

# **Albion Elementary Parent Advisory Council**

## **Constitution and Bylaws**

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## Definitions

- a) **“BCCPAC”** refers to the British Columbia Confederation of Parent Advisory Councils.
- b) **“Board of Education”** refers to the elected Maple Ridge – Pitt Meadows School District Board of Education.
- c) **“DPAC”** refers to the School District No. 42 Maple Ridge – Pitt Meadows District Parent Advisory Council as is recognized by the Board of Trustees of School District No. 42, established under the School Act, to be the umbrella group of Parent Advisory Councils.
- d) **“District”** refers to School District No. 42 Maple Ridge - Pitt Meadows.
- e) **“DPAC Representative”** refers to the duly elected or appointed representative of the School PAC to DPAC in School District No. 42 Maple Ridge - Pitt Meadows, as defined in the School Act.
- f) **“Executive”** refers to the Elected or Appointed Officers of the Albion Elementary PAC.
- g) **“Guest”** refers to any presenter, group or person which demonstrates an interest in education and the educational operations within the School District No. 42 and is not already included in the scope of these Bylaws and Constitution.
- h) **“Member”** or **“Membership”** refers to the parents and guardians of Albion Elementary as defined in the School Act.
- i) **“PAC”, “Parent Advisory Council”** or **“Council”** refers to the Parents organized according to the School Act and operating as a Parent Advisory Council in the name of Albion Elementary.
- j) **“Parent”** refers to a parent or guardian of a child[ren] registered in School District No. 42 Maple Ridge – Pitt Meadows, as defined in the School Act with a child registered at Albion Elementary.
- k) **Principal or Vice Principal** refers to the Principal or Vice Principal of Albion Elementary School
- l) **“School”** refers to any facility or program that falls within School District No. 42 – Maple Ridge - Pitt Meadows, as defined in the School Act and for the purpose if these bylaws and Constitution will refer to Albion Elementary unless otherwise stated.
- m) **“School Trustee”** refers to a Maple Ridge – Pitt Meadows School District Board of Education elected official.
- n) **School Year** refers to the calendar year from September 1 to June 30<sup>th</sup> of each year, or the school year as defined, expressed and approved by the District 42 School Board.

# **Constitution**

## **ARTICLE I – NAME**

The name of this Council is Albion Elementary Parent Advisory Council also known within School District No. 42 as the Albion PAC, and hereafter referred to as the PAC or the Council.

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 creed, race, religion, gender, politics, socio-economic status, gender identity, sexual orientation, and physical or mental ability.

## **ARTICLE II – PURPOSES**

The purposes of the Council will be:

1. To promote and enhance the education and welfare of students in the school.
2. To encourage meaningful parent involvement in the school, and to support programs that promote meaningful parent involvement.
3. To promote the interests of public education and, in particular, the interests of Albion Elementary.
4. To promote, support, and advance leadership in the school community.
5. To contribute to a sense of community within the school and between the school, home and neighbourhood.
6. To promote and maintain a positive, inclusive and respectful environment for parents, students and staff.
7. To organize and support activities, in cooperation with the principal, for students and parents.
8. To advise the school board, principal and staff on any matter relating to the school, other than matters deemed outside of the purview of the PAC.
9. To provide parent education and professional development, and a forum for discussion of educational issues.
10. To assist parents in obtaining information and communicating with the principal and staff about their child's/children's progress or other concerns.
11. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
12. To advise and participate in the activities of Albion Elementary School Parent Advisory Council, School District No. 42 District Parent Advisory Council (DPAC) and the BC Confederation of Parents Advisory Councils (BCCPAC).
13. To provide financial support for the goals of the Council, as determined by the membership.

### **ARTICLE III -- OBJECTIVES**

The Objective of the Council are to:

1. Take direction from the members, ensuring that the majority voice is always honored, supported and clearly represented on behalf of the council regardless of personal opinions.
2. Adhere to the council's majority opinion when advising and/or providing recommendations to Administration, DPAC, BCCPAC or the Board of Education on any issue affecting Albion Elementary.
3. May advise the Board of Education on any matter relating to the education of students enrolled at Albion Elementary.
4. Provide leadership in initiating, encouraging, maintaining, developing and understanding the rights and responsibilities of the Parents of Albion Elementary.
5. Help parents become more familiar with the facilities, services, policies and procedures of the district.
6. Promote a spirit of cooperation and provide a link between PAC, Parents, Students, Staff, Educators, Administrators, Board of Education and Community Organizations with an interest in education and a healthy, safe and supportive environment for all.
7. Enhance and maintain an advisory role on behalf of the Parents of Albion Elementary.
8. Advocating for individuals in ways that will bring positive outcomes for the parents and students at Albion Elementary.

# **Bylaws**

## **Section I – MEMBERSHIP**

1. All parents and guardians, as defined under section 7 of the School Act, with students enrolled in Albion Elementary School are voting members of the Council.
2. Roles and Responsibilities
  - a. Attend as many meetings as possible and actively contribute to discussion.
  - b. Become knowledgeable about programs and services at Albion Elementary.
  - c. Promote positive attitudes regarding Albion Elementary when representing the Council.
  - d. Support the Council's purpose and objectives.
  - e. Comply with the bylaws and the code of conduct of the council.

## **Section II - GUESTS**

1. Guests may include:
  - a. Administration
  - b. Staff (teaching & non-teaching)
  - c. District staff
  - d. Community organizations
  - e. Community members who are not parents of Albion Elementary
  - f. DPAC
  - g. BCCPAC
2. At no time will the Council have more non-voting than voting members.

## **Section III –MEETINGS**

1. General meetings shall be held approximately once per month during the school year but there will be no less than five meetings during the school year.
2. A meeting schedule will be determined at the time of the AGM, or at the beginning of the school year. If an advance schedule is not possible, notice of the next general Council meeting will be provided at the end of each general meeting.
3. Failure to receive a notice by a parent does not invalidate proceedings at the meetings.
4. Each Member of the Council may attend general or special meeting of the Council, as well as the Annual General Meeting.
5. After accepting input from the membership, the executive and staff, where applicable and deemed appropriate by the executive, the Chair will prepare and distribute an agenda for a duly called General or Special meeting, a minimum of two (2) days prior to the meeting.
6. Meeting quorum is established as a minimum of 4 voting members.
7. Meetings will be conducted efficiently and with fairness to the membership present.

8. While attending meetings, Members and Guests are expected to adhere to the PAC Code of Conduct, or at the discretion of the Chair, they may be asked to leave.
9. Meetings shall not be a forum for the discussion of individual school personnel, students, parents, or other individuals of the school community.
10. There shall be an Annual General Meeting for the purpose of the election of the Executive held in May or June of each year.
11. Special Meetings may be call throughout the year.
  - a. 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 only one or two items of urgent business.
  - b. Maximum possible notice of the meeting date and the agenda item(s) shall be provided to the membership.
12. Executive meetings shall be regularly held in advance of all general meetings to carry out business and provide input for general meeting agendas.
  - a. Quorum at Executive Meetings shall be 75% of the present Executive Council.
13. If at any time during any meeting a quorum ceases to be present, business then in progress that requires a vote must be suspended until there is a quorum present or until the meeting is adjourned or terminated. All business not addressed will be tabled until the next meeting.
14. At each meeting, attendance will be recorded.
  - a. 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.
  - b. The attendance sheet shall be preserved by the Secretary and be considered the final authority should any dispute on attendance arise.
15. The chair person, or in their absence another executive member, shall act as the chair at all council meetings.
16. The Secretary, or another member of the Executive Council, may keep a speakers list for discussion, and will advise the Chairperson on the order. Any members or guests wishing to speak must raise their hand. Only urgent matters shall interrupt a speaker, including a call to order.
17. All policy and spending decisions, other than operational needs, shall be made at meetings by vote where all Council Members can participate.
18. The intent of the rules set out in Roberts Rules of Order shall govern all procedural matters at these meetings not addressed in these Bylaws.
19. Minutes of the meeting shall be prepared by the Secretary, or another executive member, for the Council.
20. All executives are to review minutes within seven (7) days of a Council meeting . The Secretary will email the draft minutes to the Principal. Draft minutes will then be shared with members of the Council as soon as possible, but no later than fourteen (14) days after the meeting.
21. In the event of a discrepancy in the draft minutes, any amendments may be moved at the next meeting of the Council. A vote, by show of hands, will then take place for approval of the minutes. If amendments were made, these will be made available to members of the council.

## **Section IV – VOTING**

1. Every parent, as defined by the School Act, shall be entitled to vote at all general and special meetings, as well as at the Annual General Meeting.
2. At the discretion of the meeting Chairperson, or at the request of any voting Member, non-voting 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.
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) with abstentions not counting towards the total number of votes cast.
4. In the case of a tie vote, the motion is defeated and cannot be revisited until the new school year.
5. Voting on all matters must be given personally at the time the motion is presented. 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. After a vote by secret ballot, a motion will be made to destroy the ballots prior to adjournment.
8. Voting Members, including Executive Officers, who directly benefit from a motion, must abstain from that vote.

## **Section V – ELECTION OF EXECUTIVE OFFICERS**

1. The Executive shall be elected by the membership at the AGM in May or June of each year.
2. Any parent of Albion Elementary is eligible to be nominated or self-nominate for a position on the Executive.
3. A call for nominations will be made at a meeting, at least one (1) month prior to the AGM.
4. A nominating committee consisting of at least two (2) Council Member not running for election, or who are not a current Executive Member, shall be appointed by the Membership at the meeting prior to the AGM. In the event at least two (2) Council Members are not appointed, the committee may be comprised of the Principal and any non-voting staff, or DPAC executive members.
5. Nominations will be emailed to the Nominating Committee. The Nominating Committee will confirm with the nominee that they wish to accept the nomination. Those who accept the nomination, will be named one week prior to the election by the Nominating Committee.
6. At the AGM, members may also be nominated, or self nominated, from the floor.
7. If there is only one nominee for any position at the close of nominations, that Member will be considered acclaimed into the position, and the acclamation rules (Section V-14) will be followed.

8. A candidate may accept the nomination of multiple positions for election purposes but may only be elected to one position unless otherwise stated.
9. Voting shall be done by secret ballot, as per the School Act.
10. 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.
11. A simple majority of Members 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.
12. 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 vote will be reconsidered and further votes will occur until a majority vote occurs.
13. The nominating committee will count all the votes at the close of the election and confirm the count for ballots distributed.
14. In the event there is only one candidate for a position, the position is considered acclaimed. However, to ensure the wishes of the Members are carried out, a secret ballot vote to acclaim that candidate will ensue.
15. If voting is conducted virtually, polls must be anonymous.
16. Immediately following the election results, a motion shall be made to destroy the ballots.

## **Section VI - TERM OF OFFICE**

1. The term of office shall commence on July 1st of each year and end on June 30th of the following year.
2. An elected Member of Council has the opportunity to serve on the Executive for the duration of their elected term, but they may not hold the same position for more than two (2) consecutive years. In the event that no alternative nominees are put forward, the current nominee is eligible to stand for re-election to that position.
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
  - d. Failure to complete duties as outlined in Section VIII
4. For termination of an Executive Member position, see Section XIV

## **Section VII – EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by an Executive of Elected Officers.
2. The Executive shall consist of the following elected Officers.
  - a. Chair
  - b. Vice-Chair
  - c. Treasurer
  - d. Secretary
  - e. DPAC Representative
  - f. Member at Large



## **Section VIII - DUTIES OF EXECUTIVE AND REPRESENTATIVES**

Each Executive Officer is required to carry out the duties of their roles to the best of their ability.

- 1) Executive Officers must abide by, set an example of, and encourage the Codes of Conduct.
- 2) Executive Officers must understand, abide by and enforce the Constitution & Bylaws.
- 3) Must make every effort to attend and participate in all executive, regular and special Council meetings and the annual general meeting, as well as participate in Council activities and functions.
- 4) Must make every effort to promote and be transparent in all Council matters, except where confidentiality is required.
- 5) Must understand that an Executive Council Member's role is to act as a Steward of the Council, and except where noted, will ensure that the same rights and privileges are extended to every Member of the Council.

### **A. Chair**

Role: The Chairperson is the official spokesperson of the council. The Chairperson makes a sincere effort to understand conditions in the school community and promotes a spirit of cooperation and collaboration among the Executive, Committees, general Membership, and school administration.

1. Provide leadership to the Council.
2. Ensure the Council is making informed decisions by promoting open and constructive discussions on all relevant items.
3. Manages any conflict within the Executive, the Council, or with the School, and reaches out for support from the SD42 DPAC when required.
4. Convene and preside at all General, Special, and Executive meetings, as well as the AGM.
5. Ensure that an agenda is prepared, distributed, and presented.
6. Consult with the Albion PAC Members on all non-operational decisions.
7. Ensure that policies, procedures, and bylaws are followed at all times.
8. Provide a report at each meeting outlining work done and issues considered since the last meeting.
9. Appoint committees where authorized to do so by the Membership.
10. Is the ex-officio member to all committees, except the Nominations Committee.
11. Take action and ensures that all actions taken by others in in alignment with the Council's purposes and objectives.
12. Shall hold the admin status for all social media, PAC email accounts, and the Google Drive.
13. Maintain PAC communication channels, including but not limited to: the general PAC email account, PAC social media, and regular communication with school administrators.
14. Shall act as the primary contact for Albion Elementary Administrators and/or Staff.
15. Ensure that the Albion PAC is represented in school and/or district activities when required

16. Ensure that the Albion PAC activities are aimed at achieving the purposes set out in the constitution.
17. Ensure that BCCPAC membership is applied for annually.
18. Will be a signing Officer.
19. Provide an annual report.

## **B. Vice-Chair**

Role: The primary role of the Vice Chairperson is to support the Chairperson and assist the other Executives and Committees in their roles and functions.

1. Assume the duties of the Chair in their absence or upon request.
2. Accept extra duties as required.
3. May be a signing officer.
4. May provide an annual report.

## **C. Secretary**

Role: The Secretary is responsible for ensuring, documenting, recording and promoting effective communication between all Council Members, Executives, Committees and the school administration.

1. Record and prepare Minutes and manage the official meeting records of the Council, with the exception of Committee meetings.
2. Distribute draft minutes to Council members in accordance to Section III.20
3. Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request.
4. Prepare and maintain other documentation as requested by the membership or executive.
5. Ensure safekeeping of all records of the Council.
6. Prepares a sign in sheet and/or takes attendance at each meeting
7. May be a signing officer.
8. May submit an annual report.

## **D. Treasure**

Role: The Treasurer is responsible for ensuring the safe keeping of all financial records, as well as ensuring that the records are documented correctly.

1. Maintain accurate records of all financial matters of the Council.
2. Ensure all funds of that Albion PAC are properly accounted for.
3. Will be a signing Officer
4. Receive and deposits funds collected on behalf of the Council in an account at a recognized financial institution (that has been approved by the Executive) in a timely manner.
5. Disperse funds as authorized by the Executive and approved by the Membership.
6. In collaboration with the Executive, draft an annual budget for approval at the AGM.
7. All financial records will be kept for seven (7) years.

8. Shall create and update policies and procedures for safe keeping of cash, bank accounts, and assets in an effort to protect the PAC and its Members and prevent fraud.
9. Make financial records available to Members upon request.
10. Provide a financial report for review at all Executive Meetings before it is presented at the General Meeting.
11. Provides a financial report at all General Meetings and the Annual General Meeting.
12. Ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence.
13. Shall, in consultation with the Chair, apply for the annual BC Gaming Grant and maintain funds in accordance with their rules.
14. Shall, in consultation with the Chair, ensure all required reporting is submitted for the BC Gaming Grant and Gaming Funds in compliance with their policies
15. Will apply for and be the primary responsible person listed on all BC Gaming License applications, and will submit BC Gaming reports from BC Gaming Licenses in compliance with their policies.
16. Prepare and present written statements for monthly updates and a year-end report.

#### **E. DPAC Representative**

Role: The DPAC Representative attends the monthly DPAC meetings representing the Council, and acts as a liaison between the SD42DPAC and the Albion Elementary PAC. The representative is able to speak and votes on behalf of the Albion PAC at DPAC regular meetings and the DPAC Executive Electives.

1. The DPAC Representative, with the approval of the Executive, may designate another Council Member to attend any SD42DPAC meeting on their behalf.
2. Provides reports and information from SD42DPAC to the Albion PAC Executive Council.
3. Provides reports to membership at all scheduled Albion Elementary PAC meetings.
4. Shall receive and circulate information from SD42 DPAC.
5. Brings concerns from the Albion Elementary PAC to the attention of DPAC through attending meetings and written communication.
6. May submit an annual report.

#### **F. Member-at-Large (1)**

Role: To support the Albion Elementary PAC by taking on duties assigned by the Executive Officers.

1. Shall accept duties as determined by the Council at the time of election, and at other times throughout their term as the Council requires.

## **Section IX – COMMITTEES**

1. Committees are committees of the Executive and overseen by the Executive.
2. 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.
3. 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 Committee's activities. The Council Chair may designate another Executive Member to oversee a Committee. It is this person who is responsible for communication with the other Executives and the school Principal.
4. Committees are responsible to the Executive and will keep the Executive informed of Committee business by means of a report prior to Executive and/or General meetings as required.
5. Committees will keep Council informed on Committee business by means of a report at each General meeting as required.
6. Committees will be guided by the BCCPAC Leadership Manual, subsection, "The Role of Committees in PACs and DPACs."
7. Members may be appointed annually to committees by the Chair, following consultation with the Executive.
8. 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.
9. 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.
10. Committees must abide by the Constitution & Bylaws.
11. Committees must keep written records of all decisions and activities.
12. Any substantive work or projects plans must be brought forward to the Executive and approved prior to any actions taking place
13. No money must be spent by the Committee unless it has been approved by the Membership.
14. Committees may include but are not limited to the following:

### **A. Nominations Committee**

1. A Nominations Committee will be appointed annually before the AGM.
2. Nominations Committee will be comprised of a minimum of two (2) members agreed upon by the membership that do not intend to run for the next term of office.
3. Where no members are willing to take on the responsibility of the Nomination Committee DPAC, School Administrators or non-voting staff may be asked to operate as the Nominations Committee.
4. Will be responsible for collecting nominations and the willingness of the nominees to stand for the positions.

**B. 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 according to the volunteer policies and procedures.
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.

**C. 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, following the volunteer policy and procedures.
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.

**D. Fun Friday Committee**

1. Works within the approved budget to purchase items to sell.
2. Coordinates and organizes volunteers as required, as per the volunteer policies and procedures.
3. Liaises with the Treasurer to organize funds as required.
4. Provides receipts and reports to the Treasurer.
5. No product will be sold without approval from the PAC Executive and school principal.

**E. Community Building Committee**

1. Propose community building events to the Executive for approval, and then to the Membership for approval. The proposal must include a budget.
2. The school principal must approve all events.
3. Coordinate activities relating the community building events and coordinate volunteers as per volunteer policies and procedures.
4. Liaises with the Treasurer to organize funds as required.
5. Provides receipts and reports to the Treasurer.
6. Ensure that information regarding the event/activity is communicated to the Membership.

## **Section X – FINANCES**

1. The financial year of the Council will be July 1st to June 30th.
2. The Council will maintain a minimum of two (2) bank accounts, including:
  - a. One (1) account to be held for gaming funds.
  - b. One (1) account to be held for general funds.
  - c. All funds of the PAC shall be kept in an account at a recognized financial institution registered under the Bank Act, and approved by the Executive.
3. There shall be a minimum of three (3) signing officers at all times for all bank and legal documents, additional signing officers may be added from the Executive as required.
  - a. At least two (2) authorized signatures shall be required for all cheques and e-transfers.
  - b. E-transfers may be considered only if they can be sent with dual signature function, and may be received by the PAC provided that a detailed record of all funds received are reconciled monthly.
  - c. Signing officers must never sign a cheque where they are the “payee” or the “payee” is left blank.
  - d. Related Executives shall not be signing authorities at the same time.
  - e. The Executives do not have any borrowing power and shall not take out any loans on behalf of the PAC.
4. A budget for the upcoming school year will be prepared by the Treasurer, in consultation with the Executive and presented at the AGM for approval by the membership.
5. The Executive may spend money as approved in the budget and as approved by the Membership at general and special meetings.
6. The PAC will endeavor to spend gaming grant monies and funds raised within the same school year unless a large expenditure project has been approved by the membership.
7. At each general Council meeting, bank account summaries are to be presented to the Membership
8. All monies paid out from the Council will be as a cheque, only upon receipt of a detailed invoice or receipt.
9. Any cash funds held by the Council will be kept on school property in a locked box accessible only by Executive Members with signing authority. Cash funds exceeding the amount of \$250 must be deposited as expeditiously as possible.
10. A cash float not exceeding \$250 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.

11. 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 PAC.
12. Two (2) Members of the Council (at least one must be an Executive Officer) must verify and account for monies collected from events or fundraising. No monies shall be counted or exchanged without an Executive Officer present.
13. All monies raised by the Council must be deposited directly into a Council account before being disbursed so that proper records are maintained.
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 \$200, which must then be disclosed at the next meeting of the Council.
15. The PAC shall end the school year with a minimum of \$5,000 in the general bank account to be carried over for the next school year.
16. 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.
17. All financial records (including receipts are the legal property of the Council and must be kept for a minimum of seven (7) 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.
19. The council will operate as a non-profit organization with no personal financial benefit or remuneration to any member.

## **Section XI – FUNDRAISING**

- 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 product(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.
- 8) When hiring a vendor for a fundraising event, school employees can be hired on a case by case basis. The following conditions need to be met when a school employee is a vendor.
  - a. Division of profits/vendor fees must be identified and voted on by the Council prior to the vendor being hired.
  - b. If conflict or disagreement arise between the school employee vendor and the Council, the Principal and/or DPAC will be informed and will mediate the dispute. This is meant to mitigate the potential for a power relationship to develop and eliminate the risk of professional boundaries being crossed.

## **Section XII – CONSTITUTION AND BYLAW AMENDMENTS**

1. At least once a year, the Executive must review the Constitution & Bylaws to ensure compliance and that the current language is meaningful and reflects the current school community climate, and is in keeping with the School Act or other legislation.
2. When amendments are required, a Constitution and Bylaws Committee should be formed.
3. Amendments to the Constitution and Bylaws may be made providing:
  - a. Changes are presented and are voted on at a general or special meeting, or at the AGM.
  - b. Proposed amendments are reviewed by the Executive prior to the written notice to members.
  - c. Members are provided notice that includes the Proposed Amendments to the PAC Constitution and Bylaws a minimum of fourteen (14) days prior to the meeting date that the amendments will be voted on.
  - d. A 2/3 majority vote of voting members present will be required to amend the constitution and bylaws.



4. Where the proposed amendments exceed one page, they need not be given to every member at the meeting, but must be posted in a conspicuous place in the school or sent out on portal to ensure they are accessible to all members.
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 – CODE OF CONDUCT**

1. Council meetings are not the forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all Members.
3. An eligible individual who accepts a position as an Executive Officer, Committee Member or Representative shall:
  - a. Uphold the Constitution and Bylaws, policies and procedures of the PAC.
  - b. Perform their duties with honesty and integrity.
  - c. Work in alignment with the Purpose and Objectives of the PAC.
  - d. Respect the rights of all individuals.
  - e. Work to ensure that the well-being of students is the primary focus of all decisions.
  - f. Take direction from the Members, ensuring that representation processes are in place, and will with all best efforts engage all membership when needed.
  - g. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
  - h. Works to ensure that issues are resolved through due process.
  - i. Strives to be informed and only passes on information that is reliable and correct.
  - j. Understands 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.
  - k. Not to use their position for personal gain, influence or to advance personal agendas.
  - l. Support and encourage socially responsible conduct among the general Membership and strive to conduct themselves in a socially responsible manner
  - m. Present themselves in an acceptable, cooperative, and responsible manner during any activity related to the Albion Elementary PAC.
  - n. Expected to attend meetings regularly and actively contribute to discussions; if unable to attend, they should inform the Chair in advance.

- o. Refrains from discussing, influencing and voting upon any matter before the Council in which they or their family would benefit financially. A concern raised by any Member regarding a conflict of interest or a perceived bias of other member(s) can be referred to a Conflict and Bias Committee, if the Executive deems such a committee necessary, for a ruling should the Member in question not voluntarily step aside.
- p. Upholds an overarching responsibility to maintain the confidentiality of not only explicit discussions and formal decisions but also informal exchanges, and any privileged information encountered during interactions as an Executive Officer.
- q. Exercise responsible and respectful online behaviour.
- r. Upholds privy and confidentiality consistent with an Executive position.
- s. Comply with all applicable federal, provincial and municipal laws.
- t. Supports public education.
- u. Carries out their duties without personal opinion or biases.
- v. 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.

#### **Section XIV – REMOVAL OF AN EXECUTIVE OFFICER**

1. An Executive may be removed from office due to death or incapacitation by special resolution at a duly called general or special meeting of the Council.
2. Breaching the **Code of Conduct** or failing in the duties as described may be cause for removal of an Executive Officer. This would be done as a motion to rescind their election, and it will be carried out by:
  - a. The Executive in question shall receive fourteen (14) days written notice of the motion prior to the resolution being presented to the Membership.
  - b. A two-thirds (2/3) majority vote of the Council Membership attending a regular or special meeting (excluding the Member in question) is required to remove an Executive Officer.
3. An Executive will be removed from Office immediately if they have been convicted of a criminal offense or issued a Section 177 under the School Act.

#### **Section XV – PROPERTY AND DOCUMENTS**

1. All documents, records, minutes, correspondence, or other tangible or virtual materials maintained by a member, executive member, representative, or committee member in connection with the Council shall be deemed the property of the Council. Upon the cessation of their task(s) or at the request of the Executive these materials must be surrendered to the Chair.

2. Document management protocols and best practices will be upheld throughout the year.
3. Upon leaving office, irrespective of the reason, individuals must take necessary steps to transfer relevant documents and information to their successors, facilitating a seamless transition. They should also make themselves available to provide assistance or information upon request.
4. Any newly elected Executive Council must ensure that signing authority requirements are fulfilled and in place by July 31st of each year.
5. By no later than July 31st of each year, outgoing Executives must ensure:
  - a. The discharge of all documents, whether physical or digital, pertaining to the Council's business to the new Executive members.
  - b. Providing the Chair with access to change or reset passwords for all Council social media, email, or other communication methods, which shall then be provided to each new Executive Member.
  - c. Transferring any "admin" or administration designations or privileges allowing for full control of social media or other services used by the Council in conducting its business to the new Executive.

## **Section XVI -OATH OF UNDERSTANDING**

A parent who accepts a position as an Executive member, committee member, or Representative of the Council is required to uphold the Constitution and Bylaws, policies, and procedures of the electing body.

The following Statement of Understanding is required to be signed each year at the AGM by each elected Executive Officer. Members appointed to a Committee or asked to be a Representative of the Council, are also required to sign this form prior to commencement of their duties.

The signed Statements of Understanding will be stored with other PAC documentation and records for the year.

## **Albion Elementary PAC Statement of Understanding**

I, the undersigned, in accepting the position of

\_\_\_\_\_

on the Albion Elementary Parent Advisory Council have read, understood, and agree to abide by this Constitution and Bylaws. 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: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_