

## Rewriting of Dorothy Lynas Parent Advisory Council Constitution and Bylaws

### BACKGROUND

The British Columbia School Act requires that every PAC has bylaws that specify how meetings are run, how business is conducted, how dissolution is to be handled, and how executive reps are elected.

Our existing bylaws are very outdated (last updated in 2002) and reflect our prior status as a Society (we dissolved as a Society in 2013).

The Dorothy Lynas PAC started the process to rewrite our bylaws leveraging a sample document from the BC Confederation of Parent Advisory Councils (BCCPAC).

### PROCESS

- Rewritten PAC bylaws (draft) posted on our [PAC website](#)
- Vote to adopt rewritten bylaws will be held at our January 18, 2021 meeting

### SUMMARY OF KEY CHANGES/DIFFERENCES

#### 1. Existing bylaws compared to rewritten bylaws

	Existing bylaws	Rewritten bylaws
Status	Reflects our prior status as a Society and requirements under the Society Act of BC	Operate as a non-profit organization with no personal financial benefit accruing to members.
Purpose	Less comprehensive list	More comprehensive list relating to parent involvement, parent education and community engagement
Parent	Limited definition of a “parent”	Broader definition of a “parent”
Members	Limited definition for membership	Broader definition of PAC membership
Executive	Specific definition of roles/size of PAC executive	Broader definition of PAC executive roles and more flexibility on size
Wind up	Assets must be distributed to charitable organization	In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting

#### 2. Sample bylaws from BCCPAC compared to rewritten bylaws

	Sample bylaws	Rewritten bylaws
Notice of meetings	Members will be given reasonable notice of general meetings.	Members will be given reasonable notice (seven days when possible) of general meetings.
Quorum	A quorum for general meetings will be ten voting members	A quorum for general meetings will be three voting members. <i>(Note: this is consistent with our existing bylaws)</i>
PAC Executive	The executive will include the president vice-president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides.	The executive will include the president (chair), vice-president (vice-chair), secretary, treasurer, and such other members of the Council as the membership decides. At a minimum, the executive should be comprised of president,

		secretary and treasurer if possible. <i>(Note: Immediate Past President was not included as it may not always be practical, e.g. if student leaves school)</i>
Unbudgeted expenditures	The executive will present all proposed expenditures beyond the current budget of \$500 or more for approval at the next general meeting.	The executive may authorize non-budgeted expenditures of up to and including \$500 by ordinary resolution, and non-budgeted expenditures in excess of \$500, but not more than \$1,000, by unanimous vote at a duly convened meeting of the Executive. <i>(Note: this is consistent with our existing bylaws)</i>
Wind up	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. ( ) having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.	In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting.



*Ecole Dorothy Lynas Elementary School  
Parent Advisory Council*

**CONSTITUTION and BYLAWS**

Draft: **November 2020**

Ecole Dorothy Lynas Elementary School Parent Advisory Committee

4000 Inlet Cres, North Vancouver, BC V7G 2R2

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# CONSTITUTION

## Section 1 - Name of the Council

The name of this Council is Ecole Dorothy Lynas Elementary School Parent Advisory Council (PAC).

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 2 - Purposes of the Council

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 Ecole Dorothy Lynas 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 provide parent education and professional development, and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership

## Section 3 - Definitions and Interpretations

In the Constitution and By-Laws of the Ecole Dorothy Lynas Elementary School Parent Advisory Council,

“**board**” means a board of school trustees constituted under the **School Act** or a former Act;

“**the Board**” means the Board of School Trustees for School District #44, North Vancouver;

“**educational program**” means an organized set of learning activities that, in the opinion of the Board, is designed to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy;

“**district parent advisory council**” or “**DPAC**” means the district parents’ advisory council established for School District #44 under section 8.4 of the **School Act**;

“**immediate family**” means spouse or common-law partner, parent, grandparent or child;

“**notice**” means a minimum of fourteen (14) days;

“**parent**” is 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;
- d) For the purposes of these Constitution and Bylaws, means any parent of a student enrolled in the North Vancouver School District No. 44 and will include: step parents, grandparents, foster parents, billet parents, international student host parent, same sex parent etc.

“**parent advisory council**” or “**PAC**” means the parents’ advisory council established for Ecole Dorothy Lynas Elementary School under section 8 of the **School Act**;

“**school**” means the students under the supervision of a principal, vice principal, or director of instruction; the teachers and other staff members; and the facilities associated with Ecole Dorothy Lynas Elementary School;

**“school district”** means the area created or constituted as School District #44 North Vancouver, by or under the **School Act** or a former Act;

**“school year”** means the period beginning on September 1 and ending on the following August 31;

**“student”** means a person enrolled in an educational program provided by Ecole Dorothy Lynas Elementary School.

# BYLAWS

## Section 4 - Membership

1. All parents and guardians of students registered in Ecole Dorothy Lynas Elementary School are voting members of the Council.
2. Administrators and staff (teaching and non-teaching) of Ecole Dorothy Lynas Elementary 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.
5. Every member will uphold the constitution and comply with these bylaws.

## Section 5 - Meetings of Members

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. Meetings will be held online as necessary.
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.
5. Members will be given reasonable notice (seven days when possible) of general meetings.

## Section 6 - Proceedings at General Meetings

1. A quorum for general meetings will be three 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.
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 7 - Executive**

1. The executive will manage the Council's affairs between general meetings.
2. The executive will include the president (chair), vice-president (vice-chair), secretary, treasurer, and such other members of the Council as the membership decides. At a minimum, the executive should be comprised of president, secretary and treasurer if possible.
3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 44 or the Ministry of Education.
4. The executive will be elected at each annual general meeting by the majority of the vote.
5. The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from September 1st to August 31).
6. No person may hold the same executive position for more than four years.
7. 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.
8. 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 to complete the term.
9. 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.
10. 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 8 - Executive Meetings**

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting, where possible.
2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
3. Executive members will be given reasonable notice (seven days when possible) of executive meetings.
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 9 - Conduct of the Executive and Representatives**

1. On election or appointment, every executive member and representative must read and agree to abide by a code of ethics acceptable to the membership as outlined in Appendix A.
2. Every executive member and representative must act solely in the interests of the parent membership of the Council.
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.
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 10 - Duties of Executive and Representative**

1. The President (Chair) will
  - speak on behalf of the Council
  - consult with Council members
  - preside at membership and executive meetings
  - ensure that an agenda is prepared

- appoint committees where authorized by the membership or executive
  - ensure that the Council is represented in school and district activities
  - ensure that Council activities are aimed at achieving the purposes set out in the constitution
  - be a signing officer
2. The Vice-President (Vice-Chair) will:
- support the president
  - assume the duties of the president in the president's absence or upon request
  - assist the president in the performance of his or her duties
  - accept extra duties as required
  - be a signing officer
3. The Secretary will:
- ensure that members are notified of meetings
  - record and file minutes of all meetings
  - keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
  - prepare and maintain other documentation as requested by the membership or executive
  - issue and receive correspondence on behalf of the Council
  - ensure safekeeping of all records of the Council
  - may be a signing officer
4. The Treasurer will:
- be a signing officer
  - ensure all funds of the Council are properly accounted for
  - disburse funds as authorized by the membership or executive
  - ensure that proper financial records and books of account are maintained
  - report on all receipts and disbursements at general and executive meetings
  - make financial records and books of account available to members upon request
  - have the financial records and books of account ready for inspection or audit annually
  - with the assistance of the executive, draft an annual budget
  - ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
  - submit an annual financial statement at the annual general meeting

5. Members-at-Large will:
  - serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

## **Section 11 - Finances**

All Finances associated to the PAC shall conform to the following guidelines:

1. The financial year of the Council will be September 1 to August 31.
2. The Council may raise and spend money to further its purposes.
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.
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. The executive will prepare a budget and present it to the membership for approval at the Annual General Meeting. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
6. The executive may authorize non-budgeted expenditures of up to and including \$500 by ordinary resolution, and non-budgeted expenditures in excess of \$500, but not more than \$1,000, by unanimous vote at a duly convened meeting of the Executive.
7. In the event of unprecedented times, the budget can be revised throughout the year and resubmitted for approval at a PAC meeting.
8. A treasurer's report will be presented at each general meeting. A year end Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General Meeting.

## **Section 12 - 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 13 - Dissolution

In accordance with the **School Act, Part 2, Division 2, Section 8 (4)**,

*“A parents’ advisory council, in consultation with the principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.”*

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District #44 (North Vancouver), in the person of the principal of the school.
3. This provision shall be unalterable.

## CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all 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
9. respects all confidential information
10. supports public education

Statement of Understanding I, the undersigned, in accepting the position of \_\_\_\_\_ of Ecole Dorothy Lynas Elementary School PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_