

Bankhead Elementary School Parent Advisory Council (PAC) By-Laws

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SECTION I – MEMBERSHIP

VOTING MEMBERS

All parents and guardians of students registered in Bankhead Elementary are voting members of the Council.

NON-VOTING MEMBERS

Administrators and staff (teaching and non-teaching) of Bankhead Elementary may be invited to become non-voting members of the Council (apart from Student Supervisors or positions of ten hours per week or less) as per policy 390 & 703 of the SD23 Board policies.

Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council once approved by Executive members.

At no time will the Council have more non-voting than voting members.

COMPLIANCE WITH BYLAWS

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

SECTION II –MEETINGS OF MEMBERS

General meetings will be conducted with fairness to all members.

General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

CONDUCT

At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

NOTICE OF MEETINGS

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Members will be given reasonable notice of general meetings.

Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

SECTION III – PROCEEDINGS AT GENERAL MEETINGS

QUORUM

A quorum for general meetings will be three* voting members (*the minimum number of voting members that can reasonably be expected to attend).

1. 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.

A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

VOTING

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).

In the case of a tie vote the motion will be sent to a secret ballot vote

Members must vote in person on all matters. Voting by proxy will not be permitted.

Members will vote through their elected representatives. A representative must be present at a meeting to vote. Voting by proxy will not be permitted.

Voting is by a show of hands.

Motions will be presented in the general meeting minutes.

1. Executive team to discuss then motion will be brought forward to general meetings from assignment executive member as designated in the minutes
2. Executive team can pass a motion if brought forward between notified general meeting dates

SECTION IV -- EXECUTIVE

ROLE OF EXECUTIVE

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

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EXECUTIVE DEFINED

The executive will include the president, secretary, treasurer, and immediate past president

PACs are required by the School Act to elect three representatives to the school parent advisory council. One of the representatives must be on the PAC executive. To meet this requirement, one of the representatives may already hold an executive position, or you may modify your PAC bylaws to create an additional executive position called "PAC Executive Representative to the SPC"

ELECTION OF EXECUTIVE

Call for nominations shall be made at the meeting prior to the Annual General Meeting in June.

The group shall elect a slate of executive officers from the voting members for each school year. Number and position of executive committee members should be determined by the needs of the Council.

The executive will be elected at each annual general meeting by voting members.

Elections will be conducted by the chair of the Nominations Committee.

TERM OF OFFICE

The term of office shall commence at the beginning of the school year of each year and shall be until the next Annual General Meeting.

Candidates will be called upon at Annual General Meeting in June and Executives will be voted in at first General PAC meeting.

Any elected member of the Council may serve on the executive for as many years he/she is elected to a position, but no person may hold any one position for more than two consecutive years unless otherwise approved by voting members.

VACANCY

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

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.

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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

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 MEETINGS

MEETINGS

Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

A quorum for executive meetings will be a majority of the members of the executive.

Executive members will be given reasonable notice of executive meetings.

VOTING

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In the case of a tie vote, the motion will be sent to a secret ballot vote.

SECTION VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES CODE OF ETHICS

On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.

The Bankhead Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community

REPRESENTING THE COUNCIL

Every executive member and representative must act solely in the interests of the parent membership of the Council.

A parent who accepts a position as a PAC Executive Member:

1. Upholds the Constitution and Bylaws, policies, and procedures of the PAC.
2. Performs her/his duties with honesty and integrity.

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3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring that representation processes are in place

PRIVILEGE

Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

All money spent for, above and beyond a pre-determined petty cash amount of \$150 will be first presented to and voted on by the executive, and then approved by a majority at a general meeting, with exception of items noted below:

1. The food and general supplies (baggies, cutlery) required to run hot lunch shall be considered approved and will not be required to be voted on, however, any items not specifically required to run the program such as (but not limited to) appliances and/or cookware will be required to be presented at a meeting and voted on.

All PAC-related communications are considered confidential and will not be posted, photographed, or otherwise reshared without the permission of the Executive.

DISCLOSURE OF INTEREST

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

SECTION VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

PRESIDENT

1. speak on behalf of the Council
2. consult with Council members
3. Appoint committees where needed
4. Is a member of all committees.
5. preside at membership and executive meetings
6. ensure that an agenda is prepared & provided to executive team 2 days prior to meeting
7. Delegate duties to other members as appropriate.
8. Conduct the vote on all questions/motions; determine and announce the results.
9. Rule improper motions out of order.

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10. Conclude the meeting by calling it adjourned and setting the next meeting date and Time.
11. Be the official spokesperson for the PAC.
12. Act as a liaison between the PAC and the administration, other school PACs, and the community
13. ensure that the Council is represented in school and district activities
14. ensure that Council activities are aimed at achieving the purposes set out in the constitution
15. be a signing officer
16. submit an annual report

The terms "president" and "chairperson" are often used interchangeably.

SECRETARY

1. ensure that members are notified of meetings
2. Send minutes to president and one other executive member for approval within 7 days following date of general meeting
3. record and file minutes of all meetings
4. Forward General meeting minutes to the appropriate administration for publishing on school website.
5. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
6. prepare and maintain other documentation as requested by the membership or executive
7. issue and receive correspondence on behalf of the Council
8. ensure safekeeping of all records of the Council
9. may be a signing officer
10. submit an annual report

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.

TREASURER

1. be a signing officer
2. ensure all funds of the Council are properly accounted for
3. maintain a chequing account at an approved financial institution registered under the Bank Act.
4. shall name at least three signing officers, two of which will be the president & treasurer, for banking and legal documents.
5. Two signatures will be required for these documents.
6. The executive shall maintain a second chequing account in an approved financial institution that shall be designated as the "Gaming Funds Account".

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7. This Account shall be operated in accordance with the regulations of the Province of British Columbia Gaming Commission. It is the responsibility of the treasurer to ensure compliance with such regulations.
8. disburse funds as authorized by the membership or executive
9. ensure that proper financial records and books of account are maintained
10. report on all receipts and disbursements at general and executive meetings
11. Make financial records and books of account available to members upon request
12. have the financial records and books of account ready for inspection or audit annually
13. with the assistance of the executive, draft an annual budget
14. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
15. submit an annual financial statement at the annual general meeting

COPAC REPRESENTATIVE

1. Represent the school and the PAC at monthly COPAC meetings.
2. Give a report at monthly general meetings about the COPAC meeting.
3. Pass along information as it relates to the PAC and its members.
4. Receive, circulate, and post COPAC newsletters, brochures, and announcements as appropriate.

HOT LUNCH COORDINATOR

(This is a large role so duties can include hot lunch co-coordinator when elected)

1. Ensure that the government Food Safe Program regulations are followed.
2. Coordinate and oversee Lunch Program volunteers to help organize and maintain a regular lunch program by:
 - a) Scheduling volunteers as required
 - b) Creating and distributing a menu
 - c) Collecting and organizing classroom orders
 - d) Ordering and arranging food delivery to the school
 - e) Serving and distributing food
 - f) Submitting all receipts and expenditures to the Treasurer
2. Use proper accounting practices to record transactions, which will include:
3. Keeping record of total amounts paid as well as names of individual payees so as keep a record in case of discrepancies
4. Reset the Hot lunch website. Update and maintain all vendors, teachers, students, and parents' information on the website. Create menus for ordering. Collect payment from parents. Keep track of all orders, payments & profits.
5. Work with the Principal about dates for HL and student sponsorships as they are presented.
6. Recruit volunteers as needed.
7. Order and gather all supplies necessary to complete the HL service. Such as food items (Juice boxes, apples, yogurt...) and items needed to hand out and/or eat the food items (sandwich bags, utensils, napkins...).
8. Keep PAC kitchen and locked PAC room tidy. Clean and maintain all HL bins and towels.

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9. Manage day of Hot Lunch service. Someone with Food Safe must be present. Ensure all health and safety protocols have been adhered to by all volunteers. Prepare and sort food items as needed. Work with the Principal and HL student team to coordinate food delivery.
10. Answer any questions and concerns from students and staff as presented. Remain on site until all concerns have been addressed.
11. Present a Hot Lunch Report at monthly PAC general and Executive meetings.

FUNDRAISING COORDINATOR

1. Responsible for arranging fundraisers throughout the year as the need arises for the PAC, and coordinate with school administration to ensure minimal amount of disruption.
2. Keep an accurate record of all funds raised during a fundraiser.
3. Be the liaison for those who participate in fundraisers.
4. Ensure fundraisers are posted to PAC Facebook page and in the WAAG
5. Present a fundraising report at monthly PAC General and Executive meetings.
 - a) This can be done along with treasurer
6. Present a report at the AGM, highlighting the amount of funds raised throughout the year, discussing the most successful and least successful.

EVENTS COORDINATOR

1. Present event ideas to the Executive and membership at PAC meetings.
2. In conjunction with the Treasurer, submit a detailed breakdown of income and expenditures for each event at the required PAC meeting.
3. Organize event details such as:
 - a. DJs, concession items, vendors, admission
4. Coordinate and oversee event volunteers to help organize events by:
 - a. Scheduling volunteers as required
 - b. Gathering event information
 - c. Arranging events by coordinating committees for these events
 - i. Ex: Parent volunteer sign-up sheet
 - d. Coordinating with BHE administration for use of space and school equipment
 - e. Keeping accurate records of events in conjunction with the Secretary and the Treasurer
5. Send event details to Executive team
6. Ensure event details are posted on PAC Facebook page and in WAAG
7. Accept other duties as required.

MEMBERS-AT-LARGE

1. Help with duties as they arise and are of interest to them throughout the year.

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PAST PRESIDENT

1. advise and support the membership and executive
2. provide information about resources, contacts, and other matters

SECTION IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.

SECTION - DISSOLUTION

1. In the event of the dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final general meeting.
2. Any funds in accounts will be distributed to enhance academic, information technology or other student learning projects at Bankhead Elementary School. This clause shall be unalterable.
3. All records of the organization shall be placed under the jurisdiction of School District 23, Central Okanagan in the person of the Principal of BHE.