



**STITO:S LA:LEM TOTI:IT**

**Elementary & Middle School**

**PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS**

The British Columbia School Act provides that:

*..... it is the goal of a democratic society to ensure that all of its members receive an education that enables them to be 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:

*A parents' 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.*

Thus, it is our mission;

“to....

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# CONSTITUTION

## **Section 1- NAME**

The name of the Association shall be the Stito:s La:lem Toti:lt Elementary & Middle School Parent Advisory Council or Stito:s PAC. The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender, sexual orientation, physical and mental ability, or politics.

## **Section 2 – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To advise the school board, principal, and staff on any matter relating to the school
2. To advise and participate in the activities of the Chilliwack District Parent Advisory Council
3. To promote the education and welfare of the students in the school
4. To encourage parent involvement in educational activities and to support programs that promote parent involvement in decision making
5. To strengthen the role of parents in the education of their children by ensuring they know their rights and responsibilities, and by providing a forum for discussion of education issues
6. To promote effective communication between home and school
7. To provide leadership in the school community
8. To organize and support activities for students and parents
9. To promote the interests of public education and, in particular, the interests of Stito:s La:lem Toti:lt Elementary/Middle School
10. To contribute a sense of community within the school and between the school, home, and neighborhood
11. To advise and participate in the activities of the BC Confederation of Parent Advisory Councils

## **Section 3- 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

**“Council”** refers to the Stito:s La:lem Toti:lt Elementary & Middle School Parent Advisory Council

**“district”** means School District No. 33



**"DPAC" or "district parent advisory council"** means the parent advisory council organized according to the School Act and operating as a district parent advisory council in School District No. 33

**"PAC" or "parent advisory council"** means the parents organized according to the School Act and operating as a parent advisory council in Stitons La:lem Toti:ls Elementary & Middle School

**"parent"** is as defined in the School Act and means

- (a) The guardian 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. 33

**"school"** means any public elementary, middle, or secondary educational institution as defined in the School Act operating within School District No. 33

## Stito:s La:lem Toti:It Elementary & Middle School

### **Bylaws**

#### **Section 1- MEMBERSHIP**

1. All parents and guardians of students registered in Stito:s La:lem Toti:It Elementary & Middle School are voting members of the PAC.
2. Every member shall be able to cast one vote.
3. Administrators and staff (teaching and non-teaching) of Stito:s La:lem Toti:It Elementary & Middle School may be invited to become non-voting members of the Council. If a staff member happens to also be a parent of a student registered in Stito:s La:lem Toti:It Elementary & Middle School, the status of voting member shall prevail under the assumption that they will abstain from voting on any matter directly related to their employment and/or professional gain.
4. 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. Non-voting members cannot be elected to an executive position.

#### **Section 2- MEETINGS**

1. General meetings shall be held on a regular basis during the school year to conduct current business (September- June).
2. The Annual General meeting will be held in May and shall include:
  - a. Presentation of the minutes from the previous AGM
  - b. Presentation of the reports from the executive and any committee chairs
  - c. Election of new executive officers
  - d. Approval of financial statements and proposed budget
3. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the community.
4. The Principal and staff (teaching and non-teaching) are encouraged to attend meetings of the PAC as observers and liaison with parents.
5. Executive meetings may be held at any time as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.

6. Members will be given reasonable notice of general meetings. A notice of meetings will be sent in various ways, Stito:s La:lem Toti:lt Elementary & Middle School newsletter, email & website.
7. A Quorum at any meetings shall be three executive members plus a minimum of 2 PAC members in attendance.

### **Section 3- QUORUM AND VOTING**

1. Quorum at general meetings and the AGM will be a minimum of 3 executive Officers plus a minimum of 2 PAC members in attendance.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated. A quorum cannot be waived or suspended, even by unanimous consent.
3. Issues arising at any meeting shall be decided by a simple vote (50% +1).
4. In the event of a tie vote, the motion is defeated
5. The Chair does not have a second tie breaking vote
6. Voting shall be done by the show of hands, with the exception of the election of officers, as set out in Section 4 of the Bylaws, which shall be done by secret ballot. If there is more than one nominee, voting shall be done by secret ballot.
7. A motion to destroy all ballots is required after any ballot election.
8. Members must vote in person on all matters. Voting by proxy will not be permitted.

### **Section 4- NOMINATION AND ELECTION PROCEDURES**

Nomination and elections for the following positions will be held in this order:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. DPAC Representative

There shall be no proxy voting. Roberts Rules of Order shall be used as the final authority to resolve any situation.



## **Procedure:**

1. The Nomination and Election process is chaired by an appointee who is not seeking a nomination or position.
2. The Nomination Chairperson calls for nominations to a position. All nominees must be voting members of the PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

## **Section 5- TERM OF OFFICE**

1. The term of office is from July 1<sup>st</sup> to June 30 (*follows the natural school year*).
2. No person shall hold more than one elected position at one time.
3. Any elected PAC Executive member may serve on the executive for a limit of two consecutive terms in any one executive position.
4. 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 considered for the position if they are willing to continue.
5. The Immediate Past Chairperson may remain on the executive in an advisory capacity to ensure a smooth transition for one year.
6. 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.

## **Section 6- EXECUTIVE STRUCTURE**

1. The executive will include the chair, vice- chair, secretary, treasurer, DPAC representative, and such other executive member as the general membership decides. These may include positions such as Volunteer Coordinator, Communications Coordinator, or Events Coordinator.  
*At a minimum, the board needs to fill the positions of chairperson, secretary, and treasurer.*

### **Eligibility**

1. Any voting member of the Council is eligible to serve on the executive, except employees of elected officials of School District No. 33, or the Ministry of Education. In the event that the position would otherwise remain vacant, PAC Members will consider employees of SD33 eligible to serve as Executive on a case-by-case basis with a majority vote. Members who have concerns regarding conflict of interest or perceived bias should refer those concerns to the PAC executive.

**Perception of Bias-** Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents. The voice of this PAC must clearly be, and must be perceived to be, that of the parents of the school. Individuals who may be in a situation of "perceived bias" by virtue of another role they hold in the educational system must avoid functions within this PAC while involve representation of the parent voice.

## **Section 7 – DUTIES OF THE EXECUTIVE**

### **The Chair will**

- a. Provide leadership
- b. Ensure that the business of the PAC is proceeding effectively
- c. Act as the spokesperson for the PAC
- d. Preside at all meetings
- e. Read information sent to the PAC and distribute information to the members
- f. Collaborate with the Principal of the school to assist members
- g. Consult PAC members regularly and keep them informed
- h. Be a signing officer for cheques and documents
- i. Ensure that PAC is represented in school and district activities
- j. Prepare an annual report for the Annual General Meeting
- k. Prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and media and post on website/bulletin board  
*(The terms president and chairperson are often used interchangeably.)*

### **The Vice-Chair will**

- a. Assist the Chairperson as required
- b. Ensure that the business of the PAC is proceeding effectively
- c. Maintain the PAC calendar of events and activities
- d. Know where to find resources to assist members
- e. Be a signing officer for cheques and documents
- f. Chair meetings in the absence of the Chairperson
- g. Assist in preparing the annual report for the Annual General Meeting

### **The Secretary will**

- a. Prepare an agenda for the general and executive meetings
- b. Ensure that members are notified of meetings
- c. Record attendance at all general and executive meetings
- d. Post the minutes of all PAC meetings within two (2) weeks
- e. Be a signing officer for cheques and documents
- f. Prepare and maintain other documentation as requested by the membership or executive
- g. Maintain all records of the PAC (Bylaws, Reports, Minutes, etc.)



*(If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping. Changes should also be forwarded to the District Secretary – Treasurer to maintain status as a recognized Council.*

*Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.*

#### **The Treasurer will**

- a. Be responsible for all PAC funds
- b. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- c. Ensure that proper financial records and books of account are maintained
- d. Provide a report on all receipts and disbursements at each general meeting
- e. Make financial records and books of account available to members upon request
- f. Ensure that another signing officer has access to the books in the event of their absence
- g. Have the books ready for annual audit/review
- h. Be a signing officer for cheques and documents
- i. Submit an annual report and financial statement at the annual general meeting

#### **The DPAC Representative will**

- a. Attend the meetings of the Chilliwack DPAC and represent, speak, and vote on behalf of Stito:s La:lem Toti:lt PAC
- b. Report DPAC business back to Stito:s PAC meetings
- c. Seek and give input to the DPAC on behalf of Stito:s PAC
- d. Receive, circulate, post and act on all the communications from the DPAC
- e. Liaise with other parents and DPAC representatives
- f. Prepare an annual report for the Annual General Meeting

### **Section 8- DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

#### **District Parent Advisory Council representative**

1. One representative to the Chilliwack DPAC shall be elected annually from among the voting members who are not employees or elected officials of School District No. 33 or the Ministry of Education.

#### **Election of DPAC representatives**

2. If the election is contested, voting of a representative to the DPAC must be by secret ballot.

## **Vacancy**

3. If a DPAC representative resigns or ceases to hold office for any other reason, the membership shall elect an eligible member of the Council to fill the vacancy for the remainder of the term.

## **External committees**

4. The membership of executive may elect or appoint a member who is not an employee or elected official of School District No. 33 or the Ministry of Education to represent the Council on an external committee or to an external organization.
5. The representative will report to the membership or executive as required.

## **Section 9 – CONDUCT**

1. All members must uphold the Constitution and Bylaws and policies of the Stito:s PAC
2. Perform duties with honesty and integrity
3. A member must avoid using his or her position on the PAC for personal gain. No member may be remunerated for serving on the executive or committee but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs
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.
5. Respect the rights of all individuals
6. Respect all confidential information
7. Support public education
8. Shall make a reasonable effort to attend all executive and general meetings
9. All positions shall submit an annual report of their term in the office
10. **Work to ensure the wellbeing of students as the primary focus of all decisions.**

## **Section 9 – FINANCIAL MATTERS**

1. The financial year of the Council will be July 01<sup>st</sup>- June 30<sup>th</sup>.
2. The Council may raise and spend money to further its purpose.



3. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all these documents.
4. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registration under the Bank Act.
5. The executive will prepare an annual budget and present it to the membership for approval before the current budget expires.  
*The budget gives the executive authority to spend money. A budget covers a time period within a council's financial year; usually the entire financial year. It must not extend over more than one financial year.*
6. All proposed expenditures not listed on the current budget that exceed \$200 will be presented for approval at the next general meeting. Council money can only be spent if authorized by a motion passed at a general meeting.  
One of the most useful motions is approval of a budget. Without a current budget, the executive cannot spend money. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.
7. Members at a general meeting may appoint an auditor.

## **Section 10 – 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 at any general meeting at which business is conducted.
2. Written notice of the meeting specifying the proposed amendments must be given to all members not less than fourteen (14) days before the meeting.

## **Section 11 – 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 the property of the Council and shall be turned over to the chair with the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## **Section 12 – DISSOLUTION**

1. In the event of winding up or dissolution of the Council, and after payment of all the debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the Council may be distributed to another parent advisory council or councils in School District No. 33 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding down or dissolution.

2. In the case of school closure or substantive downsizing, **Stito:s La:lem Toti:It Elementary & Middle School PAC** may, at its sole discretion, disburse funds from its **Gaming Account** to another eligible PAC to reflect the reassignment of students. Upon dissolution of the Council, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of the principal of **Stito:s La:lem Toti:It Elementary & Middle School** or the Secretary-Treasurer of School District No. 33.

Adopted by Stito:s La:lem Toti:It Elementary & Middle School PAC

at Chilliwack, British Columbia, on October 15, 2024 (date)

B Leong  
Position: Chair

Shanda Gray  
Position: Treasurer

*Signatures of chair and one other executive member*