

Albion Elementary PAC Constitution and Bylaws

Constitution

ARTICLE I - Name

The name of this Council shall be the Albion Elementary Parent Advisory Council.

ARTICLE II – Purpose and Objectives

The purpose of the Council is to promote and support the involvement of parents at Albion Elementary School. To encourage and improve growth in academic and social learning, to enhance the quality of education, and the well-being of the students at our school, while maintaining a positive, inclusive and respectful environment for parents, students and staff. Our focus is on the learner and we endeavor to provide the best possible opportunities for each student to become responsible citizens and develop positive attitudes.

- 1) The business of the Council shall maintain an inclusive, positive and respectful environment for all; unbiased towards creed, race, socioeconomic status, religion, gender identity, disability, national origin or politics.
- 2) To promote, support, advance leadership and contribute to the effectiveness of the school by promoting the meaningful involvement of all parents at the school and in the community in order to advocate and participate in the success of all students.
- 3) To communicate with parents and to promote cooperation between home and the school in providing for the education of students.
- 4) To advise parents about school activities, programs and services.
- 5) To assist parents in providing educational opportunities for their children, accessing the system and to advocate on behalf of parents and students.
- 6) To communicate with the school principal and staff on parental views about school programs, services, policies and activities.
- 7) To organize Council events, activities and information. To raise funds through various fundraising activities and to support other initiatives that benefit the school and students.

The Council Executive shall achieve these purposes by:

- 8) Taking direction from the Council Membership, always ensuring that a majority voice is honoured, supported and clearly represented regardless of personal opinion.
- 9) Providing a forum for the discussion of educational programs and services, and to ensure that every parent has opportunity to have a voice.
- 10) Promoting a spirit of cooperation within the school and the school community.
- 11) Encouraging parents to participate in meaningful educational activities and decision making.
- 12) Organizing, in conjunction with the Principal, staff, parents and the community, volunteer programs and activities which support the school.

ARTICLE III – Interpretation of Terms

1. The Council refers to the Albion Elementary Parent Advisory Council as defined by the School Act.
2. BCCPAC refers to the British Columbia Confederation of Parent Advisory Councils
3. District means School District 42.
4. DPAC means the Parents Advisory Council organized according to the School Act and operating as a District Parent Advisory Council in School District 42.

5. DPAC Representative means the duly elected or appointed representative to DPAC, as defined in the School Act.
6. The Executive refers to the duly elected, acclaimed or appointed Members of the Council Executive.
7. Parent refers to a parent of a registered student at Albion Elementary School as defined by the School Act.
8. Principal or Vice Principal refers to the Principal of Albion Elementary School.
9. School refers to Albion Elementary School.
10. School Year refers to the calendar year from September 1 to June 30th of each year, or the school year as defined, expressed and approved by the District 42 School Board.

BYLAWS

Section I – MEMBERSHIP

1. All parents and guardians of students registered in Albion Elementary are voting members of the Albion PAC.
2. Administrators and staff (teaching and non-teaching) of Albion Elementary 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 Albion PAC.
4. Staff members of the school who are also considered parents of the school, according to the school act, shall be afforded rights as any other parent of the school.
4. At no time will the Albion PAC have more non-voting than voting members.
5. Every member will uphold the constitution and comply with these bylaws.

Section II –MEETINGS

- 1) The Chair shall call regular meetings of the Council.
- 2) The Calendar of regular meetings for the school year shall be set at the last regular meeting of the Council in the previous school year and shall be made available to all parents and the principal.
- 3) The notice of general meetings contained in the calendar shall serve as notice to all Members of all general meetings of the Council.
- 4) Notice of the next meeting is to be announced at the end of the regular meeting or at least two weeks before the next meeting.
- 5) Each Member of the Council may attend any meeting of the Council.
- 6) The inadvertent omission to give notice of a meeting or failure to receive a notice by a parent does not invalidate proceedings at the meetings.
- 7) A proposed Agenda shall be posted or made available to all Council Members seven (7) days prior to the next Council meeting.
- 8) Other persons, at the discretion of the Council, may attend and speak at meetings of the Council but shall not be eligible to vote on any matter before the Council.

Proceedings

- 9) The Secretary shall prepare an attendance sheet for anyone attending a meeting.
 - a. Members and guests shall be obligated to sign in with their full name.
 - b. The list of signed-in voting Members shall be used to determine quorum.
 - c. Only those voting Members properly signed in will be allowed to vote.
 - d. Only those guests or non-voting Members properly signed in will be allowed to speak, at the discretion of the Chairperson.

- e. The list may be prepared to request additional contact information which shall be optional for all Members and guests.
- f. Any additional contact information provided in this manner shall be:
 - i. considered confidential and privileged to the Council Executive only.
 - ii. shall only be used by a Council Executive Member to contact Members for Council business or Council related matters.
 - iii. For the purposes of the Minutes, any Council Member, other than an Executive Council Member, shall only have their name reflected by their first name in full and a surname initial.
 - iv. The attendance sheet shall be preserved by the Secretary and be considered the final authority should any dispute on attendance arise.
- 10) The Chairperson or in their absence, another executive member, shall take the Chair at all Council meetings.
- 11) The Chair shall begin each meeting by acknowledging that the meeting is being held on the traditional, ancestral and unceded territory of the Katzie and Kwantlen First Nations.
- 12) A motion to approve the Agenda for the meeting shall be moved.
- 13) The Chair shall state every question coming before the Council allowing debate thereon. Before putting any matter to a vote, the Chair shall ask: "Is the Council ready for the question?". Should no Member rise to speak, the question shall then be put.
- 14) Every motion to be entertained by the Chair must be moved and seconded by a Member of the Council.
- 15) The Secretary may keep a speakers list for discussion, and will advise the Chairperson on the order.
- 16) A motion to amend or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment may be permitted.
- 17) The Chairperson may postpone a vote for one meeting to allow additional participation by Members if there are less than seven (7) Members in attendance.
- 18) Meetings (regular and special) shall be no longer than one and one-half (1.5) hours. If at least 80% of those in attendance agree, then a maximum half hour extension of the meeting will be allowed. Unfinished business at the end of the meeting will be added to the Agenda of the next meeting.
- 19) All policy and spending decisions, other than operational needs, shall be made at general meetings by vote where all Council Members can participate.
- 20) Meetings will be conducted efficiently with adherence to the Council's Code of Conduct (SECTION X) and with fairness to the Members present.
- 21) If procedural concerns should arise, the latest edition of Roberts Rules of Order will be used to resolve all matters of procedure not covered in these Bylaws.

Minutes

- 22) Minutes of the meeting shall be prepared by the Secretary for the Council.
- 23) A committee of a minimum of three (3) Council Members, including the Secretary, shall be established to approve the minutes within seven (7) days of a Council meeting. The approved minutes shall then be posted and/or made available to all Members of the Council.
- 24) In the event of a discrepancy on the Approved minutes, any amendments may be moved at the next general or special meeting of the Council.

Location

25) The location of all regular or special Council meetings shall be at Albion Elementary School.

SECTION III – Quorum and Voting at Meetings

Quorum

- 1) At any duly called general meeting or special meeting, shall require a quorum of three (3) Executive Officers plus the voting membership present, as long total quorum is a minimum of four (4) Members..
- 2) Quorum must be achieved for the conducting of any business or decision-making. In the absence of a quorum, any business transacted will be null and void.
- 3) If at any time during the general or special meeting a quorum ceases to be present, any business decisions dependent on the Council must then be suspended until there is a quorum present.

Voting at a Meeting

- 5) Each Council Member present at a meeting of the Council shall be entitled to one vote. The Chairperson shall have the same rights as other Members to vote on any question. In the event of a tie vote, any motion is lost.
- 6) At the discretion of the meeting Chairperson or at the request of any voting Member, nonvoting Members and visitors may be asked to leave the meeting room for closed discussion and voting on any issue. This may be essential to the free expression of the voting Membership.
- 7) Unless otherwise provided, questions put at any meeting shall be decided by a simple majority of eligible Members actually voting. That is, when votes are counted, there are more votes for (yes) than against (no), with abstentions not contributing to the total votes cast.
- 8) Voting by Members on all motions or matters must be given in person or via Zoom at a general or special meeting when the question is put. Voting by proxy shall not be permitted.
- 9) If a vote pertains to individual classrooms or special interest groups within the school, the parents of those children who stand to benefit must abstain from voting on that motion.
- 10) Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any Council Member at a general or special meeting. Voting by secret ballot can only take place in person and not via zoom. Secret ballots shall be used for all elections.
- 11) When a secret ballot is requested or required, one (1) and only (1) blank ballot will be given to each eligible voting Member. The question shall be made clear to all attending Members and be provided in writing upon request by any Member. Individuals must handwrite their vote on the ballot with either a “YES” or “NO” to the question. Any ballot containing any other expression, is blank, or which is not made clear on the ballot, shall be considered spoiled.
- 12) Voting shall be on no more than one issue per ballot.

SECTION IV - Special Meetings

A special meeting is a separate session held at a time different from that of any regular general meeting and may be convened to consider issues that may arise between meetings.

- 1) Notice of Special meetings may be called by the Chairperson at the discretion of the Chairperson or at the written request of five (5) Council Members. The request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting.
- 2) Notice of a special meeting shall be sent to all Members of the Council and the Principal at least five (5) days prior to the special meeting, except in the case of urgency as determined by the Chairperson and shall contain a statement of the general nature of the business to be dealt with

at the special meeting.

3) Any Member of the Council may attend any special meeting of the Council.

Section V – EXECUTIVE

1. The executive will manage the Albion PAC's affairs between general meetings.
2. The executive will include at minimum the president, secretary, treasurer. It may also include a SD#42 DPAC Representative, a Vice Chair, ~~a fundraising coordinator, a hot lunch coordinator and such other members of the Albion PAC as the membership decides~~ and a Member At Large.
3. Any voting member of the Albion PAC is eligible to serve on the executive, except employees or elected officials of School District No. 42 or the Ministry of Education.
4. Any elected representative of the Albion PAC is eligible to serve on the executive, except employees or elected officials of School District No. 42 or the Ministry of Education.

Perception of Bias – Albion PAC 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.

Election of executive

5. The call for nominations will be made at the meeting in April.
6. The executive will be elected at the meeting in May, and must be held once a year.
7. Elections will be conducted by the chair of the Nominations Committee. Any candidate standing for election shall not be permitted to be on the nominating committee.
8. If there is only one nominee for any position at the close of nominations, that Member will be considered acclaimed into the position (see point 16 below)
9. A candidate may only accept the nomination of one position, with the exception of the DPAC Representative [see below, SECTION V, 15]

Election Procedure

- 10) The Executive officers shall be elected by the voting Members of the Council.
- 11) Each voting Member of the Council shall be entitled to one vote.
- 12) Elections shall be held annually in May
- 13) Elections will be conducted by the Nominating Committee Chairperson (or their designate).
- 14) Voting shall be done by secret ballot.
- 15) The position of DPAC Representative is the only position which may be additionally held by another Executive Member, but ONLY in the absence of another willing candidate. This position requires an election process regardless, according to the School Act.
- 12) A simple majority of Members actually voting is required for elections. That is, when votes are tallied there are more votes for one candidate over another, with blanks, incorrect names or abstentions and voided ballots not contributing to the total votes cast.
- 13) A majority vote is required for election and a 50% + 1 will constitute a duly elected candidate. In the event of a tie vote, the position will be shared.
- 14) The nominating committee will count all the votes at the close of the election and confirm the count for ballots distributed.
- 15) In the event there is only one candidate for the position, the position is considered acclaimed. However, to ensure the wishes of the membership are carried out, a secret ballot vote to acclaim that candidate will ensue.
- 15) Immediately following the election results, a motion shall be made by the Chair or other, seconded by other, to destroy the ballots

SECTION VI – Executive Terms of Office

- 1) The executive will hold office for a term of one year beginning from July 1st to June 30th of each calendar year.
- 2) Any elected officer of the Council may serve on the Executive for as many years as they are elected. All efforts must be made to limit the time one person holds one position to no more than two consecutive years.
- 3) The following are grounds for termination of the office of any Executive Member:
 - a. Is convicted of a criminal or other serious offence
 - b. Failure to comply with the current Council Constitution & Bylaws
 - c. Failure to abide by the current Council Code of Conduct
- 4) For termination of an Executive Member position, see Section X - Code of Conduct
- 5) 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 Albion PAC to fill the vacancy until the next annual general meeting. .

Section VII - DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

Elections for the DPAC Representative shall be conducted annually in conjunction with the elections of the Executives and will be included on the ballot.

- 2) The DPAC Representative will be considered an Executive Officer.
- 3) An Executive candidate may also be elected for this position, but ONLY if the position is absent a nominee and may otherwise be vacant. In the event this position is also held by another Executive Member, it must be appointed to another Council Member at the first available opportunity, and a genuine effort must be made to do so.
- 4) The term of office for the DPAC Representative shall not exceed one year as per the School Act but there will be no limit on how many years it may be served consecutively.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The ~~President~~ Chair will

- (a) speak on behalf of the Albion PAC
- (b) consult with Albion PAC members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared (in consultation with the Principal)
- (e) appoint committees where authorized by the membership or executive
- (f) be the ex-officio to all committees, with the exception of the Nominations Committee.
- (g) ensure that the Albion PAC is represented in school and/or district activities, when required
- (h) ensure that Albion PAC activities are aimed at achieving the purposes set out in the constitution
- (i) be a signing officer
- (j) submit an annual report

The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership, principal (for PACs), or superintendent/school board liaison (for DPACs) before the meeting to give them an opportunity for input.

The terms "president" and "chairperson" are often used interchangeably.

The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.

3. The Vice Chair will

- a. support the Chairperson and assist the other Executives and Committees in their roles and functions.
- b. presiding over meetings can often be shared between the Chair and Vice-Chair.
- c. all the duties listed to the Chairperson above are inclusive and interchangeable as Vice Chair and may be performed at the request or in the absence of the Chairperson.

2. The Secretary will

- (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 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 Albion PAC
- (f) ensure safekeeping of all records of the Albion PAC
- (g) may be a signing officer
- (h) submit an annual report

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.

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.

3. The Treasurer will

- (a) be a signing officer
- (b) ensure all funds of the Albion PAC 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. Other possible positions

~~(A)~~

4. The DPAC Representative will

- (a) attend all meetings of SD#42 DPAC and represent, speak, and vote on behalf of the Albion PAC.
- (b) maintain current registration of the Albion PAC
- (c) report regularly to the membership and executive on all matters relating to the SD#42 DPAC
- (d) seek and give input to the SD#42 DPAC on behalf of the Albion PAC
- (e) receive, circulate, and post SD#42 DPAC newsletters, brochures, and announcements (f) receive and act on all other communications from the SD#42 DPAC
- (g) liaise with other parents and SD#42 DPAC representatives
- (h) submit an annual report

~~(B) Fundraiser Co-ordinator~~

- ~~(a) Research and/or investigate fundraising activities that may be of benefit to Albion Elementary.~~
- ~~(b) Propose such fundraising activities to the executive committee for consideration.~~

~~(c) Coordinate with the Albion Elementary Principal and manage the various fundraising activities that the executive committee has agreed to.~~

~~(d) Ensure all receipts and monies are submitted to the treasurer for accounting purposes.~~

~~(e) Prepare and present an activity report at Albion PAC meetings.~~

~~**(C) Hot Lunch Co-ordinator**~~

~~(a) Research and/or investigate hot lunch opportunities that may be of benefit to Albion Elementary.~~

~~(b) Propose hot lunch dates and ideas to the executive committee for consideration.~~

~~(c) Coordinate with the Albion Elementary Principal and manage the various hot lunch events that the executive committee has agreed to.~~

~~(d) Ensure all receipts and monies are submitted to the treasurer for accounting purposes.~~

~~(e) Prepare and present an activity report at Albion PAC meetings.~~

~~**(D) Other Positions will-5. Member at Large (1)**~~

1. (a) serve in a capacity to be determined by the Albion PAC at the time of election, and at other times as the Albion PAC requires

2. (b) submit an annual report

Section IX – Committees

1. Committees are committees of the Executive and overseen by the Executive.

2. The Chair of the Council serves as the ex-officio member to all Committees, excluding the Nominations Committee. While not obligated to attend each Committee meeting, the Chair holds the responsibility of overseeing the Committees activities.

3. Standing and ad hoc committees can be formed as necessary by the Chair in consultation with the Executive or as directed by the majority of the membership at a duly called meeting.

4. Committees are responsible to the Executive and will keep the Executive and Council informed on Committee business by means of a report at each Executive and General meeting as required.

5. Committees will be guided by the BCCPAC Leadership Manual, subsection, “The Role of Committees in PACs and DPACs.”

6. Members may be appointed annually to committees by the Chair, following consultation with the Executive.

7. Once a committee has been convened, a Committee Chair can be voted in by the Committee Members, where no person is willing to take on this role an Executive may be appointed by the Chair as the Committee Chair.

8. All research and documentation generated by a Committee remains the property of the Council and must be returned/submitted to the Executive at the conclusion of the Committees tenure, upon the Committee Chairs resignation, or at the request of the Executive.

9. Committees may include but are not limited to the following:

A. Fundraising Committee

1. Shall meeting with the Executive to discuss financial goals for the year.

2. Propose fundraising plans to the Executive for approval and then to the Membership at a general meeting.

3. Coordinate activities related to a fundraising event and coordinate volunteers

4. Make sure all accounting, reports and monies are given to Treasurer after the event.

5. Shall ensure that all approved fundraisers are communicated to the membership.

~~**(B) Fundraiser Co-ordinator**~~

~~(a) Research and/or investigate fundraising activities that may be of benefit to Albion Elementary.~~

~~(b). Propose such fundraising activities to the executive committee for consideration.~~
~~(c) Coordinate with the Albion Elementary Principal and manage the various fundraising activities that the executive committee has agreed to.~~

~~(d). Ensure all receipts and monies are submitted to the treasurer for accounting purposes.~~

~~(e). Prepare and present an activity report at Albion PAC meetings.~~

~~(C) Hot Lunch Co-ordinator~~

~~(a) Research and/or investigate hot lunch opportunities that may be of benefit to Albion Elementary.~~

~~(b). Propose hot lunch dates and ideas to the executive committee for consideration.~~

~~(c) Coordinate with the Albion Elementary Principal and manage the various hot lunch events that the executive committee has agreed to.~~

~~(d). Ensure all receipts and monies are submitted to the treasurer for accounting purposes.~~

~~(e). Prepare and present an activity report at Albion PAC meetings.~~

B. Hot Lunch Committee

1. Select and act as the liaison with the vendors.

2. Set dates for hot lunches in consultation with the Executive and Administration.

3. Create menus within the hot lunch ordering system as needed.

4. Liaise with the treasurer to organize refunds as required.

5. Coordinates and organizes volunteers to distribute hot lunch

6. Print distribution reports and labels as required.

7. Prepare deposit and report for the Treasurer.

8. Arranges the pick-up hot lunch items as required.

~~(C) Hot Lunch Co-ordinator~~

~~(a) Research and/or investigate hot lunch opportunities that may be of benefit to Albion Elementary.~~

~~(b). Propose hot lunch dates and ideas to the executive committee for consideration.~~

~~(c) Coordinate with the Albion Elementary Principal and manage the various hot lunch events that the executive committee has agreed to.~~

~~(d). Ensure all receipts and monies are submitted to the treasurer for accounting purposes.~~

~~(e). Prepare and present an activity report at Albion PAC meetings.~~

Section IX – FINANCIAL MATTERS

1) The financial year of the Council will be July 1 to June 30.

2) A draft budget should be drawn up by the Executive and then modified and approved by regular vote by the Membership at the Annual General Meeting.

3) An approved budget shall continue to be valid until a new one is approved.

4) All funds of the Council shall be deposited in a bank or financial institution registered under the Bank Act in appropriate account(s), including general and gaming, for Albion Elementary Parent Advisory Council.

5) Any cash funds held by the Council exceeding the amount of \$200 must be deposited as expeditiously as possible.

6) A cash float not exceeding \$100 may be kept on school property in a locked box accessible only by Executive Members with signing authority. The cash float may only be used to provide change at events where the exchange of cash monies is expected and change may be required.

7) The Treasurer is authorized to collect and disburse monies as directed by the Members as expressed at general and Executive meetings. Monies submitted shall be requested in the form of cheques made out to Albion Elementary Parent Advisory Council.

8) Two (2) Members of the Council (one shall be Executive) must verify and account for monies

collected from events or fundraising.

9) ALL monies raised by the Council must be deposited directly into a Council account before being disbursed so that proper records are maintained.

10) There shall be a minimum of three (3) and a maximum of four (4) signing Executive officers for banking and legal documents.

11) On a monthly basis or at each regular Council meeting, bank account summaries are to be presented to the Membership for review and/or approval.

12) All monies paid out from the Council will be as a cheque upon receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the “payee” is left blank. All issued cheques must bear the signatures of two (2) of the authorized signatories. If cheques are made out to one (1) of the signatories, two (2) other signing officers must sign it.

13) The two (2) required signatures must be written as timely together as possible, and only after the “payee” has been identified on the cheque.

14) The general Membership must approve all expenditures by the Executive or Committee Members over their approved budget. Every attempt must be made to have additional expenditures approved at a general meeting prior to the expenditure being made or committed to. Where this is not possible, the Executive may approve an expense of not more than \$100, which must then be approved at the next general meeting.

15) All events and undertakings requiring a financial element must be preceded by a proposed budget outlining expenditures and projected profits (if any). The Council must approve this budget before any expenses are incurred and before any commitments are made.

16) The Treasurer will submit written financial reports as detailed under Section VII – Treasurer, and will also complete an annual statement covering details of the accounts as they stand at the end of the school year (June 30th), which will be presented at the AGM in September.

17) All financial records are the legal property of the Council and must be kept for a minimum of five (5) years and turned over to the Executive on demand.

18) Any Council Member may make arrangements with the Treasurer to review any financial records at the school.

SECTION XI – Fundraising Policies

1) Fundraising activities will be undertaken for the purposes of providing financial support for programs, activities, events, materials or other as deemed to be providing the most benefit for the greatest number of students as decided by the Membership.

2) Fundraising activities should not become, nor be viewed as, the most significant contribution the Council makes to the school.

3) All proposed fundraising activities shall be agreed upon by a majority vote at a general Council meeting, prior to undertaking or committing to those activities.

4) Fundraising by the Council shall be undertaken in consultation with the school administration for the purposes of establishing such things as cooperation, notice, participation and avoiding conflicts with dates, times or other activities.

5) Fundraising must be sensitive to the timing of other school events, fundraising of other groups within the community (where possible), and the general impact on resources (time & money) on the school parent community.

6) Fundraising activities and products offered for sale may be undertaken only after:

a) Reviewing the costs and time involved versus the fundraising potential of the products(s)

b) Giving careful consideration to the quality and type of the products being sold

c) Proposed budgets on the activity are provided (for each individual fundraiser) outlining expenditures and projected profits. The Council must approve this budget before any expenses are incurred and before any commitments are made.

- d) Taking care to ensure that the activities minimize the use of school time and interruptions to staff and students.
 - e) Every effort is made to avoid the use of instructional time for the purposes of fundraising.
- 7) No Council Member or their family shall personally benefit financially from monies raised by the Council. However, fundraising activities may include opportunities to raise money by using a family's business, where the division of profits is identified, and voted on by the Council prior to the event being scheduled. Where possible, every effort should be made to ensure that any projected profits are at least similar or in line with any other activity with other businesses that operate with or provide similar products or services.

SECTION XII – Constitution and Bylaw Amendments

- 1) Amendments to the Constitution & Bylaws of the Council may be made at any general or special meeting of the Council with proper quorum, notification and a voting majority.
- 2) Written notice of proposed amendments must be provided to the Executive at least fourteen (14) days prior to presentation at a meeting.
- 3) Written notice of proposed amendments, including a complete copy of the proposed Constitution & Bylaws must be made available to all Members of the Council, and the Principal (or designate) at least fourteen (14) days prior to the general or special meeting at which the question will be put to a vote.
- 4) A two-thirds (2/3) majority vote, by eligible voting Members, present at a general or special meeting, is required to amend the Constitution & Bylaws. Any abstentions shall not be included in the count.
- 5) Any amendment changes which violate or conflict, either directly or indirectly, with the Canadian Charter of Rights and Freedoms, Criminal Code, School Act, Federal or Provincial Law or other such current Legislation shall not be permitted regardless of the will of the Council.

SECTION XIII – Dissolution

- 1) Only in the event of a permanent school closure by the School Board of District 42, and in the absence of any relocation language or understanding, shall the Council shall be dissolved.
- 2) In the event of the dissolution of the Council:
 - a. the Council shall pay all outstanding debts and any costs relating to the dissolution.
 - b. The Council shall then transfer any remaining funds and assets to another Parent Advisory Council or DPAC within School District 42. This shall be determined by the Membership at the final general meeting of the Council.
 - c. All documents and records of the Council shall be provided to and placed under the jurisdiction of the SD42 District Parent Advisory Council.
- 3) While vacancies within the Executive may hamper the Council's ability to conduct business, vacancies within the Executive shall NOT constitute nor contribute to a dissolution of the Council.

SECTION XIV ~~XIII~~ – Code of Conduct

- 1) The Council is not a forum for the discussion of individual school staff, students, parents or other individuals of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all Members.
- 2) A parent who accepts a position as a Council Executive Member, DPAC Representative or any parent who participates in discussions and activities related or associated with the Council shall:

- a) Uphold the Constitution and Bylaws, policies and procedures of the Council
 - b) Perform their duties with honesty and integrity
 - c) Work to ensure the well-being of all students is the primary focus of all decisions
 - d) Respect the rights of all individuals
 - e) Take direction from the Membership, ensuring representation processes are in place
 - f) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward
 - 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) Understand that being approached with a concern relating to any individual matter, is then considered to be in a privileged position, and must treat any such discussion with discretion, protecting the confidentiality of the parties involved.
 - j) Support Public Education
 - k) Support and encourage socially responsible conduct among the general Membership and strive to conduct themselves in a socially responsible manner
- 3) All Members must refrain from discussing, influencing and voting upon any matter before the Council in which they or their families have a pecuniary (financial) interest and may therefore be a conflict of interest. A concern raised by any Member regarding a conflict of interest or a perceived bias of another Member shall be referred to the Executive for a ruling should the Member in question not voluntarily abstain.
- 4) Breaching the Code of Conduct or failing in the duties as described in Council sanctioned events and discussions for that Member. In the case of an Executive Member, this would be done as a motion to rescind their election and it may be carried out by:
- a. A majority two-thirds (2/3) vote of the Council Membership attending a regular or special meeting (excluding the Member in question)
 - b. The Member in question shall receive seven (7) days written notice of the motion prior to the vote of the motion to rescind their election.