



CONSTITUTION AND BYLAWS

Qualicum Beach Elementary School

Parent Advisory Council

Qualicum School District

Revisions to our Constitution and Bylaws were last amended April 25th, 2024

Constitution

SECTION I – Name

1. The name of the Association shall be the Qualicum Beach Elementary School Parent Advisory Council (QBES PAC), Qualicum School District.
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. QBES PAC strives to be inclusive and does not discriminate based on age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income as outlined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Code.

SECTION II – Purposes of the Council

The list is not necessarily in order of priority.

1. To promote the education and welfare of students in the school.
2. To advise the Qualicum school district, school principal and staff on parental/guardians views about school programs, policies and activities.
3. To communicate with parents/guardians and to promote cooperation between the home and the school in providing for the education of children.
4. To assist parents/guardians in accessing the system, and to advocate on behalf of parents and students.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
7. To carry out activities on behalf of the parents/guardians that contributes to a sense of school and community.

Bylaws

SECTION I – Membership

Voting members

1. All parents and guardians of students registered at Qualicum Beach Elementary School are voting members of the group.

Non-voting Members

2. Administrators and staff (teaching and non-teaching) of QBES may be invited to become non-voting members of the Council.
3. At no time shall the Council have more non-voting than voting members.

Compliance with bylaws

4. Every member will uphold the constitution and comply with these bylaws

SECTION II - Meetings of Members

General Meetings

1. General meetings will be conducted with fairness to all members.
2. There shall be an Annual General Meeting for the purpose of electing the PAC Executive that will be held in **May**.
3. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
4. The executive meetings (PAC Executive members only) and additional general meetings shall be held at the discretion of the Chair or Vice/Co-Chair, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.

Conduct

5. Meetings will be conducted efficiently and with fairness to the members present. Discussion of business not on the agenda shall be at the discretion of the Chair.
6. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
7. QBES PAC is permitted to make necessary changes to meetings to keep volunteers, parents, and staff as safe as possible. To facilitate this, QBES PAC is permitted to purchase membership or access to online communications software/sites software/programs (such as Zoom) without requiring a vote.
8. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution.

Notice of meetings

9. Members will be given reasonable notice of general meetings via email, and other channels if necessary/available.

SECTION III - Proceedings at General Meetings

Quorum

1. A quorum for general meetings will be five voting members (*the minimum number of voting members that can reasonably be expected to attend).
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

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).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Whenever possible, members should vote in person on all matters, however, votes with members who are joining via zoom or other electronic platform will also be accepted.
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.

SECTION IV - Executive

Role of executive

1. The executive will manage the Council's affairs between general meetings

Executive defined

2. The executive will include the co-presidents/chairs, secretary, co-treasurers, DPAC representatives and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of Qualicum School District or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.
6. The PAC shall elect a slate of officers from the voting members for each school year.
7. The Chair may appoint a returning officer to run the election.
8. The call for nominations for executive positions shall be made at the General Meeting held in **April**.
9. The executive shall be elected by the general membership at the Annual General Meeting held in **May** each year.
10. Nominations are open until the election takes place.
11. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
12. A minimum of one executive position will be held open until the first General PAC Meeting of the school year, i.e. Director position.
13. No employee or elected official of Qualicum School District or Ministry of Education shall hold an executive position, nor be a member of the School Planning Council.
14. In the event of health measures being implemented, (ie. covid safety protocols) PAC elections can be held electronically, by way of a form that can be emailed to all parents who are currently attached to the PAC email distribution list. This allows us to comply with all health and safety restrictions/protocols set in place by the Provincial Health Minister and the School District.

Term of office

15. The executive will hold office for a term of one year, beginning July 1st or after the transition period.
16. The Past Chairperson shall hold that office for one year.
17. To prevent positions on the Executive Team going unfilled, volunteers may hold multiple roles on the Executive. They will only hold the power for one vote regardless of the number of positions they hold.
18. No person may hold the same executive position for more than four years.

Vacancy

19. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

20. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (an eligible representative of a Council member) to complete the term.
21. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

22. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

SECTION V - Executive Officers

1. The affairs of the Council shall be managed by a board of officers as follows:
 - a. Chairperson
 - b. Co-Chairperson(where and when applicable)
 - c. Treasurer
 - d. Co-Treasurer (where and when applicable)
 - e. Secretary
 - f. District Parent Advisory Council Representatives (DPAC)
 - g. Optional: Two or more directors
 - h. Past Chair
2. The Chairperson, Co-Chairperson, Treasurer, Secretary, and DPAC roles must be filled before Director positions.
3. QBES PAC Executive will not exceed 12 members.

SECTION VI - Duties of Executive & Representatives

- A. *The Chair: will*
 - a. ensure that an agenda is prepared and presented.
 - b. issue and receive correspondence on behalf of the PAC.
 - c. consult with and speak on behalf of the Council
 - d. keep parents and council members informed of meetings, and send out monthly minutes
 - e. preside at membership and executive meetings
 - f. appoint committees
 - g. ensure that the Council is represented in school and district activities
 - h. ensure that Council activities are aimed at achieving the purposes set out in the constitution
 - i. be a signing officer
 - j. be a non-voting member to all committees
 - k. take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
 - l. be the official spokesperson for the organization.
 - m. submit a written annual report at the General Meeting in **May**.
 - n. have custody of all records and documents of the PAC.

B. The Co-Chair will

- a. support the president
- b. assume the duties of the president in the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer if necessary
- f. submit an annual report

C. The Secretary will

- a. record and file minutes of all meetings including attendees at each meeting
- b. Send a copy of the minutes each month to the chair or co-chair
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. may be a signing officer
- h. submit an annual report

D. The Treasurer will

- a. be a signing officer
- b. ensure all funds of the Council are properly accounted for
- c. apply for the annual BC Gaming Grant in the spring of each year.
- d. complete all necessary closing documents for the BC Gaming Grant.
- e. be responsible for and report on the accounts of the organization at each General Meeting.
- f. disburse funds as authorized by the membership or executive
- g. ensure that proper financial records and books of account are maintained. (Note: financial records should be kept for seven years).
- h. report on all receipts and disbursements at general and executive meetings
- i. make financial records and books of account available to members upon request
- j. have the financial records and books of account ready for inspection or audit annually
- k. with the assistance of the executive, draft an annual budget
- l. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- m. submit an annual financial statement at the annual general meeting

E. The DPAC Representative will

- a. Shall attend DPAC meetings and report back to and from the PAC.
- b. Shall seek input and represent the PAC on DPAC issues.
- c. May be requested by the Chair/Vice Chair to submit an annual report at the General Meeting in May.

F. The Directors will

- a. serve in a capacity to be determined by the Council at the time of their election.
- b. In the event that key positions on the Executive Team go unfilled, or become vacant during the school year, Directors may be asked by the Chair and/or Vice Chair to step into those unfilled roles, thus fulfilling the expected responsibility of Directors to support the continued operation of the PAC. Directors play a key supportive role to the QBES Executive Team and may be called upon to lead projects and/or events.
- c. assist with the needs of the Council as required.
- d. May be requested by the Chair/Vice Chair to submit an annual report at the General Meeting in May.

G. The past Chairperson/s will

- a. Shall assist and advise the Council.
- b. Shall relinquish any pertinent PAC information to the new executive by July 1.

SECTION VII – Committees

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible for the PAC and for representing the PAC.
3. Shall report at General Meetings.
4. Members may be appointed annually to committees by the Chairperson after consultation with the Executive.
5. May be asked to submit an annual report at the General Meeting.

SECTION VIII – Financial Matters

Financial Year

1. The financial year of the Council will be September 1st to August 31st.

Power to Raise Money

2. The Council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive will name three signing officers for banking and legal documents.

5. Two signatures will be required on all of these documents as well as cheques to cover approved expenses.

Annual Budget

6. A preliminary budget and tentative plan of expenditures shall be presented for approval at the October General Meeting.

Other

7. Monies received from the BC Gaming Commission shall be kept in a separate account from funds raised by the Council.
8. All money spent above and beyond \$500 will be first presented and voted on, excluding floats or advances.
9. All money spent under \$500 must be prior approved by 2 executive members consulting with the Chair/VP.

Treasurer's Report

10. A Treasurer's AGM report shall be published in the AGM meeting minutes.

Auditor

11. Members at a general meeting may appoint an auditor.
12. An independent audit can be done prior to a new Treasurer taking over.
13. Any additional audits will be agreed upon by the members at any General Meeting.

Section IX – Constitution & Bylaw Amendments

1. The members may, by a majority of not less than 2/3 of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. **A copy of the current constitution and bylaws shall be forwarded to the Board of School Trustees according to the School Board Policy.**
5. **Anytime the Constitution is updated, a copy must be emailed to DPAC.**

SECTION X – Dissolution

1. In the event of dissolution of the Council and following payment of all outstanding debts, disbursement of funds (excluding BC Gaming Commission funds) will be decided upon by the membership at the final General Meeting.

2. Upon dissolution of the Council, BC Gaming Commission funds shall be disbursed to a charitable organization(s) in British Columbia having a similar charitable purpose.
3. 30 days notification of dissolution must be given to the school community prior to dissolution.
4. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of the Principal of Qualicum Beach Elementary School.

SECTION XI – Code of conduct/ethics

1. The PAC is not a forum for the discussion of any individual.
2. PAC meetings must be a safe and respectful environment, if this cannot be maintained, the Chair/Vice Chair has the authority to call the meeting to an end.
3. QBES PAC has zero tolerance for any forms of abusive behavior, including but not limited to harassment whether online or in person, bullying, or spreading of misinformation about QBES PAC or volunteers.
4. A person found in violation of this code of conduct by the majority of the Executive Team may be asked to leave the meeting and may be prevented from attending future meetings. If the person is part of the Executive Team, a vote of majority may be taken to remove said person from the Executive Team.
5. A detailed rationale explaining the circumstances, experiences and pertinent information will be sent to the QBES Administration Team for their review and consultation prior to relieving an Executive member from their position, or preventing a parent/guardian from attending future PAC meetings.
6. QBES PAC strives to be inclusive and does not discriminate based on age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income as outlined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Code.
7. An Executive PAC member is in a privileged position and must treat information with discretion, protecting the confidentiality of the people involved.

A parent/guardian who accepts a position as a PAC executive member must:

- a. Uphold the constitution, policies and procedures of the PAC and of the school.
- b. Perform duties with honesty and integrity.
- c. Shall be unbiased towards age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income.
- d. Works to ensure that the well-being of students is the primary focus of all decisions.
- e. Respects the rights and diversity of all individuals.
- f. Takes direction from the members ensuring that representation processes are in place and supports PAC decisions.
- g. Encourages and supports individuals to act on their own behalf and provides 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. Shall declare any Conflict of Interest to the PAC.

SECTION XII - FUNDRAISERS AND CONFLICT OF INTEREST

1. Any fundraiser with a perceived possibility of conflict of interest will be voted upon by PAC.

By signing below, you agree that you have read, understood, and agreed to abide by this Code of Ethics. 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.

Date

Chairperson

Co-Chairperson

Treasurer

Co-Treasurer

Secretary

DPAC Representative

Director

Director

Director