



Constitutions and Bylaws

Copies of the constitution and bylaws should be available at all meetings, posted in a conspicuous place, and included at the front of any manuals or guides frequently used by the membership or executive.

Constitution

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Section I – NAME

The name of this Council is **Rose Valley Elementary School Parent Advisory Council**

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
4. To participate in the work of the school planning council through the Council's elected representatives
5. To promote the interests of public education and, in particular, the interests of Rose Valley Elementary School
6. To provide leadership in the school community
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To provide parent education and professional development, and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership
13. To advise and participate in the activities of the Central Okanagan District Parent Advisory Council and the BC Confederation of Parent Advisory Councils



Section III -- INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

“district” means School District No. 23

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 23

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in (name of your school)

“parent” is as defined in the School Act and means

- a. the guardian of the person of the student or child,
- b. the person legally entitled to custody of the student or child, or
- c. the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children
- d. enrolled in School District No. 23

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 23

Bylaws

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Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Rose Valley Elementary School are voting members of the Council.



Non-voting members

2. Administrators and staff (teaching and non-teaching) of Rose Valley Elementary School may be invited to become non-voting members of the Council.
3. 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.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. 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. 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

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. 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

5. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five voting members.
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. Members must vote in person (or via web conference) on all matters. Voting by proxy will not be permitted.
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.
7. A vote will be taken to destroy the ballots after every election.



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 President, vice-President, Secretary, Treasurer, DPAC Representative, immediate past president, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member on the Council is eligible to serve on the executive. If an executive member is an employee or elected official of School District No. 23 or the Ministry of Education, the member must:
 - a. identify topics that pose a conflict of interest when they arise, and inform the council that they are in a conflict of interest;
 - b. recuse themselves from debate and voting on any items that pose a conflict of interest.

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.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election.
7. No person may hold more than one elected executive position at any one time.
8. No person may hold the same executive position for more than three years, unless otherwise approved by PAC members.

Vacancy

9. 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

10. 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 to complete the term.
11. 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

12. 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

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

Quorum

14. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

15. Executive members will be given reasonable notice of executive meetings.

Voting

16. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
17. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI - DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Central Okanagan Parent Advisory Council may be elected annually from among the voting members who are not employees or elected officials of School District No. 23 or the Ministry of Education.

External committees

2. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 23 or the Ministry of Education to represent the Council on an external committee or to an external organization.
3. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

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

Representing the Council

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



Privilege

3. 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.

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.
8. 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

A. The President will

- a. speak on behalf of the Council
- b. consult with Council members
- c. preside at membership and executive meetings
- d. ensure that an agenda is prepared
- e. appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. be a signing officer
- i. submit an annual report

B. The Vice-President 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
- f. submit an annual report

C. The Secretary will

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings
- 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
 - *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.*
 - *Financial records should be kept for seven years.*



- *Other documents may be kept according to their value or precedent-setting nature.*
- *Minutes are a valuable history of the council.*

g. may be a signing officer

D. The Treasurer will

- be a signing officer
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

E. The DPAC Representative will

- attend all meetings of (name of your DPAC) and represent, speak, and vote on behalf of the Council
- maintain current registration of the Council
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives

G. The immediate Past President will

- advise and support the membership and executive
- provide information about resources, contacts, and other matters

Section IX – COMMITTEES

- The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
- 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.
- Committees will report to the membership and executive as required.
- A Nominating Committee will be appointed annually before the annual general meeting.

Section X – FINANCIAL MATTERS

Financial year

- 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.

Debt

3. The Council may not borrow money or take on debt of any kind.

Bank accounts

4. 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

5. The executive will name at least three signing officers for banking and legal documents.
6. Two signatures will be required on all of these documents.

Annual budget

7. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
 - *Council money can only be spent if authorized by a motion passed at a general meeting. The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers the period within a council's financial year. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval*

Non-budgeted expenditures

8. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Accounting Policy

9. The Council will use the cash accounting method for keeping and reporting financial information.

Treasurer's report

10. A treasurer's report will be presented at each general meeting.

Auditor

11. Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% 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.



Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. () having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Rose Valley Elementary School.

Adopted by Rose Valley Elementary School Parent Advisory Council at West Kelowna, British Columbia, on _____ (date).

Signatures of president and one other executive member:

(Signature)

(Signature)

(Name)

(Name)

President
(Position)

(Position)



CODE OF ETHICS & CONDUCT

1. A parent who accepts a position as a Council executive member, committee member, or representative
 - a. upholds the constitution and bylaws, policies, and procedures of the electing body
 - b. performs his or her duties with honesty and integrity and in the interests of the Council
 - 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 membership and executive
 - f. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
 - g. works to ensure that issues are resolved through due process
 - h. strives to be informed and only passes on information that is reliable
 - i. respects all confidential information
 - j. supports public education

2. A Council executive member also
 - a. Shows appreciation for the efforts of colleagues on the Council and Rose Valley Elementary School Staff
 - b. Demonstrates integrity, ethical decision-making, and inclusiveness
 - c. Avoids personal attacks on other members of the Council and respect diversity of opinion
 - d. Avoids publicly disparaging School District 23 and Rose Valley Elementary School staff, volunteers, and students
 - e. Discloses confidential information to colleagues and school staff only when it is necessary and permitted
 - f. Reports breaches of this code of conduct to the Council President and/or the Principal of Rose Valley Elementary School

Dispute Resolution

1. In the event of a dispute, a Council member will attempt to resolve the issue directly with the other party in a respectful and proactive manner
2. If the dispute cannot be resolved to the satisfaction of all parties by the parties themselves, the issue will be reported to the Council President for assistance in resolving the dispute
 - a. If the dispute involves the Council President, then the Vice-President will attempt to resolve the dispute
 - b. If both the President and Vice-President are involved in the dispute, the issue will be referred to the School Principal
3. To resolve a dispute the Council President will talk to both parties and
 - a. Define the source of the conflict
 - b. Attempt to understand all points of view
 - c. Request solutions from all parties



- d. Identify solutions that both disputants can support
 - e. Attempt to come to an agreement with all parties that resolves the conflict
4. If the President's efforts are not successful in resolving the dispute, the president may refer the matter to the Council executive as a whole, excluding any executives involved in the dispute, for assistance in resolving the dispute and any action by the Council that may be necessary.

Statement of Understanding

I, the undersigned, in accepting the position of _____

of Rose Valley Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics & Conduct. 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.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____