



**École Ballenas Secondary School
Parent Advisory Council
Constitution & Bylaws
April 13th, 2026**

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— CONSTITUTION —

SECTION 1

NAME

1.1 - Name and Location The name of this organization shall be École Ballenas Secondary School Parent Advisory Council (BSS PAC), located within Qualicum School District 69. The QSD exists within the territories of the Coast Salish People and within the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations.

1.2 - Non-Profit Status The BSS PAC shall operate as a non-profit organization with no personal financial benefit accruing to its members.

SECTION 2

PURPOSE OF THE BSS PAC

The BSS PAC supports student well-being and education in alignment with the Qualicum School District and Ballenas Secondary School Codes of Conduct. The BSS PAC shall:

2.1 - Support Student Education and Well-Being

- Promote student welfare, academic programs, and learning resources; and
- Support professional development opportunities that benefit students.

2.2 - Foster Communication and Collaboration

- Bridge connections between parents, staff, administration, the school board, and the broader community;
- Facilitate and direct parent inquiries about student progress; and
- Act as liaison with Qualicum School District 69 (QSD) and the District Parent Advisory Council (DPAC) as needed.

2.3 - Build Community

- Foster school community spirit and a sense of belonging;
- Encourage parent, caregiver, and community involvement; and
- Promote a safe, inclusive, and welcoming environment for students, families, and staff.

2.4 - Advocate and Advise

- Advise on policies, facilities, and equipment in alignment with QSD priorities;
- Advocate on behalf of parents, caregivers, and students; and
- Promote public education.

2.5 - Provide Practical Support

- Provide financial support for clubs, hubs, academics, and athletics;
- Organize events and activities as needed; and
- Coordinate volunteer resources as needed.

SECTION 3

INTERPRETATION OF TERMS

The following terms are used throughout this Constitution and Bylaws:

BCCPAC (British Columbia Confederation of Parent Advisory Councils) — A non-profit, non-partisan organization that represents and supports parents across British Columbia's public school system, advocating for student success through collaboration, education, and engagement. PACs may follow guidelines outlined by BCCPAC and use them as a resource as required.

BSS — École Ballenas Secondary School.

BSS PAC — The Parent Advisory Council supporting École Ballenas Secondary School students and parents.

BSS PAC Executive — The elected positions held to guide the BSS PAC.

BSS PAC Core Executive Team — In the event that not all positions are filled, the core positions of Chair/Vice Chair, Treasurer and Secretary must be priority filled.

Bylaws — The operational rules that govern the day-to-day functions of the BSS PAC, including elections, meetings, executive duties, and finances. Bylaws operate within the framework established by the Constitution.

Community Organizations — Groups that demonstrate an interest in public education and are not already included in the scope of this Constitution and Bylaws.

Constitution — The foundational document that establishes the name, purpose, and core principles of the BSS PAC. It defines the organization's values and the framework within which all decisions are made.

CPF Representative (Canadian Parents for French) — Canadian Parents for French engages with families and interest groups involved in official languages and linguistic duality to create an environment supportive of French as an additional language.

CUPE (Canadian Union of Public Employees) CUPE represents Qualicum School District workers in education, early learning, child care and social services.

DPAC (District Parent Advisory Council) — The parents organized according to the School Act and operating as the District Parent Advisory Council within the QSD.

MATA (Mount Arrowsmith Teachers Association) - MATA is the local Teacher's Union representing teaching staff within the Qualicum School District.

PAC (Parent Advisory Council) — Parents organized according to the School Act and operating as a parent advisory council, such as the BSS PAC.

Parent — A parent, caregiver, or person with legal custody or care and control of a student currently enrolled in the QSD, as defined in the BC School Act.

School — Any public elementary or secondary educational institution as defined in the BC School Act operating within the QSD.

Transition Meeting and/or Period — A formal transition meeting and/or period between outgoing and incoming Executive members, or their delegates, before the first PAC meeting of the school year.

QSD — Qualicum School District 69.

SECTION 4

CODE OF CONDUCT AND CONFIDENTIALITY

4.1 - Scope This Code of Conduct applies to all Executive members, committee chairs, and active volunteers when participating in or representing the BSS PAC. Executive members and committee chairs shall acknowledge receipt and understanding of this Code of Conduct upon assuming their positions.

4.2 - Purpose and Forum The BSS PAC is a forum for discussing matters affecting students collectively, school programs, policies, and initiatives. It is not a forum for discussing individual school personnel, students, parents, or other members of the school community. Concerns about individuals should be addressed through appropriate channels as outlined in QSD policies.

4.3 - Non-Discrimination The BSS PAC shall conduct all business without discrimination based on any protected ground under the BC Human Rights Code, including race, religion, age, gender, gender identity, politics, sexual orientation, Indigenous identity, socioeconomic status, family structure, and physical or mental ability.

4.4 - Handling Individual Concerns Any member who is approached by a parent with a concern relating to an individual must:

- Treat the discussion with discretion and protect the confidentiality of all people involved;
- Not discuss the matter at BSS PAC meetings or with other members unless necessary and appropriate;
- Direct the parent to appropriate channels, including but not limited to the classroom teacher, school administration, district policies, or the school board; and
- Not advocate on behalf of the parent without their explicit permission, and only through appropriate channels.

4.5 - Executive Code of Conduct A parent who accepts a position as a BSS PAC Executive member must:

- Uphold the constitution, bylaws, policies, and procedures of the BSS PAC;
- Perform their duties with honesty, integrity, and in good faith of what they reasonably believe to be in the best interest of the BSS PAC;
- Ensure that the well-being of students is the primary focus of all decisions;
- Respect the rights of all individuals;
- Act in accordance with decisions made by the general membership, ensuring that the voices and concerns of all members are heard and considered;
- Encourage parents and students with individual concerns to advocate on their own behalf, providing information on proper processes and channels;
- Ensure that issues are resolved through due process;
- Pass on only information that is reliable and correct;
- Respect all confidential information;
- Support public education;
- Declare any conflicts of interest and recuse themselves from decisions where they have a personal, professional, or financial interest that could influence their judgement;
- Communicate respectfully with all members of the school community, even in disagreement, and model positive and constructive behaviour;
- Make reasonable efforts to attend Executive and general meetings, providing advance notice when unable to attend;
- Support successors through the proper transition of responsibilities, documentation, and institutional knowledge, as outlined in the Transition Meeting and Period defined in Section 3; and
- Comply with all applicable laws, regulations, and QSD board policies, including BC Gaming Commission requirements where applicable.

4.6 - Public Representation and Social Media Members representing the BSS PAC in any public forum, including social media, shall:

- Only make official statements on behalf of the BSS PAC if authorized by the Chair or appointed Executive, and direct any media inquiries to the Chair or designated spokesperson;

- Clearly distinguish personal opinions from BSS PAC positions; and
- Communicate respectfully and positively, maintaining confidentiality and refraining from public disputes or negative commentary about school personnel, students, or community members.

4.7 - QSD Policy Compliance All BSS PAC Executives shall familiarize themselves with and comply with relevant QSD policies. A complete list is available through the QSD website.

4.8 - Enforcement Any member may bring concerns about code violations to the attention of the Executive. The accused member shall be given an opportunity to respond before any action is taken. Violations may result in:

- Informal discussion with the member by the Chair or appointed Executive;
- Formal written warning by the Executive;
- Any member may reach out to the BSS Administration for guidance and direction;
- Request for resignation from their position;
- Removal from position by five voting members, at least three being Executives; provided notice of the removal motion was included in the meeting notice and at least 14 days before the meeting.

SECTION 5

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Amendments to the BSS PAC Constitution and Bylaws may be made at any general meeting at which business is conducted, provided the following requirements are met:

5.1 - Authority to Propose Amendments may be proposed by:

- The BSS PAC Executive; or
- Petition of at least 10 voting members

5.2 - Notice Requirements

- Written notice of the proposed amendment must be provided to all members at least 14 days prior to the meeting at which it will be voted upon.

5.3 - Voting Requirements Amendments require:

- A quorum shall be five voting members, at least three being Executives
- Vote results, including exact counts, shall be recorded in the meeting minutes.

5.4 - Floor Amendments

- Minor amendments from the floor may be approved by a majority vote, provided they do not substantially change the intent of the proposed amendment.
- Substantial changes require tabling and reintroduction with proper notice under 5.2.

5.5 - Restrictions

- No amendment may alter unalterable provisions, including the dissolution clause in Section 6.

5.6 - Effective Date

- Approved amendments take effect immediately upon passage unless the amendment specifies a different effective date.

5.7 - Documentation and Distribution The Secretary shall:

- Record all amendments in the meeting minutes, including exact wording, vote count, and adoption date;
- Maintain a current consolidated version of the Constitution and Bylaws with a change log; and
- Distribute the updated document to all members and post it publicly within 30 days of adoption.

5.8 - Periodic Review

- The Constitution and Bylaws shall be reviewed in their entirety at least once every five years to ensure currency and relevance.

SECTION 6

DISSOLUTION OF COUNCIL

6.1 - Grounds for Dissolution The BSS PAC must begin dissolution preparations if the core Executive team cannot be filled (Chair/Vice Chair, Treasurer and Secretary).

6.2 - Dissolution Process

- A special resolution to dissolve must be presented at a general meeting; and
- Written notice must be provided to all BSS families at least 60 days prior to the vote.

6.3 - Voting Requirements A majority vote of members present at the meeting is required to approve dissolution.

6.4 - If Dissolution is Rejected If members vote against dissolution but the Executive team remains unfilled, the BSS PAC will be in violation of the BC School Act. In this case, the existing Executive — with QSD support — will initiate dissolution, as a PAC cannot legally operate without an Executive team.

6.5 - Authority The determination to dissolve rests with the general membership through the vote described in 6.2 and 6.3, except where 6.4 applies.

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— **BYLAWS** —

SECTION 7

MEMBERSHIP

7.1 - Voting Members All parents of students currently registered at École Ballenas Secondary School are voting members of the BSS PAC.

7.2 - Non-Voting Members BSS administration, staff, and community members who are not parents of currently enrolled students may participate, when invited by the Chair, as non-voting members. Non-voting members may never outnumber voting members.

7.3 - Compliance All members must uphold the Constitution and comply with these Bylaws. Executive members must declare any conflict of interest or bias and recuse themselves from related discussions and votes.

SECTION 8

EXECUTIVE

8.1 - Role The Executive manages the BSS PAC's affairs between general meetings.

8.2 - Composition The Executive shall consist of the Chair, Vice Chair, Treasurer, Secretary, Directors (4), CPF Representative, DPAC Representative and the immediate past Chair (when available), and any additional members as determined by the membership.

8.3 Core Composition In the event that not all positions are filled, the core positions of Chair/Vice Chair, Treasurer and Secretary must be priority filled.

8.4- Eligibility Any parent of a currently enrolled BSS student may serve on the Executive. Members employed by the QSD (QSD/MATA/CUPE), or the Ministry of Education must recuse themselves from any vote where a conflict of interest or bias exists or could be perceived.

8.5 - Election The Executive is elected at each Annual General Meeting (AGM). Elections shall be conducted by the Chair or the Chair of the Nominations Committee.

8.6 - Shared Position Any Executive role may be shared by 2 people, if they are both in agreement, and the position would be a “co” position with a single vote. (Example “Co-Secretary” would hold one vote total, regardless of the shared position)

SECTION 9

DUTIES OF THE EXECUTIVE OFFICERS

9.1 - Chair The Chair shall:

- Preside over all membership, special, and Executive meetings and ensure agendas are prepared;
- Serve as the official spokesperson for the BSS PAC;
- Issue correspondence on behalf of the BSS PAC;
- Ensure members are notified of meetings;
- Appoint committees as authorized and oversee representation in school and district activities;
- Ensure PAC activities align with the constitutional purpose;
- Oversee the nominations and election process in accordance with Section 10.5;
- Initiate between-meeting decisions when time-sensitive matters arise, in accordance with Section 14.1;
- Assist the Treasurer and Executive in developing and presenting the annual budget;
- Review and present incoming correspondence at Executive and general meetings;
- Maintain all BSS PAC records, including an accurate and current copy of the Constitution and Bylaws;
- Manage records retention and disposal in accordance with Section 17.4;
- Maintain the BSS PAC password management system in accordance with Section 17.2;
- Ensure each incoming Executive member receives and signs the Code of Ethics in accordance with Section 11.1;
- Serve as a signing officer on BSS PAC bank accounts;
- Ensure that all Executive responsibilities are fulfilled; where they are not, the Chair or their designate shall assume those responsibilities as necessary; and
- Make reasonable efforts to attend all meetings, providing advance notice when unable to do so.

9.2 - Vice Chair The Vice Chair shall:

- Assume the Chair's responsibilities in their absence or as delegated;
- Assist the Chair, Treasurer or delegate in developing and presenting the annual budget;
- Serve as a signing officer on BSS PAC bank accounts; and
- Make reasonable efforts to attend all meetings, providing advance notice when unable to do so.

9.3 - Treasurer The Treasurer shall:

- Be responsible for all BSS PAC finances, including depositing funds into designated accounts and maintaining accurate financial records;
- Assist the Chair and Executive in developing and presenting the annual budget, ensuring it is prepared and presented for membership approval no later than December 31;
- Report on available funds at each general meeting and prepare the annual financial report for the AGM;
- Make financial records available for member review upon request and ready for annual inspection or audit;
- Manage all BC Gaming responsibilities, including submitting the annual report, treasurer's report, and grant application by the required deadlines;
- Complete all active financial obligations, grant applications, and BC Gaming reporting requirements prior to the fiscal year end of August 31, or as per BC Gaming reporting requirements;
- Participate in the annual transition meeting as required under Section 10.1;
- Serve as a signing officer on BSS PAC bank accounts;
- Ensure another signing officer has access to the books in their absence; and
- Make reasonable efforts to attend all meetings, providing advance notice when unable to do so.

9.4 - Secretary The Secretary shall:

- Record and distribute minutes from all general and Executive meetings to the Chair or Executive designate for review;
- Submit, under Chairs or designate, any updates to the Constitution or Bylaws to BSS and the QSD;
- Issue correspondence with Chair and/or Vice Chair approval;
- Ensure members are notified of meetings if the Chair, Vice Chair or designate are unavailable; and
- Make reasonable efforts to attend all meetings, providing advance notice when unable to do so.

9.5 - Director(s) Directors shall:

- Support specific committees, events, or initiatives as assigned by the Chair and/or Vice Chair; and
- Make reasonable efforts to attend all meetings, providing advance notice when unable to do so.

9.6 - CPF Representatives When positions are filled, each Representative shall:

- Attend their respective organization's meetings and report back to the BSS PAC after each meeting;

- Share relevant communications with the BSS PAC and, when possible, convey information prior to any significant district or provincial votes;
- Notify the Chair or Vice Chair in advance if unable to attend a meeting and arrange a substitute where possible; and
- Make reasonable efforts to attend all BSS PAC meetings, providing advance notice when unable to do so.

9.7 - DPAC Representatives When positions are filled, each Representative shall:

- Attend their respective organization's meetings and report back to the BSS PAC after each meeting;
- Share relevant communications with the BSS PAC and, when possible, convey information prior to any significant district or provincial votes;
- Notify the Chair or Vice Chair in advance if unable to attend a meeting and arrange a substitute where possible; and
- Make reasonable efforts to attend all BSS PAC meetings, providing advance notice when unable to do so.

9.8 - Immediate Past Chair When applicable, the Immediate Past Chair shall:

- Advise and support the incoming Chair, Executive or designate during the transition period;
- Provide each incoming Executive member with a copy of the Constitution and Bylaws; and
- Ensure each incoming Executive member receives and signs the Code of Ethics in accordance with Section 11.1.

SECTION 10

TERMS OF OFFICE FOR THE EXECUTIVE

10.1 - Term

- All Executive positions run from September 1 to August 31. Elections must be completed in May, with incoming members assuming their roles on September 1.
- Outgoing executives remain responsible for completing active obligations — including financial reporting, grant applications, and any in-progress PAC business — until August 31.
- Incoming executives are encouraged to participate in an advisory capacity from the date of election to support a smooth transition.
- A formal transition meeting between outgoing and incoming Executives or delegates shall be held no later than prior to the first PAC meeting of the school year.

- No member should hold the same position for more than three consecutive years. After three years, the incumbent may stand for re-election only if no other candidate comes forward, or if the membership votes to approve a continuation.
- In the event of a vacancy, a member may hold multiple roles until a replacement is elected, but retains only one vote regardless of the number of roles held.
- The Immediate Past Chair may serve in that role for one year. If they decline, the position may remain vacant.

10.2 - Vacancy If an Executive member leaves office for any reason, the remaining Executive may appoint an eligible member to fill the vacancy until the next AGM, provided at least four Executive members remain, with priority being placed on the Core Executive Team.

10.3 - Removal from Office

- Removal from position by five voting members, at least three being Executives provided notice of the removal motion was included in the meeting notice and at least 14 days before the meeting.
- A replacement may be elected to complete the remaining term.

10.4 - Remuneration Executive members serve without pay but may be reimbursed for reasonable expenses incurred on PAC business upon submission of receipts to the Treasurer.

10.5 - Elections

- At least 14 days before the AGM or meeting where the election will occur, the Chair or designate must inform its membership of the election.
- Unless otherwise directed by the Chair or designate, nominations must be received by the BSS PAC email by 3:00 p.m. the day before voting begins.
- Elections are conducted by the Nominations Committee if one exists, or by the Chair or designate, who must ensure a fair and unbiased process.
- A single nominee for any position is automatically acclaimed.
- Voting is by show of hands or virtual or electronic poll or by ballot; at the discretion of the Chair or delegate.

10.6 - Composition of the Executive The Executive shall consist of the following positions:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Directors (four)

- CPF Representative
- DPAC Representative
- Immediate Past Chair

10.7 - Executive Authority and Responsibilities

- The Executive formulates policies and makes recommendations to the BSS PAC membership.
- Only the Executive may authorize official correspondence with QSD, including BSS Administration.
- All Executive members are expected to attend meetings called by the Chair.

SECTION 11

CODE OF CONDUCT FOR THE EXECUTIVE AND REPRESENTATIVES

11.1 - Code of Ethics Upon election or appointment, every Executive member must sign and agree to abide by the Code of Ethics (see Appendix 1). Confirmation may be provided in writing via email.

11.2 - Representing the BSS PAC Every Executive member must act solely in the best interest of the BSS PAC membership.

11.3 - Confidentiality Information shared in confidence with an Executive member or representative is privileged and may not be disclosed without the permission of the person who shared it.

11.4 - Disclosure of Interest An Executive member or representative with a direct or indirect interest in a proposed contract or transaction must:

- Promptly disclose the nature and extent of that interest to the membership and Executive; and
- Not use their position for personal, professional, or financial gain

SECTION 12

MEETINGS

12.1 - Conduct All meetings shall be conducted with respect, fairness, and efficiency. Members shall not discuss individual school community members at any meeting. The BSS PAC shall not engage in partisan, political, or other activities outside the interest of the school or public education system. If procedural disputes arise, Robert's Rules of Order apply unless they conflict with this Constitution.

12.2 - General Meetings

- A minimum of four general meetings shall be held per school year, one of which shall be the AGM held each May.
- Additional meetings may be called as needed at the Executive's discretion.
- Meetings shall be held in-person, virtually, or both, at the Executive's discretion.
- The Chair or their designate shall preside over each meeting.

12.3 - Annual General Meeting (AGM) The Annual General Meeting (AGM) shall be held each May, at which time the Executive for the following school year will be elected. It is recommended that the three core positions (Chair/Vice Chair, Treasurer and Secretary) be prioritized for appointment. The Executive may also consider leaving at least one position vacant to allow for participation from new parents in the upcoming school year.

12.4 - Notice of Meetings The Executive shall provide reasonable notice of all general or additional meetings, including the date, time, location, and agenda. Accidental failure to give or receive notice does not invalidate meeting proceedings.

SECTION 13

PROCEEDINGS AT GENERAL MEETINGS

13.1 - Quorum Quorum for general meetings shall be five voting members, at least three being Executives. If quorum is not maintained at any point during the meeting, the meeting shall be adjourned and rescheduled.

13.2 - Voting

- Questions are decided by simple majority vote.
- Each parent of a currently enrolled BSS student is entitled to one vote.
- Votes must be cast personally.
- The Chair and all Executive members are entitled to vote on all matters, except where a conflict of interest, or perceived conflict of interest, exists as determined by a majority of the Executive.
- Voting is by show of hands or virtual or electronic poll; at the discretion of the Chair.
- A tied vote defeats the motion.

SECTION 14

EXECUTIVE MEETINGS

14.1 - Meetings Executive meetings may be convened, whether in person, by email, or virtually, at the call of the Chair or their designate when a matter is time-sensitive and cannot reasonably wait until the next scheduled meeting. Executive members shall be provided with reasonable notice of all such meetings.

14.2 - Quorum Quorum for Executive meetings shall be at least three Executives. If quorum is not maintained at any point during the meeting, the meeting shall be adjourned and rescheduled.

14.3 - Voting

- Executive matters are decided by simple majority vote (50% plus 1).
- Votes must be cast personally.
- The Chair and all Executive members are entitled to vote on all matters, except where a conflict of interest, or perceived conflict of interest, exists as determined by a majority of the Executive.
- Voting is by show of hands or virtual or electronic poll; at the discretion of the Chair
- Any decisions approved at an Executive meeting will be recorded and reported at the next general or AGM meeting and will be included in those meeting minutes.

SECTION 15

TEAMS AND COMMITTEES

15.1 - Formation Standing and ad-hoc committees shall be formed as needed. Members are appointed annually by the Chair in consultation with the Executive. The school Administration and staff may serve on teams and committees.

15.2 - Accountability

- Committees are accountable to the Chair or delegate and to the general membership.
- All committee decisions, communications, and work done on behalf of the BSS PAC must be approved by the Chair or delegate, who shall be kept fully informed through regular reporting and updates from the Committee Leader.

SECTION 16

FINANCES

The BSS PAC financial year runs September 1 to August 31.

16.1 - General Authority The BSS PAC may raise and spend money in furtherance of its purposes. All funds shall be held in a bank registered under the Bank Act. The BSS PAC may not borrow funds under any circumstances.

16.2 - Signing Authority

- The Chair, Vice Chair, Treasurer or Executive delegate shall have primary signing authority on all BSS PAC accounts (all signers must be the same on all accounts).
- Additional signatories require a membership vote.
- Best practice is to have a minimum of 3 signers on each BSS PAC account.
- Adhere and follow all policies and guidelines set out by the BSS PAC banking institution.
- A minimum of two signatures is required for all cheques or fund transfers.
- When signing authority changes, new signatories must update bank accounts within 30 days of the first transition meeting and/or period, providing the bank with approved AGM minutes, valid identification, and signed documentation.

16.3 - Budget

- Ensure the annual budget is prepared and presented for membership approval no later than December 31.
- The annual budget must be approved no later than December 31. If delayed, the Chair or designated Executive must notify the membership.
- The BSS PAC has full authority over fund disbursement within the approved budget.
- Unbudgeted expenses require membership approval at a general meeting.
- Through an Executive meeting and vote, the Executive may approve unbudgeted items up to \$500 per item.

16.4 - BC Gaming Funds

- Gaming proceeds must be held in a dedicated account, separate from all other BSS PAC funds, and used only in accordance with BC Gaming Commission regulations.
- The Treasurer must apply for the BC Gaming grant by the Commission's deadline.
- Gaming fund requests must be submitted in writing by November 1. Late applications may be accepted at the Chair and Vice Chair's discretion.

Members shall vote to allocate funds in accordance with BC Gaming guidelines.

- Gaming funds must be allocated by June 30 and dispersed by August 31 of each fiscal year. Unused gaming funds revert to the gaming account and are reallocated in the following budget cycle.
- All gaming fund expenditures must comply with BC Gaming Commission regulations before disbursement.
- Related records must be retained for a minimum of seven years and annual reports submitted to the BC Gaming Commission.
- Unless otherwise authorized by the BSS PAC Executive, access to and use of the BSS PAC Gaming Account and number is restricted to BSS PAC.

16.5 - Financial Reporting and Review

- A Treasurer's report shall be presented to members annually at the AGM.
- Financial records shall be reviewed annually by a non-Executive member or independent reviewer. A review is mandatory upon any change in Chair, Vice Chair, or Treasurer.
- If annual revenues exceed \$75,000, an independent audit is required. Members may also call for an audit by majority vote at any general meeting.

SECTION 17

PROPERTY AND DOCUMENTS

All documents and digital records created or maintained in connection with the BSS PAC — including minutes, correspondence, files, and access to PAC-related accounts (email, social media, cloud storage, banking, and communication platforms) — are the property of the BSS PAC.

17.1 - Transition of Records Outgoing members must, within 14 days of leaving their position or before the first PAC meeting of the school year:

- Transfer all files and login credentials to their successor or the Chair;
- Remove personal devices from BSS PAC accounts; and
- Ensure continuity of access for the incoming Executive.

17.2 - Password Management The BSS PAC shall maintain a password management system accessible to at minimum the Chair and one other Executive member.

17.3 - Confidentiality of Records Confidential documents shall be stored securely and be accessible to Executive members only.

17.4 - Records Retention The Chair or designate shall maintain a central filing system and destruction/disposal (physical and/or digital) in accordance with the following retention schedule:

<u>Record Type</u>	<u>Retention Period</u>
Financial records	7 years (CRA & BC Gaming requirements)
Meeting minutes	Permanently
Correspondence	3 years minimum
Gaming documentation	7 years
Committee reports	3 years
Other records	3 years unless otherwise specified

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APPENDIX 1

CODE OF ETHICS École Ballenas Secondary School PAC Executive

The BSS PAC is committed to integrity, transparency, and the best interests of all students. By accepting a position with the BSS PAC, all Executive members, committee members, committee chairs, and representatives agree to uphold this Code of Ethics.

Commitments

I agree to:

1. Uphold the BSS PAC Constitution, Bylaws, policies, and procedures.
2. Prioritize student well-being in all decisions.
3. Act with honesty, integrity, and in good faith in what I reasonably believe to be in the best interest of the BSS PAC, membership, and BSS community
4. Respect the rights, dignity, and privacy of all individuals, communicate constructively, and model positive behaviour within the school community.
5. Act in accordance with membership decisions and Executive guidance, while exercising appropriate judgment.
6. Support parents in advocating for themselves, and only act as an intermediary when explicitly authorized to do so by the affected parent and the Executive.
7. Direct concerns through appropriate channels and due process, in accordance with established QSD and BSS PAC procedures.
8. Verify information before sharing it and refrain from spreading rumors or unverified information.
9. Respect and protect confidential information.
10. Support and advocate for public education.
11. Promptly declare real or perceived conflicts of interest and recuse myself from related discussions and decisions.
12. Respect the roles and jurisdictions of the BSS PAC, school administration, school board, and district staff.
13. Comply with all applicable laws, regulations, QSD policies, and BC Gaming Commission requirements — recognizing that this Code of Ethics complements but does not replace QSD policies on conduct, confidentiality, and volunteer behaviour.
14. Take responsibility for my actions, admit mistakes, and work to correct them promptly.
15. Support successors through the proper transition of responsibilities, documentation, and institutional knowledge, as outlined in the Transition Meeting and Period defined in Section 3.

16. When communicating publicly or on social media, distinguish personal opinions from official BSS PAC positions and only speak on behalf of the BSS PAC if authorized by the Executive.
17. Accept that concerns about my conduct may be brought to the Executive, that I will have an opportunity to respond before any action is taken, and that violations may result in discussion, written warning, request for resignation, or removal by membership vote.

Statement of Understanding

I, the undersigned, accept the position of _____ on the École Ballenas Secondary School PAC Executive and confirm that I have read, understood, and agree to abide by this Code of Ethics.

Name	
Signature	
Date Signed	
Phone Number	
Email Address	

This page may be photocopied for annual use by all Executive members and representatives. Digital signatures are accepted.