

Kitchener Elementary School Parent Advisory Council

Constitution & Bylaws



May 2024

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CONSTITUTION

Section I - NAME

The Name of the Council is Kitchener Parent Advisory Council (the “Kitchener PAC” or “PAC”).

The Council will operate as a not-for-profit with no personal financial benefit accruing to members.

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 guided by the Council’s elected representatives known as the Kitchener PAC Executive.
5. To promote the interests of public education and, in particular, the interests of Kitchener Elementary School (“Kitchener School” or “Kitchener”).
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 Burnaby District Parent Advisory Committee 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. 41.

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act per Section 8.4 and operating as a district parent advisory council in School District No. 41.

“PAC” or “parent advisory council” means the parents organized according to the School Act under Section 8 and operating as a parent advisory council at Kitchener.

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

- a) in respect of a student or of a child registered under section 13, a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
- b) a 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 enrolled in School District No. 41.

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 41.

“SPB” means the school planning board created for Kitchener Elementary School according to the BC School Act (Nov 1, 2023).

BYLAWS

Section IV – MEMBERSHIP

Voting members

All parents and guardians of students registered in Kitchener Elementary School are voting members of the PAC.

Non-voting members

1. Administrators and staff (teaching and non-teaching) of Kitchener Elementary School may be invited to become non-voting members of the PAC.
2. 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 PAC.
3. At no time will the PAC have more non-voting than voting members.
4. Every member will uphold the constitution and comply with these bylaws.

Section V – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held, in person or virtually, not less than four times a year
3. One of those meetings will be the AGM.

Conduct

4. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
5. 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

6. Members will be given reasonable notice of general meetings. Recommend minimum of 14 days notice.
7. Agendas and Minutes will be available to all members

Section VI – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five (5) voting members, of which a minimum of one (1) will be an executive member.
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 President does not have a special right to a second or casting vote to break the tie and the motion is defeated.
5. Members must vote in person or virtually 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.
8. The PAC's fiscal year shall be from July 1st to June 30th.

Section VII - EXECUTIVE

Role of executive

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

Positions

2. The executive shall include the President, Vice-President, Secretary, and Treasurer (or Co-Treasurers) at minimum. Past President, SPB Liaison, DPAC Liaison and such other Members-at-Large of the PAC as the membership may decide.
3. The positions President, Vice-President, Secretary and Treasurer (or Co-Treasurers) shall each be held by a different member.
4. The President, Vice-President, Secretary or Treasurer (or Co-Treasurers) are permitted to also hold the position of SPB Representative and/or DPAC Representative.

Eligibility

5. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 41 or the Ministry of Education.

Nominations

6. The PAC will form the nominations committee at a general meeting prior to the Annual General Meeting (AGM).
7. A letter of notice for nominations shall be distributed to all families in the school least thirty (30) days before the AGM.
8. Nominations may be made up to and during the AGM, until declared closed by the chairperson of the nominating committee.
9. Any voting member is eligible to make a nomination.
10. All nominees must provide verbal or written acceptance of their nomination prior to voting beginning at the AGM.

Elections

11. The executive will be elected at the AGM.
12. Elections will be conducted by the chairperson (or President) of the AGM, who shall be permitted to vote.
13. Elections for all executive positions shall be by secret ballot.
14. The candidate receiving the largest number of votes shall be declared elected.
15. In the event that only one eligible candidate is nominated for a position, that candidate shall be elected by acclamation without the need for a vote to be taken.
16. In the event of a tie vote, the chairperson (or President) of the AGM shall have a second or casting vote which shall break the tie.

Term of office

17. The executive will hold office for a minimum term of one (1) year beginning immediately following the election (or between specified dates, for example, from July 1st to June 30th).
18. No person may hold the same executive position for more than four (4) 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 PAC Executive to fill the vacancy until the next AGM.

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 their term of office, and may elect an eligible 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 fourteen (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 PAC's affairs.

Section VIII – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the President. A minimum of one meeting will be called a year prior to the beginning of the school year to discuss the upcoming school year activities.
2. Meetings can be held in-person or virtually.
3. Meetings will include, but not limited, calendarizing of annual events, planning for and debriefing annual fundraisers/ programs etc, cost-benefits analysis for proposed ideas, budgeting reviews, preparing agenda for general meetings.
4. Minutes will be captured and made available to the PAC.

Quorum

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

Notice

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

Voting

7. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1); in person or virtually. Voting by proxy is not permitted.

8. In the case of a tie vote, the President does not have a second or casting vote and the motion is defeated.

Section IX - SPB, DPAC AND EXTERNAL COMMITTEE REPS

School Planning Board (SPB) representatives

1. Three (3) representatives to the School Planning Board (SPB) may be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the PAC executive. See Appendix 2 for more info on policy and procedure per the BC School Act Section 2.11.

District Parent Advisory Council representative

2. One representative to the District Parent Advisory Council of Burnaby Schools (DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. 41 or the Ministry of Education.

Election of SPB and DPAC representatives

3. The election of representatives to the SPB and DPAC must be by secret ballot.

Term of office

4. SPB and DPAC representatives will hold office for a term of one (1) year.

Vacancy

5. If an SPB or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 41 or the Ministry of Education to represent the PAC on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

Section X – 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 PAC

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

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 PAC 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 PAC for personal gain.

Section XI – DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The President will
 - a. speak on behalf of the PAC
 - b. consult with PAC members
 - c. liaise with school administration
 - d. preside at general and executive meetings
 - e. ensure that an agenda is prepared
 - f. appoint committees where authorized by the membership or executive
 - g. ensure that the PAC is represented in school and district activities
 - h. ensure that PAC activities are aimed at achieving the purposes set out in the constitution
 - i. deposits funds collected into PAC bank account

- j. be a signing officer
 - k. submit an annual report
2. 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 their duties
 - d. accept extra duties as required
 - e. deposits funds collected into PAC bank account
 - f. be a signing officer
 - g. submit an annual report
3. The Secretary will
- a. ensure that members are notified of meetings
 - b. record and file minutes of all meetings electronically with copies sent regularly to Kitchener Admin for posting
 - 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 PAC
 - f. ensure safekeeping of all records of the PAC
 - g. deposits funds collected into PAC bank account
 - h. be a signing officer
 - i. submit an annual report
4. The Treasurer (or Co-Treasurers) will
- a. be a signing officer
 - b. deposits funds collected into PAC bank account
 - c. ensure all funds of the PAC are properly accounted for
 - d. Responsible for applying, managing, reporting on BC Gaming and PAC District Grant
 - e. disburse funds as authorized by the membership or executive
 - f. ensure that proper financial records and books of account are maintained
 - g. report on all receipts and disbursements at general and executive meetings
 - h. make financial records and books of account available to members upon request
 - i. have the financial records and books of account ready for inspection or audit annually
 - j. with the assistance of the executive, draft an annual budget

- k. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
 - l. submit an annual financial statement at the Annual General Meeting
5. The DPAC Representative will
- a. attend all meetings of the Burnaby District Parent Advisory Committee and represent, speak, and vote on behalf of the PAC
 - b. maintain current registration of the PAC
 - c. report regularly to the membership and executive on all matters relating to the DPAC
 - d. seek and give input to the DPAC on behalf of the PAC
 - e. receive, circulate, and post DPAC newsletters, brochures, and announcements
 - f. receive and act on all other communications from the DPAC
 - g. liaise with other parents and DPAC representatives
 - h. submit an annual report
6. Members-at-Large will
- a. serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires
7. The immediate Past President will
- a. advise and support the membership and executive
 - b. provide information about resources, contacts, and other matters

Vacancy

8. If an SPB or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.
9. The School Planning Board (SPB) representatives will
- a. attend all meetings of the school planning council (SPB)
 - b. represent, speak, and vote on behalf of the PAC at SPB meetings
 - c. request and take direction from the membership and executive
 - d. be strong advocates for meaningful parent involvement in the school and school planning
 - e. provide a written report to all general and executive meetings
 - f. attend general and executive meetings as directed by the membership or executive
 - g. submit an annual report

Section XII – COMMITTEES

1. The membership and executive may appoint committees to further the PAC'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.
4. A Nominating Committee will be announced annually before the annual general meeting.

Section XIII – FINANCIAL MATTERS

Financial year

1. The financial year of the PAC will be July 1 to June 30.

Power to raise money

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

Bank accounts

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

Signing authority

4. The executive will name at least three (3) signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval at the first general meeting of the school year. Budgets must be approved no later than October 31st. A special general meeting can be called to ensure the annual budget is passed by the deadline..

Non-budgeted expenditures

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

Treasurer's report

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

Auditor

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

Section XIV – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC’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 XV – 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 XVI – 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. 41 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 Kitchener Elementary School

Adopted by Kitchener Parent Advisory Council at Burnaby, British Columbia, on _____ (date).

_____	_____
Name	Name
Title	Title

APPENDICES

Appendix I: Kitchener Code of Ethics

A parent who accepts a position as the PAC executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs their duties with honesty, discretion and integrity and in the interests of the Council understanding some information/matters maybe sensitive or complex
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 membership and executive
6. 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
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education