

Lord Kitchener Elementary
Parent Advisory Council (PAC)
Constitution & Bylaws

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CONSTITUTION

Section 1 Name & Definitions

1. The name of the organization is the Lord Kitchener Elementary Parent Advisory Council (herein after referred to as the “PAC”) in accordance with the School Act, Section 8.
2. Definitions:
 - “PAC” or “Parent Advisory Council” means the legally recognized organization consisting of parents of students registered in the school according to the School Act
 - “DPAC” or “District Parent Advisory Council” means the Vancouver School District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 39 in accordance to the School Act
 - “Parent” as defined in the School Act
 - “Student” means children currently enrolled at the school
 - “School” means Lord Kitchener Elementary School of Vancouver School District No. 39

Section 2 Mission Statement

- 1) The PAC’s primary mandate is to:
 - Promote effective communication between the home and the school;
 - Encourage parents to participate in meaningful educational activities and decision making;
 - Strengthen the role of families in education and schooling, and
 - Foster meaningful parent participation.

Section 3 Objectives

1. The PAC shall operate as a non-profit organization.
2. The business of the PAC will be unbiased with respect to race, religion, gender, politics, sexual orientation and physical or mental ability.
3. The purpose of the PAC shall be:
 - i) To advise the School administration and staff on Parents’ views on matters relating to the School’s programs, policies, plans and activities;
 - ii) To assist Parents in accessing the system and to facilitate advocacy support for individual children and their parents;
 - iii) To provide a forum for Parents to safely express to each other and to the School administration and staff, their opinions, concerns and reactions to education and other matters related to the education of students;
 - iv) To provide a vehicle for School administration and staff to communicate with Parents, and to promote understanding and cooperation between the home and the School in providing for the education of Students;

- v) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members, and;
- vi) To organize PAC volunteer activities and events which support the school.

BYLAWS

Section 4 Membership

1. All parents and guardians of students registered in the School shall be voting members of the PAC. Each parent/guardian shall have one (1) vote at a PAC General Meeting.
2. Administrators and staff (teaching and non-teaching) of the School are non-voting members of the PAC.
3. Every member will uphold the Constitution and comply with these Bylaws.

Section 5 Executive Officers

1. The Executive shall manage the PAC's affairs between general meetings.
2. The Executive of the PAC includes the following:
 - a. Chairperson or Co-Chairpersons
 - b. Vice-Chairperson, if only a single Chairperson presides
 - c. Treasurer
 - d. Secretary
 - e. Fundraising Chairperson
 - f. Outdoor Classroom Chairperson
 - g. DPAC Representative
3. Term of Office:
 - a. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
 - b. No person may hold the same executive position for more than four (4) consecutive years except by special resolution.
 - c. No person may hold more than one elected executive position at any one time, with the exception of positions for DPAC representative, where this position may be held concurrently with a position of PAC Executive.
4. Vacancy:
 - a. 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 AGM.
5. Removal of Executive:
 - a. If an executive shall fail to attend to the duties of the office, violates the Code of Conduct or fails to attend two (2) consecutive meetings, the members of the PAC 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 to complete the term.

- b. If an executive has been removed from PAC, they are not eligible for an executive position in the future.
 - c. Written notice specifying intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
6. Remuneration of Executive:
- a. 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 6 Duties of the Executive and Representatives

1. The Chairperson, or Co-Chairperson shall:
 - a. Coordinate PAC affairs in cooperation with the Executive;
 - b. Make a sincere effort to understand local conditions in the school and community and maintain a spirit of cooperation and friendliness among the executive and general membership;
 - c. Convene and preside at all general and special executive meetings. In the event of the Chair's absence, the Vice-Chairperson or delegate will be assigned these duties;
 - d. Ensure that an agenda is prepared and presented;
 - e. Notify members of meetings
 - f. Appoint committees where authorized by the membership or the Executive;
 - g. Assign duties to executives and members if not all executive positions are filled;
 - h. Be the official spokesperson for the PAC;
 - i. Meet with the school principal on a regular basis to discuss issues;
 - j. Be a signing officer;
 - k. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Chairperson during the preceding school year; and
 - l. In the event the Lord Kitchener PAC does not have a DPAC representative, the Chairperson will assume these responsibilities or delegate them when necessary.

2. The Vice-Chairperson shall:
 - a. Assist and support the Chairperson in the performance of his/her duties;
 - b. Read and distribute all materials received, and discuss the information with the committee;
 - c. Assume the duties and responsibilities of the Chairperson in order to preside at meetings in his/her absence or if he/she resigns or is removed from office; and
 - d. Be a signing officer (optional).

3. The Treasurer shall:
 - a. Be responsible for and report on the accounts of the Lord Kitchener PAC;
 - b. Be a signing officer;
 - c. Maintain proper, accurate and up-to-date financial records and books of all PAC accounts, ensuring all funds of the PAC are properly accounted for;

- d. Disburse funds according to the PAC constitution and bylaws, and as authorized by the executive or membership;
- e. Present a report on finances (all receipts and disbursements) at general and executive meetings;
- f. Administrator of Munch-A-Lunch, delegating sub accounts to respective chairs;
- g. Ensure that another signing officer has access to the financial records and books of accounts in the even of the Treasurer's absence;
- h. With the assistance of the executive, draft a budget (all receipts & disbursements);
- i. Establish and maintain a separate "PAC Gaming Account" for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements;
- j. Submit an annual "Gaming Account Summary Report" or other reports as required by the BC regulatory authorities;
- k. Make financial records and books of accounts available to members upon request;
- l. Have the financial records and books of account ready for inspection or audit annually; and
- m. Submit an annual report to the Parents of the School at the last AGM. This report will contain a brief description of the activities of the Treasurer during the preceding school year.

4. The Secretary shall:

- a. Record, file and make available to Parents the minutes of all meetings;
- b. Arrange for the distribution of the meeting minutes including to all class parents and to Web/Social Media Chair;
- c. Keep and update PAC email distribution and volunteer lists;
- d. Keep a file of incoming correspondence and copies of outgoing correspondence;
- e. Prepare other documentation as requested by the membership or executive;
- f. Circulate attendance sheets during meetings;
- g. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
- h. Ensure safekeeping of all records of the PAC;
- i. Be a signing officers (optional); and
- j. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Secretary during the preceding school year.

5. Fundraising Chairperson shall:

- a. Coordinate all fundraising activities and sub-committees including Direct Appeal, Hot Lunch and Wish List, in consultation and cooperation with the School administration and executive;
- b. Oversee the fundraising sub-committees in their projects as necessary;
- c. Provide monthly updates on fundraising activities, fundraising targets and make recommendations for improvements; and
- d. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Fundraising Chair during the preceding school year.

6. Outdoor Classroom Chairperson shall:

- a. Coordinate volunteers and budget for all outdoor classroom areas that are under the responsibility of the PAC including but not limited to:
 - i. Food Garden
 - ii. Parking Lot Perimeter Garden
 - iii. Shed Garden
 - iv. Shed
 - v. Rain Garden
 - vi. Orchard
 - vii. East Door Garden
- b. Primary liaison with EarthBites facilitators, manages budget for supplies as required
- c. Arranging volunteers for summer watering plan
- d. Ensuring garden areas are maintained as required
- e. Oversees volunteers with their projects as necessary
- f. Coordinate occasional Pop-up Harvest Markets
- g. Report and update PAC at meetings
- h. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Outdoor Classroom chair during the preceding school year and plans for the upcoming year.

7. DPAC Representative shall

- a. Act as liaison between the DPAC and PAC and provide PAC with information about school district events, policies and developments;
- b. Attend DPAC meetings to represent, speak and vote on behalf of the PAC; and
- c. Receive and distribute information from the DPAC meetings.

8. Sub-Committee Representatives:

- a. Special Events Chairperson shall:
 - i. Coordinate all special events sponsored by the Lord Kitchener PAC in consultation and cooperation with school administration and executive; Special Events include, but not limited to:
 - ii. Bike Rodeo/Walking Wheeling Club
 - iii. Holiday / Cultural Events
 - iv. Scholastic Book Fair
 - v. Sister School
 - vi. Staff Appreciation
 - vii. Parent Education
 - viii. Oversees volunteers with their projects as necessary; and
 - ix. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Special Events Chair during the preceding school year.

- b. Website/Social Media Chairperson shall:
 - i. Assist in the development and implementation of content on PAC social media including, PAC Website, Facebook, Twitter & Instagram (where applicable);
 - ii. Ensure PAC social media content is updated on a timely basis;
 - iii. Ensure consent is obtained and confidentiality guidelines are adhered to; and
 - iv. Submit an annual report to the parents of the school at the last AGM of the school's academic year. This report will contain a brief description of the activities of the Website/Social Media Chair during the preceding school year.

- c. Wish List Representative shall:
 - i. Meet with the school administration to determine the desires and needs for the school;
 - ii. Communicate school administration needs to the PAC executive and work with executive to prioritize the desires and needs;
 - iii. Present the prioritized list to the Lord Kitchener PAC for approval; and
 - iv. Submit a report to the PAC executive summarizing the activities of the Wish List Representative during the school year.

- d. Direct Appeal Representative shall:
 - i. Work with the fundraising chair and PAC executive to prepare communication and communication schedule for the Direct Appeal Campaign;
 - ii. Provide weekly/monthly tracking updates to PAC executive; and
 - iii. Submit a report to the PAC executive summarizing the activities of the Direct Appeal Representative.

- e. Hot Lunch Representative shall:
 - i. Be the primary contact for the external vendor selected to provide Hot Lunch to Lord Kitchener Elementary;
 - ii. Work with Fundraising Chair and PAC Executive to select the Hot Lunch vendor;
 - iii. Prepare all necessary paperwork required to contract with vendor, ensuring all VSB requirements are met;
 - iv. Prepare and distribute communication for parent community regarding Hot Lunch program;
 - v. Ensure invoices are reconciled and forwarded to Treasurer for payment in a timely manner;
 - vi. Be the primary point of contact for all parent inquiries;
 - vii. Ensure online (Munch-A-Lunch) is up-to-date with menu items and pricing and is accessible to all parents;
 - viii. Select menus;

- ix. Provide monthly updates to PAC executive on sales figures, issues and/or concerns with vendor and or menu selection and parent satisfaction/complaints;
 - x. Make recommendations on vendor renewal or procurement;
 - xi. Submit an annual report to the PAC executive summarizing the activities of the Hot Lunch Representative.
- f. PAC Class Parent shall:
- i. Attend PAC meetings and/or obtain PAC meeting minutes for distribution to class

Section 7 Meetings

1. General Meetings:
 - a. General meetings shall be conducted with fairness to all members.
 - b. General meetings shall be held at the School, approximately once a month during the school year with one of those meetings being the Annual General Meeting (AGM).
 - c. The AGM shall be held by June of each year for the purposes of the election of executives.
2. Notice of Meetings:
 - a. The calendar of general meetings for the school year shall be approved at the first general meeting of the PAC in the school year and shall be sent to all parents and the Principal and posted on the PAC Social Media.
 - b. Notice of general meetings contained in the School Calendar and PAC website shall serve as notice to all members of all general meetings of the PAC.
3. Conduct:
 - a. At general meetings, members shall not discuss personal problems with individual school personnel, students, parents or other individual members of the school community, and shall discuss matters pertaining to the functions of the PAC within the framework of this Constitution and Bylaws.
 - b. If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order shall be used to resolve the issue.
4. Executive Meetings:
 - a. Executive meetings may be held anytime or place as deemed necessary by the PAC Chair or majority of the executive. The purpose of executive meetings is to carry out business between general meetings.

Section 8 Quorum & Voting at General Meetings

1. Quorum:

- a. A quorum for general meetings will be three (3) voting members of which a minimum of two (2) executives must present at any duly called general meeting. Since notices of general meetings are issued as per Section 7 – Meetings, all general meetings are considered duly called.
 - b. The majority of the Executive present at any Executive meeting shall be deemed a quorum.
 - c. 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. The quorum cannot be waived or suspended, even by unanimous consent.
2. Voting:
- a. The parents at a duly called or scheduled general meeting shall constitute a quorum.
 - b. Unless otherwise provided in these Bylaws, all matters requiring a vote shall be decided by a simple majority.
 - c. Members must vote in person, or via telecom on all matters; voting by proxy shall not be permitted.

Section 9 Election of Executive

1. Executive positions are filled by volunteer Parents, except that no employee or elected official of the Vancouver School District or Ministry of Education shall hold an Executive position.
2. A call for volunteers to fill the Executive positions for an upcoming academic year shall be made at the April and May general meetings.
3. A list of the Executive positions and the corresponding Parent volunteers shall be presented at the AGM meeting.
4. In the event of there being only one candidate for an Executive position, the individual is elected by acclamation.
5. In the event of there being more than one candidate for an Executive position, the Executive officer shall be elected by the Parents at the AGM meeting.
6. In the event of a vacancy on the Executive during the year, the Lord Kitchener PAC shall elect a new officer, who shall hold the office until the next election.
7. One representative to the DPAC (Vancouver School District) shall be elected annually from among the voting members. [School Act, Section 8.4(3) and 8.4(4).

Section 10 Conduct of Executive & Representatives

1. Code of Conduct:
 - a. On election or appointment, every Executive and Representative must sign the “Code of Conduct” and agree to abide by the Constitution and Bylaws governing the PAC.
2. Representing the PAC:

- a. When acting on behalf of the PAC, every Executive and Representative must put the interest of the PAC ahead of personal interests.
3. Privacy:
 - a. Any information received in confidence by an Executive or Representative from school personnel, students, parents or other members of the school community is privileged and must not be divulged without permission of the person giving the information.
4. Disclosure of Interest:
 - a. An executive member or representative who is interested, either directly or indirectly in a proposed contract or transaction with PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

Section 11 Committees

1. The membership and Executive may appoint committees to further the PAC's purposes and carry on its affairs.
2. The terms of reference shall include conditions of termination of each committee and will be specified by the membership or Executive at the time the committee is established.
3. Committees will report to the membership and executive as required.

Section 12 Finances

1. The financial year of the PAC will be July 1st to June 30th of the following year.
2. The PAC may raise and spend money to further its purposes.
3. All funds of the PAC must be kept on deposit in the name of Lord Kitchener Elementary PAC in a bank or financial institution registered under the Bank Act.
4. All money spent above \$250.00 will be presented to and voted on by the general membership at any general meeting.
5. Signing Authority:
 - a. The Executive will name at least three (3) signing officers (including the Chairperson and Treasurer) for banking and legal documents. Two (2) signatures will be required on all of these documents.
 - b. In cases where the signing officers are issued reimbursement cheque(s), they must not sign their own cheque(s).
 - c. Signing officers shall be reviewed, renewed or updated in accordance with the term of office.
6. Financial Procedures:
 - a. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer within 30 days of the expenditure having been made, unless given prior approval.
 - b. Under the recommendation of the Treasurer, the Executive may authorize that any debt or obligation that it considers to be unrealizable or uncollectible be written off.

7. Annual Budget:
 - a. The Treasurer will submit a final annual financial statement for the previous school year in September.
 - b. The Treasurer will prepare a draft budget (including income and disbursements) for the following school year and present it to the membership in October.
 - c. Final approval of the budget will be made in November once Direct Appeal revenue/Wishlist Expenditures are largely completed.
 - d. The approved budget covers the upcoming financial year. The approved budget provides the Executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
 - e. Budgets may be amended by the Executive as needed with the approval of the membership.
8. Non-Budgeted Expenditures:
 - a. The Executive will present all proposed expenditures not included in the current budget which exceed \$250 for approval at the next general meeting.
9. Treasurer's Report:
 - a. A Treasurer's report will be presented at each general meeting and be included in the minutes.
 - b. A Financial Statement shall be presented at the last general meeting of the school year.
10. Auditor:
 - a. A majority at any general meeting may require an audit, whereupon an independent auditor will be appointed by the Chairperson.

Section 13 Constitution & Bylaw Amendments

1. Amendments to the Constitution and Bylaws of the Lord Kitchener PAC may be made at any general meeting at which business is conducted provided: written notice of the meeting has been published a minimum of 14 days prior to the meeting and the notice of the meeting includes notice of the specific amendments proposed.
2. A two-thirds (2/3) majority vote of Parents present at the meeting is required to amend the Constitution and Bylaws.

Section 14 Dissolution

1. Written notice of a meeting to vote on the dissolution of the Lord Kitchener PAC will be published a minimum of fourteen (14) days prior to the meeting.
2. A three-quarters (3/4) majority vote of Parents present at the meeting is required to pass a motion for the dissolution of the Lord Kitchener PAC.
3. In the event of the dissolution of the Lord Kitchener PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the AGM.

4. In the event of dissolution all records of the Lord Kitchener PAC shall be placed under the jurisdiction of the School in the person of the Principal of the school.

Section 15 Property in Documents

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

Lord Kitchener Elementary PAC

CODE OF CONDUCT

A parent who accepts a position as a PAC Executive, Committee Member or Representative:

1. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
2. Performs his or her duties with honesty and integrity.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable and correct.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ of the Lord Kitchener PAC have read, understood and agree to abide by this Code of Conduct.

Name: _____

Signature: _____

Date: _____

Email: _____

Phone: _____