



CONSTITUTION AND BYLAWS

CONSTITUTION

The name of the Association shall be the Okanagan Falls Elementary School Parent Advisory Council (OKFPAC).

- ❖ This Association will operate as a non-profit organization with no personal financial benefit.
- ❖ The business of the Council shall be unbiased toward race, religion, gender, politics, sexual orientation, and physical or mental ability/disability.
- ❖ The purpose of the Council is to support, encourage and improve the quality of education and the well being of the children in our school by:
 1. Exchanging ideas and information among the parents and school staff
 2. Providing information regarding educational and community matters to parents
 3. Providing a parental voice to educational decision-making organizations affecting the school district
 4. Providing and exchanging information with the Principal
 5. Fundraising to supplement educational and family-based activities for the students.
 6. A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs. School Act Section 8 (5)

Purpose and Objectives

The purpose and objectives of the Okanagan Falls Elementary School Parent Advisory Council (OKFPAC) shall be:

1. To provide a link between parents, administrators, teachers, and the Board of Trustees
2. To have a voice in the development of new and revised educational programs within our school and School District #53
3. To provide leadership in developing and understanding the rights and responsibilities of parents within the educational system

4. To help support the administration and teachers to enhance learning of our students with additional supplies and-or equipment (as approved by the OKFPAC), through fundraising and/or donations and activities

Interpretation of Terms

Annual General Meeting (AGM): Meeting held once per year for the purpose of appointing Executive Officers and Approval of Financial Reports

Budget: An estimate of income and expenditure for a set period of time

Community Organization: refers to groups which demonstrate, by their attendance, an interest in education – particularly the educational operations of School District #53

Council: PAC members in attendance at any meeting

District Advisory Council (DPAC): in relation to the school district, the parent advisory council established for that school district under section 8.4 of the British Columbia School Act

Executive Meeting: meeting whereby only Executive Officers are in attendance

Executive Officer: the elected officers of the PAC

Financial Reports: records that outline financial activities (balance sheet, income expense statement, budget)

Financial Signing Authority/Officer: a member who has been approved by the PAC and who is registered at the PAC's financial institution to authorize expenditures (sign PAC cheques)

Meeting: gathering of parents of Okanagan Falls Elementary School which may include teacher(s) and/or the principal

Member-at-Large: a parent or legal guardian of a child(ren) of Okanagan Falls Elementary School elected by council to perform miscellaneous duties as required

Motion: proposal made at a meeting for something to be done

Parent Advisory Council (PAC): refers to any organized group of parents recognized under the British Columbia School Act – Bill 67, Div. 2, Sec. 8

Parent: parent(s)/legal guardian(s) of a child(ren) enrolled at Okanagan Falls Elementary School

Quorum: the minimum number of people present at a meeting in order for decision to be made (vote to take place)

Robert's Rules or Order: rules for presiding over a meeting based on the procedures used in British Parliament

School Planning Council (SPC): a legislated advisory body responsible for consulting the school community in developing, monitoring, and reviewing school plans for student achievement

School: Okanagan Falls Elementary

Signing Officer/Authority: a parent voted by the members to have authority to sign PAC cheques

Dissolution

In the event that Okanagan Falls Elementary School PAC (which receives charitable gaming funds from licensed charitable gaming and/or direct charitable access) at any time dissolve

or cease to exist, any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence, shall be voted to be distributed by the Okanagan Falls Elementary School PAC in the following ways:

1. To another PAC within SD#53 having purposes and objectives similar to those of the Council and which meet all of the requirements of the BC Gaming Commission
2. To a registered charity/charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Council at the time of winding up or dissolution
 - a. The forgoing resolution shall not be altered or amended and shall continue to be binding on the Okanagan Elementary School PAC
 - b. The Okanagan Falls Elementary PAC will provide its undertaking by delivery of a copy of this resolution to the Gaming and Policy Enforcement Branch; that it will abide by the limits on the application of its assets on dissolution as provided herein
 - c. All monies in chequing account to go to OK Falls Elementary School

BYLAWS

Membership

- ❖ Voting membership of the PAC comprises any parent or legal guardian of the school
- ❖ No member of the Council shall, in his/her individual capacity, be held liable for any debt or liability of the Council
- ❖ Administration, teaching, and non-teaching staff may be non-voting members

Meetings

- ❖ There shall be a minimum of six meetings during each school year (Sept – June)
- ❖ There shall be an AGM in May of each year for the purpose of:
 1. Electing a new Council
 2. Receiving the financial reports from the previous fiscal year
 3. Approve the budget.
- ❖ The Executive Meetings and additional meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing 25% of the PAC
- ❖ Last meeting of the year shall be to discuss events and fundraising for the following year.
- ❖ All proceedings of any meeting held within the Council shall be governed by the Robert's Rules of Order

Voting

- ❖ A “quorum” shall be a minimum of 4 voting members present at any meeting with notice given 14 days prior to that meeting with exception of urgent matters

- ❖ Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one)
- ❖ In the case of a tie vote, a second vote will be held by secret ballot
 - Should there be a tie vote after the secret ballot vote, vote shall be resolved by a coin toss.
- ❖ All voting decisions shall be recorded with record of how many in favor and how many against
- ❖ Members must be present to vote on all matters at the time of vote (voting by proxy shall not be permitted)
- ❖ Executives may attend meeting via video communications and have a vote in case of emergencies and are unable to otherwise attend.
- ❖ Voting shall be done by a show of hands, with the exception of the elections of officers, to be done by secret ballot
- ❖ Destroy the ballots after all secret ballot votes
- ❖ Members must attend at least Two meetings in the 12 months prior to any vote relating to budget

Election of Officers

- ❖ The Executive Officers shall be elected from the voting members at the AGM held in May each year
- ❖ Call for nominations shall be made no later one month prior to the AGM
 - No person shall be nominated to stand for an Executive position unless she/he has consented to his nomination (see Conflict of Interest - 2)
- ❖ In the event of an Executive Officer vacancy during the year, the Council can nominate someone new and have a note at a regular meeting. The Council shall elect the new Officer at that time. That individual shall hold office until the next election.
- ❖ Elections of Officers shall be done by secret ballot
- ❖ Scrutineer(s) shall be appointed as

Length of Term in Office

- ❖ The term of office shall commence following election at the AGM and shall continue to the next AGM
- ❖ Any member of the Council may serve on the Executive Committee for as many years as he/she is elected to a position
- ❖ No person may hold more than one elected Executive position at any one time

Executive Officers

- ❖ The affairs of the Council shall be managed by a board of elected Officers. The Executive Officers shall be as follows:
 1. Chair
 2. Vice-Chair
 3. Treasurer
 4. Secretary

5. Member-at-Large

*3 positions are required to have a PAC, Chair, Secretary and Treasurer

*any executive officer can/shall be media relations person.

Duties of the Executive Officers

Chair

- ❖ Shall preside at all meetings of the Council and the Executive Board or appoint another board member to preside over meetings of the Council, if unable to attend
- ❖ May be one of the Financial Signing Officers
- ❖ Shall be the spokesperson, or appoint a spokesperson, for the Parent Advisory Council
- ❖ Shall ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- ❖ Shall know constitution and bylaws and meeting rules
- ❖ Shall follow the agenda, and present at meetings
- ❖ Shall have a vote in all matters

Vice-Chair

- ❖ Shall assume the responsibilities of the Chairperson in his/her absence or upon request
- ❖ Shall assist the Chairperson in the performance of his/her duties
- ❖ Shall have a vote in all matters
- ❖ May be one of the Financial Signing Officers

Treasurer

- ❖ Shall maintain an accurate record of all expenditures of the Council
- ❖ Shall disburse funds authorized by the Executive and/or Council
- ❖ Shall give a report of all receipts and expenditures at all meetings, if called upon
- ❖ Shall deposit all monies collected on behalf of the Council in an account at a recognized financial institution approved by the Executive, or designate another executive member to deposit monies
- ❖ Shall have the books ready for inspection/audit if requested
- ❖ Shall keep all banking, gaming, and financial records including digital files for 5 years.
- ❖ Shall ensure another executive member has access to books if required.
- ❖ Fill out all required reports to the gaming commission
- ❖ Shall present an annual financial report at the AGM
- ❖ Shall have a vote in all matters

Secretary

- ❖ Shall keep accurate and official minutes of the Council
- ❖ Shall distribute minutes to Council members as soon as possible after the last meeting
- ❖ Shall keep an accurate copy of the Constitution and Bylaws
 - If/when changes are made to the Constitution and Bylaws, shall (1) clearly identify changes, (2) initial, and (3) date

- ❖ Shall make a copy of the Constitution and Bylaws available to any member of Council at their request
- ❖ Shall keep an up-to-date record of the Executive
- ❖ Shall conduct all correspondence for the Council
- ❖ Shall have a vote in all matters
- ❖ Shall coordinate with executives to make the agenda
- ❖ May be Financial Signing Officer

Member-at-Large

- ❖ Shall serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require
- ❖ Shall have a vote in all matters
- ❖ May be Financial Signing Officer

Media Relations

- ❖ Shall be the communicating member on behalf of PAC with relations to:
 1. Facebook announcements/reminders
 2. Community newsletters: i.e. Skaha Matters
- ❖ Shall be any one of the executives as selected by the council

Duties of Representatives and Other Members

District PAC Representative

- ❖ Shall act as liaison among the Council members, the Executive, and the DPAC
- ❖ Shall report to the Council, the Executive Officers or DPAC deadlines for membership, resolutions, nominations, and conference registrations
- ❖ Shall report at all meetings

Finances

- ❖ ALL expenditures require approval of the Council
- ❖ The Financial Signing Authority shall be with two signatures
- ❖ A member with Signing Authority may not sign a cheque in which he/she is the Payee
- ❖ All financial requests over \$250 must be on the agenda to be voted on.
- ❖ Financial requested less then \$250 can be put to the committee day of, to be voted on
- ❖ Financial requests that are of immediate urgency can be voted on by 3 or more executives outside of meetings, up to \$1000 per year.

Changing the Constitution or Bylaws

- ❖ All motions to amend the Constitution and/or Bylaws shall require a written notice to the Council members at least 14 days prior to the meeting at which the vote will be taken
- ❖ All motions to amend the Constitution and Bylaws shall require a 2/3 majority vote of the delegates present

- ❖ If/when changes are made to the Constitution and Bylaws, the secretary must clearly identify, initial, and date the changes

Removal of an Executive Officer

- ❖ The members may remove an Executive Officer before the expiration of his/her term of office by having a majority of 75% of the vote
 - They may then elect a successor to complete the term
- ❖ Written notice specifying the intention to make a motion to remove the Executive Officer shall be given to the Council no less than 14 days prior to the meeting
 - All documents, records, minutes, correspondence, or other papers kept by a member, Executive Officer, or committee member in connection with the organization shall be deemed to be the property of the organization
 - All the above-mentioned items shall be turned over to the Chair when the member, Executive Officer, or committee member ceases to perform the task to which the papers relate

Code of Ethics for PAC Executive Officers

- ❖ Upholds the Constitution and Bylaws, policies, and procedures of the PAC
- ❖ Performs his/her duties with honesty and integrity
- ❖ Works to ensure that the well-being of the students is the primary focus of all decisions
- ❖ Respects the rights of all individuals
- ❖ Takes direction from the members, ensuring representation processes are in place
- ❖ Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
- ❖ Works to ensure those issues are resolved through due process
- ❖ Strives to be informed and only passes information that is reliable
- ❖ Respects all confidential information
- ❖ Supports public education
- ❖ Is kind and respectful in all matters

Conflict of Interest and Perceived Bias

A situation in which an individual, or his/her immediate family, could benefit monetarily from a decision by the PAC which that individual can influence or vote upon

- ❖ That individuals refrain from discussing, influencing, and voting upon any matter before the PAC in which they or their families have a pecuniary interest
- ❖ If an individual or family member is an employee of School District #53, that information must be brought forth to the PAC at the time of nomination

Perceived Bias

A situation which may exist if an individual who represents the PAC to an external organization, or to the general public, is also an employee or elected official of any School District or the Ministry of Education. There may be a perception that he or she is not speaking solely in the interests of parents, and this may diminish the power of what is said.

- ❖ That the voice of the PAC must clearly be, and must be perceived to be, that of the parents of the school
- ❖ That individuals who may be in a situation of “perceived bias” by virtue of another role they hold in the educational system, avoid functions within the PAC which involve representation to external organizations and to the general public

Concerns

- ❖ That members who have concerns regarding conflict of interest or perceived bias refer those concerns to the Council by:
 1. Email
 2. Anonymously by letter in the PAC mailbox at the office
- ❖ Concerns will not be addressed in the monthly meeting unless it is on the agenda.
- ❖ Off agenda concerns brought up at meetings, will be at the discretion of the chair as to if it shall be discussed at that time or moved to the next meeting’s agenda.