

LORD SELKIRK
ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL CONSTITUTION

Updated and approved at the October 17, 2017 PAC AGM

TABLE OF CONTENTS:

Section 1 - General

- 1.1 Interpretations
- 1.2 Name
- 1.3 Whereas
- 1.4 Definition
- 1.5 Purposes

Section 2 - Membership

- 2.1 Members
- 2.2 Voting and Non-Voting Members
- 2.3 Termination of Membership

Section 3 - Meetings

- 3.1 Annual General Meeting (AGM)
- 3.2 Regular PAC Meetings
- 3.3 Executive Committee Meetings
- 3.4 Meeting Guidelines

Section 4 - Quorum and Voting

- 4.1 Quorum
- 4.2 Voting

Section 5 - Governance and PAC Executive Committee

- 5.1 PAC Executive Committee
- 5.2 Duties and Powers of the Executive Committee

Section 6 - Financial Matters

- 6.1 General Financial Guidelines
- 6.2 Discretionary Spending by PAC Executive Committee

Section 7 - Documents and Records

- 7.1 Maintenance, Inspection and Transfer of Records
- 7.2 Property in Documents
- 7.3 Address of Service

Section 8 - Dissolution

SECTION 1 - GENERAL

1.1 Interpretations:

In this Constitution,

“Administration” means the Principal, Vice-Principal or an official acting on behalf of the Vancouver School Board.

“Annual Budget” means the budget for a fiscal year as adopted or amended by the members.

“AGM” means an annual general meeting at which all members have the right to attend, annual reports are communicated, the budget for the upcoming year is approved and elections to the executive committee are held.

“Chair” means the person who presides over a meeting, committee or board.

“Co-Chairs” means the individuals who equally share in the duties and powers of the chair.

“Committee” means a person or group of persons appointed or approved by the executive committee to perform a service, function or specific task.

“Executive Committee” means a group of persons elected to perform the management functions of the PAC.

“Member” means a person who is part of the PAC, who becomes and remains a member in accordance with this Constitution.

“Officer” means an elected or appointed member of the executive committee.

“PAC” means the parent advisory council organized according to the School Act and operating as a parent advisory council in Lord Selkirk Elementary School.

“Parent” means, in respect of a child or children enrolled at Lord Selkirk Elementary School, the parent(s) or other person(s) who have guardianship or who usually have the care and control of the student or child.

“Regular PAC Meeting” means a general meeting at which the executive committee provides an update on activities and where all members have the right to attend and to express or raise their opinions, views or concerns.

“Selkirk Adult” means, in respect to a child or children enrolled at Lord Selkirk Elementary School, any parent, guardian, caregiver, family member or other self-identifying individual that cares for that child or children.

“Special Meeting” means a meeting that is called for the sole purpose of bringing forward a specific motion or discussion and voting on that specific motion.

“Staff” means the administrators, teachers, support staff, and other individuals employed by the Vancouver School Board and ordinarily working at Lord Selkirk Elementary School.

“Term” means the period of time between each election held to elect the executive committee.

1.2 Name:

Lord Selkirk Elementary School Parent Advisory Council

1.3 Whereas:

Section 8 of the British Columbia School Act gives parents of school age children attending a school in any district in British Columbia, the right to establish and belong to a Parents' Advisory Council ("PAC") for that school.

Pursuant to Section 8, the PAC, through its elected officers, may advise the board and the principal and staff of the school respecting any matter relating to the school.

1.4 Definition

The Lord Selkirk Elementary School PAC is a group of Selkirk adults whose children attend Lord Selkirk Elementary School.

1.5 Purposes

The purposes of the Lord Selkirk Elementary School PAC are,

- to provide a forum where Selkirk Adults may safely express their opinions and reactions to education and other matters related to the education of the students at Lord Selkirk Elementary;
- to provide opportunities for Selkirk Adults to actively contribute and participate in ways that enhance the school and complement each child's school experience;
- to advise the school principal and staff regarding parental views about Selkirk programs, policies and activities;
- to assist in carrying out the school's mission statement, philosophy and goals as set by the administration;
- to communicate with Selkirk Adults, and to promote cooperation between the home and school as it relates to the education of the children;
- to encourage parental involvement and to support programs that promote parental involvement;
- to contribute a sense of community within the school and between the school, home and neighbourhood;
- to determine and implement fundraising activities or programs to financially assist, on a charitable basis, with projects that benefit the school and the members of the PAC as a whole; and,
- to assist Selkirk adults in accessing the school system and to advocate on behalf of the Selkirk adults and students.

SECTION 2 - MEMBERSHIP

2.1 Members

All Selkirk adults of children enrolled at Lord Selkirk Elementary School are members of the PAC and entitled to attend meetings. The principal will be an ex-officio member and a teacher representative

may be appointed and may also attend the meetings to provide information, answer questions and discuss school matters and parental concerns.

2.2 Voting and Non-Voting Members

Parents of children enrolled at Lord Selkirk Elementary School are voting members of the PAC. Selkirk adults who are not parents, as defined in this Constitution, are non-voting members. The principal, teacher representative and student representative are non-voting members.

2.3 Termination of Membership

Membership to the PAC ceases when the Selkirk adult no longer has a child enrolled at Lord Selkirk Elementary School. Staff membership ceases when the staff are no longer staff members of Lord Selkirk Elementary School. No member may be expelled from the PAC.

SECTION 3 - MEETINGS

3.1 Annual General Meeting (AGM)

- a) One AGM shall be held each year within the first 45 days of school starting at Lord Selkirk Elementary. The specific date and time will be set by the PAC Executive Committee.
- b) The AGM shall consist of the Chair's report, the Treasurer's report, the Principal's report (if available), a proposed budget and an election of the Executive Committee.

3.2 Regular PAC Meetings

The PAC shall strive to have no less than four regular meetings held throughout the course of the school year at Lord Selkirk Elementary, on dates and times to be set by the Executive Committee, in order to conduct current business.

3.3 Executive Committee Meetings

The Executive will carry out the business of the organization and only a minimum of business will be represented to the general membership in order that Regular PAC Meetings may be devoted to programs related to the purpose and objectives of the PAC, rather than to the administrative business of the organization.

3.4 Meeting Guidelines

- a) PAC meetings (AGM, regular and special) shall be open to all Selkirk adults.
- b) The PAC Executive Committee shall draft a schedule of meeting dates and times for the coming year and submit the draft at the first PAC Executive Committee meeting before the AGM.
- c) Reasonable notice of any AGM, regular PAC or special meeting shall be published on the PAC website, the VSB Selkirk Elementary School website, included in the school's newsletter and the school events calendar, as well as posted on the Selkirk PAC Bulletin Board.
- d) Meeting formats will strive to follow the [Robert's Rules of Order](#) model at every opportunity, unless they are in conflict with the guidelines of this Constitution.

- e) Meetings will be conducted efficiently and with fairness to the members present.
- f) Meeting attendees are expected to conduct themselves in a respectful manner, keeping in line with the [Lord Selkirk Elementary Code of Conduct](#).
- g) Attendance shall be taken at meetings and kept on record.

SECTION 4 - QUORUM AND VOTING

4.1 Quorum (when a vote is required)

- a) PAC General Meetings (regular, special or AGM): A quorum shall be ten (10) voting members. If quorum is not met within 30 minutes of the meeting's scheduled start time, the vote will be brought forth to the next meeting. Agenda items not requiring votes (i.e. reports and updates) may proceed without quorum.
- b) Executive Meetings and Resolutions: A quorum shall be the majority (50% + 1) of the current Executive Committee.

4.2 Voting

- a) Election of the Executive Committee shall be by a simple majority vote of the members present at the AGM.
- b) Motions arising at any meeting shall be decided upon by a simple majority vote of the members present.
- c) Special resolutions shall be decided upon by a $\frac{2}{3}$ majority vote of the members present.
- d) Amendments to the PAC Constitution shall be decided upon by a $\frac{2}{3}$ majority vote of the members present.
- e) Decisions and resolutions passed at Executive Meetings shall be decided upon by a majority vote of the Executive Committee.
- f) Unless otherwise decided, voting shall be by a show of hands or, where requested by two voting members present, by secret ballot.
- g) In the case of a tie vote at any meeting, the Chair does not have the deciding vote and the motion will be lost.

SECTION 5 - GOVERNANCE AND PAC EXECUTIVE COMMITTEE

5.1 PAC Executive Committee

- a) The organization shall elect an Executive of no less than five (5) members, to be elected at the AGM. The Executive will include a Chair or Co-Chairs, Vice Chair or Co-Vice Chairs, Secretary or Co-Secretaries, Treasurer, and may also include several Members at Large.
- b) No employee of the Vancouver School Board working at Lord Selkirk Elementary (whether permanent, temporary, full or part time) shall hold an Executive position.
- c) All elected appointments will be for a term of one year and may be renewed at subsequent elections, with the exception of at least one Executive member who will remain until the end of November to assist with the transition of the newly elected members.
- d) No Executive member shall serve for more than four consecutive years in one position, and no person shall hold more than one elected Executive position at any time.

- e) The Executive Committee shall name at least three signing officers for banking and legal documents, one of which must be the Treasurer, another of which should be the Chair.
- f) Executive Committee members are volunteers and shall receive no remuneration for their duties.
- g) If a position on the Executive Committee is vacant, the position may be filled by appointment of the Chair(s), or the duties of the position may be shared by other Executive Committee members.
- h) Executive Committee members who wish to resign their position before their term is up must do so in writing to the Secretary. At that time, the resigning individual shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer all records to the Chair.
- i) Executive Committee members may be removed as Executive Committee member by a majority vote of the Executive Committee. The removed member will remain as a member of the PAC.
- j) Executive Committee members will be given reasonable notice of Executive meetings, by the Chair.
- k) If an Executive Committee member is temporarily unable to perform his/her duties (i.e. due to illness, travel etc.) it is that individual's responsibility to ask other Executive Committee member to temporarily cover his/her duties.

5.2 Duties and Powers of the Executive Committee

- a) It is the duty of the PAC Executive Committee to guide PAC members in school-enhancing activities, to set agendas for meetings, to manage PAC funds in accordance with Section 7 of this Constitution and to act in an advocacy role on behalf of Selkirk Adults, in school decision-making.
- b) Executive members shall endeavour to attend all PAC meetings.
- c) The Chair(s) shall:
 - i) Convene and preside meetings of the PAC and ensure that all decisions are carried into effect.;
 - ii) Ensure that all duties of Executive Committee members are properly performed;
 - iii) Oversee all committees and subcommittees;
 - iv) Receive and review all correspondence including bank statements and distribute or cause to be distributed as necessary;
 - v) Ensure at least one Chair has signing authority for banking and other documents;
 - vi) Be the official spokesperson for the PAC but may appoint a designate when necessary;
 - vii) Consult with the school's administration in preparation of the annual budget for the upcoming year, and assist in the preparation of the annual budget for approval at the AGM by a quorum of members;
 - viii) Report on the previous year's proceedings and activities at the AGM;
 - ix) Apply for the Gaming Grant, or designate an Executive Committee member to do so;
 - x) Serve in an advisory capacity to the incoming Executive Committee if called upon to do so.
- d) If the Chair is unable to attend a meeting, the Vice Chair shall call the meeting and another appointed member will assume the Chair duties for that meeting.

e) If the Chair position becomes vacant prior to the end of the term, it must be filled by another Executive Committee member, by a majority vote of the Executive Committee.

f) The Vice Chair(s) shall have various duties and powers as may be designated by the Executive Committee and shall carry out the duties of the Chair in his/her absence.

g) The Secretary shall:

- i) Post the agenda as proposed by the Chair for all PAC meetings;
- ii) Record, prepare and distribute the minutes of all meetings;
- iii) Send the minutes to the Chair and/or other Executive Committee member for review;
- iv) Post the minutes to the school's website and Selkirk PAC bulletin board.

h) If the Secretary is unable to attend a meeting, the Chair shall appoint another member to record the minutes of that meeting. Any other duties required of the Secretary for that meeting shall be filled by another Executive Committee member.

i) The Treasurer shall:

- i) Act as the custodian of all PAC funds and take direction from the Executive Committee;
- ii) Keep an accurate accounting of all money received and disbursed;
- iii) Be responsible for depositing all PAC funds into the appropriate bank account on behalf of the organization, and pay any and all bills as required;
- iv) Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices;
- v) Keep the financial records of the organization;
- vi) Assist in drafting the Annual budget for the upcoming school year, with the assistance of the Executive Committee, for approval at the AGM;
- vii) Give a financial report/update at each PAC meeting and submit an annual financial report at each AGM;
- viii) Complete and file the annual Gaming Account Summary report (if the gaming grant was received);
- ix) Ensure that another financial signing officer has access to the books and accounts in the event of the Treasurer's absence.

j) The Members at Large shall:

- i) Serve as a liaison between the Executive Committee and the membership;
- ii) Assist with collections directly from the classrooms;
- iii) Post notices for activities and/or fundraising events, as needed;
- iv) Assist with the planning and/or facilitation of certain activities;
- v) Perform any other related duties as determined by the Executive Committee;
- vi) Actively encourage and recruit other volunteers from within the membership of Selkirk Adults.

SECTION 6 - FINANCIAL MATTERS

6.1 General Financial Guidelines

- a) The Executive Committee shall name at least three signing officers for banking and legal documents. Two signatures will be required on all documents and cheques;
- b) The fiscal year of the PAC will run from September 1st to August 31st;
- c) All PAC funds must be deposited into a bank account named under the Lord Selkirk Elementary School Parent Advisory Committee;
- d) The Executive Committee will prepare a budget and present it to the members for approval before the current budget expires;
- e) The Executive Committee shall prepare and present to the members at the AGM, a financial statement showing the income, expenditures, assets and liabilities, of the PAC during the preceding fiscal year. The financial statement shall be signed by two or more members of the Executive Committee and/or by an auditor appointed by the Executive Committee.

6.2 Discretionary spending by PAC Executive Committee

- a) The Executive Committee may approve a maximum dollar amount of up to 10% of the PAC's annual projected expenditure without prior approval of the membership, for any one item and/or request.
- b) For a single expenditure in excess of the 10%, the request will be brought forward to a PAC General Meeting, for consideration and approval by the general membership.
- c) For a single expenditure in excess of \$10,000, the Executive must develop project criteria and demonstrate that a broad consultation and approval process was carried out with Selkirk Adults and Staff. Approval for such an expenditure requires a $\frac{2}{3}$ majority vote of the members present at a regular PAC meeting.

SECTION 7 - DOCUMENTS AND RECORDS

7.1 Maintenance, Inspection and Transfer of Records

- a) The Executive Committee shall see that the minutes of any meeting and all other necessary books and records of the PAC are regularly and properly kept.
- b) The books and records of the PAC shall be open to inspection by any member within five business days, upon written request.
- c) The outgoing Executive Committee shall arrange for the orderly transfer of records and information to the incoming Executive Committee. At least one meeting will be scheduled to do so, within 30 days of the AGM.

7.2 Property in Documents

All documents, records, minutes, written correspondence or other papers kept by a member, Executive Committee member, representative or committee member, in connection with the PAC shall be deemed to be the property of the PAC and shall be turned over to the Chair when the particular individual ceases to perform the task to which the papers relate.

7.3 Address of Service

The PAC's physical address is that of Lord Selkirk Elementary, 1750 East 22nd Avenue, Vancouver, BC, V5N 2P7, to which all communications and notices may be sent.

SECTION 8 - DISSOLUTION

Upon winding up or dissolution of the PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up, shall be distributed to Lord Selkirk Elementary School. In addition, all records of the PAC shall be turned over to the current Principal of the school. This provision shall be unalterable.