



Parent Advisory Council (PAC) School District No. 69

The **PURPOSE** of the PAC is to:

- ✓ **advise** the school principal and staff on parental views about school programs, policies and activities
- ✓ **communicate** with parents and **promote co-operation** between the home and the school in providing for the education of the children
- ✓ **assist** parents in accessing the system and to advocate on behalf of parents and students
- ✓ **organize** PAC activities and events
- ✓ **contribute** to the effectiveness of the school by promoting the involvement of parents and other community members
- ✓ **maintain a working relationship** between parents, administration, staff, students and the community
- ✓ **encourage** and **exchange ideas** between parents, administration, staff, students and the community
- ✓ maintain membership with the BCCPAC

The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender, political affiliation, sexual orientation and physical or mental ability.



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Parent Advisory Council (PAC) School District No. 69

Constitution & Bylaws

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Date Ratified - April 14, 1999
Section XIV Amended - November 8, 2000
Section IX 1. (i) Amended - January 8, 2002
Section IX 4. (h) Amended - January 8, 2002
Amended - August 30, 2003

Constitution

Section I Name

The name of the association shall be the QUALICUM BEACH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (School District No. 69).

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender, political affiliation, sexual orientation and physical or mental ability.

Section II Purpose

1. To advise the school principal and staff on parental views about school programs, policies and activities.
2. To communicate with parents and to promote co-operation between the home and the school in providing for the education of the children.
3. To assist parents in accessing the system and to advocate on behalf of parents and students
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To maintain a working relationship between parents, administration, staff, students and the community.
7. To encourage and exchange ideas between parents, administration, staff, students and the community.
8. To maintain membership with the BCCPAC.

Bylaws

Section III Membership

1. All parents and/or guardians of students registered at Qualicum Beach Elementary School may be voting members of the group.
2. Administration of Qualicum Beach Elementary School shall be a non-voting member of the group.
3. A teacher representative of Qualicum Beach Elementary School shall be non-voting member of the group.
4. Members of the school community who are not parents of the students currently in attendance in the system may be invited to attend as a non-voting member.
5. At no time shall the Council have more non-voting members than voting members.
6. A student representative of QBES may be invited to attend as a non-voting member.

Section IV Meetings

1. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year. Additional general meetings may be held monthly during the school year to conduct current business.
2. The executive meetings and additional general meetings may be held at the discretion of the Executive.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. 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.

Section V Voting

1. The voting members present at any called meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority with the exception of constitutional reform where a 2/3 majority is required.
3. In the case of a tie vote, the motion will be lost.
4. Voting members on all matters must be given personally. Voting by proxy shall not be permitted.
5. Except as provided elsewhere in these bylaws, voting shall be done by a show of hands or, where requested by two voting members present, by secret ballot.
6. The election of representatives to the School Planning Council must be by secret ballot.

Section VI Election of Executive Officers

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of School District No. 69 or Ministry of Education shall hold an executive position.

2. Call for nominations shall be made at the meeting in May.
3. In the event of vacancy of the executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the Nominating Committee Chairperson.
5. Three parent representatives and an alternative to the School Planning Council shall be elected annually at the October general meeting from parents of students enrolled in Qualicum Beach Elementary School, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

Section VII Terms of Office

1. The term of office shall commence June 30th of each year and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position.
3. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term of office, and may elect an eligible member to complete the term. 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.
4. No person may hold more than one elected position at any one time.
5. The Past-President shall hold that office for one year.
6. The term of office for the representatives of the School Planning Council shall commence October 31st of each year and shall be for one year.

Section VIII Executive Officers

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President, when applicable. The Executive Officers will be as follows:
 - A. President/Chair
 - B. Treasurer and/or Direct Access Gaming Treasurer
 - C. Secretary

One of which is a School Planning Council representative

And may also include:

- D. Vice President
- E. District PAC Representative (DPAC)
- F. Past President

- 1a) A maximum of four executive members should be signing officers.

Section IX Duties of the Officers

1. President/Chair

The President/Chair shall:

- a) convene and preside at all general, special and executive meetings
- b) ensure that an agenda is prepared and presented
- c) appoint committees where authorized to do so by the executive or membership
- d) be an ex-officio member of all committees except the Nomination Committee
- e) take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization
- f) be the official spokesperson for the organization
- g) be a signing officer
- h) not put motions forth or vote (unless there is a tie, then the PAC Chair can vote).

2. Treasurer and/or Direct Access Gaming Treasurer

The Treasurer and/or Direct Access Gaming Treasurer shall:

- a) be responsible for a monthly report on the accounts of the organization at every general meeting
- b) be one of the four signing officers of the executive as per Section XI
- c) with the assistance of the executive, draft a budget and tentative plan of the expenditure as per Section XI
- d) ensure that another financial signing officer has access to the books in the event of his/her absence
- e) submit a written annual report
- f) apply annually for all applicable gaming funding and licencing, as required
- g) be subject to a Financial audit at the end of their serving term
- h) complete the fiscal year end for August 31st.

3. Secretary

The Secretary shall:

- a) record the minutes of membership, special and executive meetings
- b) distribute minutes to Council members
- c) keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and copy amended shall be dated and initialed and a copy sent to the school board office for safe keeping
- d) issue and receive correspondence on behalf of the organization
- e) be a signing officer as required
- f) safely keep all records of the Council

4. Vice President

If elected, the Vice President shall:

- a) assume responsibilities of the President in the President's absence or as delegated
- b) accept extra duties as required

- c) be a signing officer as required

5. District PAC Representative (DPAC)

If elected, the DPAC Representative shall:

- a) attend DPAC meetings
- b) provide monthly updates related to DPAC matters at the general meetings
- c) seek input from the PAC

6. Past President

When applicable, the Past President shall:

- a) help smooth transition between Presidents
- b) assist and advise the Council
- c) act as a consultant for the President
- d) chair the Nominating Committee (optional)

7. School Planning Council (SPC) Representative

The SPC Representative shall:

- a) be one of four elected SPC representatives
- b) represent and speak on behalf of the PAC at SPC meetings
- c) take direction from the general PAC membership
- d) provide updates related to school planning matters at the general meetings

Section X Committees

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. Members may be appointed annually to committees by the President (after consultation with the executive and consent of the membership).
5. Shall provide updates on related matters at the monthly general meetings, as applicable.

Emergency Preparedness (EPREP) Committee

The EPREP Committee shall:

- a) ensure emergency supplies are adequately stocked and information is updated on an annual basis
- b) maintain inventory of food/water supplies and expiry dates
- c) provide information and training on emergency procedures and programs to the PAC and school administration
- d) coordinate notification and collection of Emergency Preparedness fees for all students attending QBES (including daycare) on an annual or as needed basis
- e) maintain outdoor kiosk and other related equipment on a quarterly or as needed basis
- f) provide monthly updates on matters related to EPREP at the general meetings

Section XI Finances

1. A budget and tentative plan of expenditures should be drawn up and presented for approval at a general meeting prior to the end of October each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for those documents.
4. All money spent above and beyond a pre-determined petty cash amount of \$100.00 will be first presented to and voted on by the executive, and then approved by the majority at a general meeting.
5. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor, such as a parent who may or may not be a member of the Qualicum Beach Elementary School PAC will be appointed as needed.

Section XII Constitution and Bylaws Amendments

Amendments to the Constitution and Bylaws of the Qualicum Beach Elementary School Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed. 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 and made accessible to all members.
3. A two-thirds (2/3) majority vote of those voting members present will be required to amend the Constitution and Bylaws.

Section XIII Code of Conduct

1. The Qualicum Beach Elementary School Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member:
 - a) upholds the Constitution and Bylaws, policies and procedures of the PAC
 - b) performs his/her duties with honesty and integrity
 - c) works to ensure that the well being of students is the primary focus of all decisions
 - d) respects the rights of all individuals
 - e) takes direction from the members, ensuring that representation processes are in place
 - f) 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
 - g) works to ensure that issues are resolved through due process
 - h) strives to be informed and only passes on information that is reliable and correct
 - i) respects all confidential information
 - j) supports public education

Section XIV Conflict of Interest and Perceived Bias Definitions

Conflict of interest refers to a situation in which an individual or his/her immediate family could benefit monetarily from a decision of PAC which the individual can influence or vote upon.

Perception of bias refers to a situation which may exist if an individual who represents 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 interest of parents and this may diminish the power of what is said.

POLICY

A) Conflict of Interest

That individuals refrain from discussing, influencing and voting upon any matter before the PAC in which they or their immediate families have a pecuniary interest.

B) Perceived Bias

That the voice of PAC must clearly be and must be perceived to be that of the parents of Qualicum Beach Elementary School. That individuals who may be in a situation of perceived bias by virtue of another role they hold within the educational system avoid functions within PAC which involves representation to external organizations and the general public.

C) Concerns

Members who have concerns regarding conflict of interest or perceived bias refer those concerns to committee.

PROCEDURES

1. Concerns regarding conflict of interest and perceived bias will be referred to the Conflict of Interest Committee. The Conflict of Interest Committee will be composed of the President and 2 other executive members, and will deal with the questions of conflict of interest and perceived bias.
2. The Conflict of Interest Committee will review any concerns that an individual is in conflict of interest situation, and make recommendation as to how the situation may be addressed.
3. The committee will review any concern that a perception of bias exists. If the committee determines that a perception of bias exists, this will be brought to the individuals attention, with a suggestion that the individual request reassignment to another committee or position as appropriate.

Section XV Dissolution

1. Upon winding up of dissolution of the society, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having similar charitable purpose. This provision shall be unalterable.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the School District 69 in the personal of the principal of the school.

APPENDIX

SCHOOL ACT (Excerpt) [RSBC 1996] CHAPTER 412

Part 2 — Students and Parents

Division 2 — Parents

Parents' entitlements and responsibilities

- 7 (1) A parent of a student of school age attending a school is entitled
- (a) to be informed, in accordance with the orders of the minister, of the student's attendance, behaviour and progress in school,
 - (b) on request, to the school plan for the school and the achievement contract for the school district, and
 - (c) to belong to a parents' advisory council established under section 8.
- (2) A parent of a student of school age attending a school may, and at the request of a teacher, principal, vice principal or director of instruction must, consult with the teacher, principal, vice principal or director of instruction with respect to the student's educational program.

Parent volunteers

- 7.1 Subject to this Act, the regulations and any rules of a board, a parent of a student may provide volunteer services at or for a school.

Parents' advisory council

- 8 (1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.
- (2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.
 - (3) There must be only one parents' advisory council for each school or Provincial school.
 - (4) A parents' advisory council, through its elected officers, may
 - (a) advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, other than matters assigned to the school planning council, and
 - (b) at the request of the school planning council, assist the school planning council in carrying out its functions under this Act.
 - (5) A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing
 - (a) the dissolution of the parents' advisory council,

- (b) the election of members to represent the parents' advisory council on the school planning council, and
 - (c) the election of a member to represent the parents' advisory council on the district parents' advisory council.
- (6) Voting at an election referred to in subsection (5) (b) and (c) must be by secret ballot.

School planning council

- 8.1 (1) A board must establish a school planning council for each school, except a Provincial resource program, in its school district.
- (2) At the request of 3 parents of students attending a Provincial resource program, a board may establish a school planning council for the Provincial resource program.
- (3) A school planning council for a school consists of the following persons:
- (a) the principal of the school;
 - (b) one of the teachers at the school, elected annually by secret ballot by the teachers who teach at the school;
 - (c) 3 representatives of the parents' advisory council who are
 - (i) parents of students enrolled in the school, and
 - (ii) elected annually by the parents' advisory council;
 - (d) if the school enrolls students in grade 10, 11 or 12, one student of school age enrolled in one of those grades at the school, appointed annually by the principal of the school after consulting with the students enrolled in those grades at the school.
- (4) One of the representatives elected under subsection (3) (c) must be an elected officer of the parents' advisory council.
- (5) A board may appoint a person to fill a vacancy on a school planning council if
- (a) there is no parents' advisory council for the school,
 - (b) the parents' advisory council for the school does not elect 3 representatives under subsection (3) (c),
 - (c) the teachers at the school do not elect a representative under subsection (3) (b), or
 - (d) the principal of the school does not appoint a student under subsection (3) (d).
- (6) The term of office of a person appointed or elected under this section to the school planning council must not be more than one year.
- (7) An employee of any board is not eligible for election under subsection (3) (c) or an appointment in the circumstances referred to in subsection (5) (a) or (b).

Role of a school planning council

- 8.2 A board must consult with a school planning council in respect of the following:
- (a) the allocation of staff and resources in the school;
 - (b) matters contained in the board's achievement contract relating to the school;
 - (c) educational services and educational programs in the school;
 - (d) school safety, including the installation and operation of video surveillance

cameras.

School plan

- 8.3 (1) In each school year, a board must approve a school plan for every school in the school district.
- (2) By a date set by the board, a school planning council must prepare and submit to the board a school plan for the school in respect of improving student achievement and other matters contained in the board's achievement contract relating to that school.
- (3) A school planning council must consult with the parents' advisory council during the preparation of the school plan.
- (4) The board may approve, approve with modifications or reject a school plan submitted under subsection (2) or (6).
- (5) Before approving a school plan, the board may
- (a) consult with the school planning council about modifications to the school plan, or
 - (b) direct the school planning council to modify all or part of the school plan by a specified date.
- (6) The board may direct the principal of a school to prepare and submit to the board a school plan for the school by a specified date if
- (a) the school planning council does not submit a school plan under subsection (2),
 - (b) the school planning council does not comply with a direction of the board under subsection (5) (b), or
 - (c) the board rejects the school plan submitted under subsection (2).
- (7) A board must make a school plan approved under subsection (4) available to the parents of students attending that school.

District parents' advisory council

- 8.4 (1) A parents' advisory council, through its elected officers, may apply to the board for the establishment of a district parents' advisory council.
- (2) On receipt of an application under subsection (1), the board must establish a district parents' advisory council for the school district consisting of representatives elected to the council under subsection (3).
- (3) Each parents' advisory council in a school district may elect annually one of its members to be its representative on the district parents' advisory council for a term of not more than one year.
- (4) There must be only one district parents' advisory council for each school district.

Purpose and operation of district parents' advisory council

- 8.5 (1) Subject to section 67 (5.1), the district parents' advisory council may advise the board on any matter relating to education in the school district.
- (2) A district parents' advisory council must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution

of the council.

- (3) A superintendent of schools for the school district, a designate of the superintendent or a trustee of the school district may attend any meeting of the district parents' advisory council.