provide a report on all matters relating to the DPAC at each general meeting.
4. Seek and give input to the DPAC on behalf of the PAC.
5. Receive, circulate, post, and act on all communications from the DPAC.

6. Liaise with other parents and DPAC representatives.
7. Ensure that all relevant information regarding this position is passed onto the succeeding DPAC Representative by the end of their term in office.

## **Members At Large**

The members at large shall:

1. Attend all meetings.
2. Perform duties as required.

## **SECTION 6: CODE OF ETHICS**

Any parent/guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:

1. Uphold the constitution and bylaw of the LME PAC.
2. Perform duties with honesty and integrity and in the interests of the PAC.
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families' could benefit monetarily from the decision made.
4. Work to ensure the wellbeing of students is the primary focus of all decisions.
5. Treat all individuals with respect.
6. Take direction from the members and ensure that they are represented.
7. Work to ensure that issues are resolved through due process.
8. Strive to be informed and only pass on information that is reliable.
9. Respect all confidential information. Any information received in confidence by an executive member or student, parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.
10. Support public education.
11. Shall make a reasonable effort to attend all meetings.

## **SECTION 7: COMMITTEES**

1. The membership may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees or individual appointees shall report at each general meeting.

## **SECTION 8: FINANCES**

1. The fiscal year shall run from July 1 to June 30.
2. The PAC executive must present a preliminary budget at the first general meeting of the school year.
3. Amendments to the budget may be made by a motion of the members at any subsequent general meeting.
4. 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.
5. The executive shall name three signing officers, the treasurer, chairperson and one other executive member, for banking and legal documents. Two signatures will be required for all of these documents. Cheques are not to be signed until the information detail is filled out in entirety.
6. The executive shall ensure that no expenditures in excess of \$200.00, not previously budgeted for, are made without approval by the membership at a general meeting.
  - a. All monies \$200.00 or less, not previously budgeted, will be voted on by the executive with a majority (50%+1) in favour. This provision may be utilised once a year only. Only general funds may be used.

## **SECTION 9: CONSTITUTION AND BYLAW AMENDMENTS**

A review of the constitution and bylaws shall take place every three years by a committee consisting of at least two members including one executive member. Amendments to the constitution and bylaws of the LME school parent advisory council may be made at any general meeting provided:

1. Written notice of the meeting, including specifics of the amendments proposed, must be given to all members fourteen days before the meeting.
2. A 75% majority of votes cast at the meeting will be required to amend the constitution.

Any amendments to the constitution and bylaws must be forwarded to the superintendent in the form of the amended and adopted document.

## **SECTION 10: PROPERTY IN DOCUMENTS**

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