

MOUNT PLEASANT ELEMENTARY PARENT ADVISORY COUNCIL

Updated as voted on October 13, 2023

CONSTITUTION AND BYLAWS

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CONSTITUTION

1. NAME

- 1.1. The name of this Council is “Mount Pleasant Elementary Parent Advisory Council.”

2. DESCRIPTION

- 2.1. The Parent Advisory Council is the voice of the parents! We advise the School and the School Board on student matters, we enhance the school experience for students and families, and we build community in the school and our neighbourhood.
- 2.2. The Council operates with no personal financial benefit accruing to members.
- 2.3. The business of the Council will be unbiased in respect of and including but not limited to race, religion, gender, politics, sexual orientation, and physical or mental ability.

3. PURPOSE OF THE COUNCIL

The purpose of the Council is to:

- 3.1. promote the education and welfare of students in the school;
- 3.2. encourage parent involvement in the school, and to support programs that promote parent involvement;
- 3.3. advise the school board, principal, and staff on any matter relating to the school;
- 3.4. promote the interests of public education in the general sense and, in particular, the interests of Mount Pleasant Elementary more specifically;
- 3.5. provide leadership in the school community;
- 3.6. contribute to a sense of community within the school and between the school, home, and neighbourhood;
- 3.7. provide opportunity for parent education and professional development, and a forum for discussion of educational issues;
- 3.8. assist parents as may be deemed appropriate and upon the parent request, in obtaining information and communicating with the principal and staff about their child’s progress or other concerns;
- 3.9. assist the principal and staff in ensuring the highest safety standards are maintained in the School and neighbourhood;
- 3.10. organize and support activities for students and parents;
- 3.11. provide financial support for the goals of the Council, as determined by the membership in accordance with the Council’s fundraising principles; and
- 3.12. advise and participate in the activities of Vancouver District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils as deemed achievable and pertinent by the Council.

4. INTERPRETATION OF TERMS

- 4.1. “Annual General Meeting” means the annual meeting of the Parent Advisory Council membership for the purposes of: hearing the president’s summary of the previous year, approving the Financial Statements, electing the PAC Executive and confirming membership, and voting on any amendments to the Constitution/Bylaws and any other special purpose.
- 4.2. “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.
- 4.3. “district” means School District No. 39.
- 4.4. “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. 39
- 4.5. “PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Mount Pleasant Elementary.
- 4.6. “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 enrolled in School District No. 39.
- 4.7. “posting place” means on the PAC bulletin boards, via PAC e-mail list and on PAC’s webpage.
- 4.8. “regular meeting” means regular meetings of the Parent Advisory Council.
- 4.9. “school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 39.

BYLAWS

1. MEMBERSHIP

- 1.1. Voting members: All parents and guardians of students registered in Mount Pleasant Elementary are voting members of the Council.
- 1.2. Non-voting members: Administrators and staff (teaching and non-teaching) of Mount Pleasant Elementary may be invited to become non-voting members of the Council.
- 1.3. 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.
- 1.4. At no time will the Council have more non-voting than voting members.
- 1.5. Every member will uphold the constitution and comply with these bylaws.

2. MEETINGS OF MEMBERS

2.1. Regular meetings

- 2.1.1. Regular meetings will be conducted with fairness to all members.
- 2.1.2. Regular meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

2.2. Conduct

- 2.2.1. At regular meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- 2.2.2. 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.

2.3. Notice of meetings

- 2.3.1. Members will be given reasonable notice of regular meetings that will be at least 14 days in advance of the meeting and it will be provided by way of posting at the posting place.
- 2.3.2. Members will be given reasonable notice of annual general meetings that will be at least 14 days in advance of the meeting and it will be provided by way of posting at the posting place and special promotion.

3. PROCEEDINGS AT REGULAR MEETINGS

3.1. Quorum

- 3.1.1. A quorum for regular meetings will be five (5) members, including three (3) members of the Executive.
- 3.1.2. If at any time during a regular 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.

3.2. Voting

- 3.2.1. 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).
- 3.2.2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
- 3.2.3. Members must vote in person on all matters. Voting by proxy will not be permitted.
- 3.2.4. 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.
- 3.2.5. A vote will be taken to destroy the ballots after every election.

4. EXECUTIVE

- 4.1. Role of executive: The executive will manage the Council's affairs between regular meetings.
- 4.2. Executive defined: The executive will include the president, vice-president, secretary, treasurer, and members-at-large as the membership decides from year to year.
- 4.3. Eligibility: Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 39 or the Ministry of Education.

4.4. Election of executive

- 4.4.1. The executive will be elected at each annual general meeting.
- 4.4.2. Elections will be conducted by the nomination committee.

4.5. Term of office

- 4.5.1. The executive will hold office for a term of one year beginning immediately following the election.
- 4.5.2. No person may hold the same executive position for more than four years.
- 4.6. 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 on an interim basis until the next annual general meeting.

4.7. Removal of executive

- 4.7.1. The membership 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.
- 4.7.2. 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 by posting it at the school posting place.
- 4.8. 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.

5. DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

- 5.1. District Parent Advisory Council representative: One representative to the DPAC may be elected annually from among the members who are not employees or elected officials of School District No. 39 or the Ministry of Education.
- 5.2. Election of DPAC representatives: The election of representatives to the DPAC must be by secret ballot if more than one nomination is received.
- 5.3. The representative will report to the membership or executive as required.
- 5.4. Term of office: DPAC representatives will hold office for a term of one year.
- 5.5. Vacancy: If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term.

5.6. External committees

- 5.6.1. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 39 or the Ministry of Education to represent the Council on an external committee or to an external organization.
- 5.6.2. The representative will report to the membership or executive as required.

6. CONDUCT OF EXECUTIVE AND REPRESENTATIVES

- 6.1. Code of ethics and Conduct: On election or appointment, every executive member and representative agrees to abide by a code of ethics acceptable to the membership (see appendix A).
- 6.2. Representing the Council: Every executive member and representative must act solely in the interests of the parent membership of the Council, when representing the Council.
- 6.3. 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.

6.4. Disclosure of interest

- 6.4.1. 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.
- 6.4.2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

7. DUTIES OF EXECUTIVE AND REPRESENTATIVES

7.1. The President will:

- a) chair regular and annual general meetings;
- b) speak on behalf of the Council;
- c) consult with Council members before acting on any matter that has not been previously decided upon or approved by the membership;
- 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; and
- i) submit an annual report to the PAC membership.

7.2. The Vice-President will:

- a) support the president;
- a) assume the duties of the president in the president's absence or upon request;
- b) assist the president in the performance of his or her duties; and
- c) be a signing officer.

7.3. The Secretary will:

- a) ensure that members are notified of meetings;
- a) record and file minutes of all meetings;
- b) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- c) prepare and maintain other documentation as requested by the membership or executive;
- d) ensure safekeeping of all records of the Council; and
- e) may be a signing officer.

7.4. The Treasurer will:

- a) be a signing officer;
- a) ensure all funds of the Council are properly accounted for;
- b) disburse funds as authorized by the membership or executive;
- c) ensure that proper financial records and books of account are maintained;
- d) report on all receipts and disbursements at regular and executive meetings;
- e) make financial records and books of account available to members upon request;
- f) have the financial records and books of account ready for inspection or audit annually;
- g) with the assistance of the executive, draft an annual budget;
- h) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
- i) submit an annual financial statement at the annual general meeting; and
- j) submit annual reports to funders as required, e.g. to BC Gaming Branch.

7.5. The DPAC Representative will:

- a) attend meetings of the DPAC and represent, speak, and vote on behalf of the Council;
- a) maintain current registration of the Council;
- b) report regularly to the membership and executive on all matters relating to the DPAC; and
- c) liaise with other parents and DPAC representatives.

7.6. Members-at-Large will:

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.

8. COMMITTEES

- 8.1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
- 8.2. 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.
- 8.3. Committees will report to the membership and executive as required.
- 8.4. A Nominating Committee will be appointed annually before the annual general meeting.
- 8.5. Examples of committees include, but are not limited to: finance (budget) committee, programs committee, special events committee, fundraising committee.

9. FINANCIAL MATTERS

- 9.1. Financial year: The financial year of the Council will be September 1 to August 31.
- 9.2. Fundraising: The Council may raise and spend money to further its purposes.
- 9.3. Fundraising principles
 - a) PAC funds raised will be used to reflect its purpose.
 - b) PAC funds are not meant to support core curriculum or school infrastructure on an ongoing basis.
 - c) PAC does not operate as a “granting” body.
- 9.4. PAC will collaborate with school staff on grant writing or fundraising for one-time large expenses (e.g. playground).
- 9.5. Bank accounts: 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.
- 9.6. Signing authority: The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents, unless otherwise specified.
- 9.7. Annual budget: The executive will prepare an annual budget and present it to the membership for approval at the annual general meeting.
- 9.8. Non-budgeted expenditures: The executive will present all proposed expenditures beyond the current budget for approval at the next regular meeting.
- 9.9. Treasurer’s report: A treasurer’s report will be presented at each regular meeting.
- 9.10. Auditor: Members at a regular meeting may appoint an auditor.
- 9.11. The PAC executive may, from time to time, consent by executive role to spend up to \$200 on items that are urgent, time sensitive or essential. In the event that the amount is over \$200, the PAC Exec must consult with the PAC members by email survey.

10. CONSTITUTION AND BYLAW AMENDMENTS

- 10.1. The members may, by a majority of not less than 75% of the votes cast, amend the Council’s constitution and bylaws.
- 10.2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
- 10.3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in the posting place.

11. PROPERTY IN DOCUMENTS

- 11.1. 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.

12. DISSOLUTION

- 12.1. 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. 39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
- 12.2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Mount Pleasant Elementary.

Adopted by Mount Pleasant Elementary Parent Advisory Council at Vancouver, British Columbia.

Date

September 13, 2017

President signature

Terra Kaethler

Other executive member signature

Lisa McCune (Treasurer) and Mandy McLean (Secretary)

MOUNT PLEASANT ELEMENTARY PARENT ADVISORY COUNCIL

APPENDIX A: CODE OF ETHICS/CONDUCT

The Parent Advisory Council is the voice of the parents! We advise the School and the School Board on student matters, we enhance the school experience for students and families, and we build community in the school and our neighbourhood.

Anyone who accepts a position as a Council executive member, committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body;
2. performs his or her duties with honesty and integrity and in the interests of the Council;
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;
11. participates in representing PAC and its stated values;
12. must not engage in any behaviour that could reasonably be interpreted as discriminatory, bullying or harassing; and
13. respects discussion and debate. Conflicting opinions are expected in any kind of democratic body. Such discussion should occur in a respectful and transparent manner that meets this code of ethics/conduct.

MOUNT PLEASANT ELEMENTARY PARENT ADVISORY COUNCIL

APPENDIX B: SIDEBAR NOTES

Text proposed but not included	Note
<p>4.10 “SPC” means the school planning council created for Mount Pleasant Elementary according to the School Act PAC’s Constitution and Bylaws.</p> <p>For the importance of reference, the SPC was repealed in the School Act and such decision- making powers also repealed.</p> <p>Despite the repeal of the legislated SPC this PAC believes it is an important function regardless of having only advisory authority and wishes its important work of informing the School’s administration on important matters as contained in the “School Plan” as prepared by the School Administration annually and submitted to the School District.</p> <p>This Committee consequently will be an advisory one to assist the Principal and Staff to produce the School’s Annual Statement containing the Mission; Goals; Vision; and Plans for the future.</p>	<p>The School Planning Council does not exist at time of writing this constitution.</p> <p>The last sentence in the comments is a proposed “purpose” of the PAC. This purpose has not been agreed to by the membership at the time of writing.</p>
<p>2.1.2 Annual General Meeting will be held at the end of the school year in conjunction with a membership function such as the year end potluck.</p>	<p>The bylaw that an AGM will be held annually remains in the constitution.</p> <p>We have removed the “how” description to allow for flexibility in complying with the constitution and bylaws.</p>
<p>3.1 1. A quorum for regular meetings will be % of membership (I suggest 10%, if not 20%) ten* voting members (*the minimum number of voting members that can reasonably be expected to attend).</p>	<p>The item is an aspirational goal. The constitution contains an attainable goal and enables PAC to comply with our constitution and bylaws.</p>
<p>3.2.6 Procedural note for clarification: all parents/guardians are invited to attend PAC meetings, and are encouraged to do so for the purposes of staying informed and bringing forward questions and/or concerns.</p> <p>Such parents do not have voting rights at the Executive meetings, but would attend in an “observers” capacity.</p> <p>I want to add something about having a standing Q&A open timeframe at all of the Executive meeting for such purpose.</p>	<p>The item is a proposed suggestion for organizing membership of the PAC and has not been agreed to by the membership at the time of writing.</p> <p>A Q&A section has been added to the regular meeting agenda template.</p>

Text proposed but not included	Note
<p>4.9 Executive meetings will be held at the call of the president. At least one meeting will be held before each regular meeting.</p> <p>Quorum A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.</p> <p>Notice Executive members will be given reasonable notice of executive meetings.</p> <p>Voting All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1). In the case of a tie vote, the motion is defeated.</p>	<p>There are no “executive meetings.”</p> <p>There are “regular meetings” and an “annual general meeting”</p> <p>The work of the executive is ad hoc to “manage the Council’s affairs between regular meetings,” as stated in 4.1</p>
<p>7.1 role of the president: “preside at membership and executive meetings and should not only be pleasant and firm as a presiding office, but should also set the pace in getting work done. Further S/he must be non-partisan when President, seeing that members are treated equally, regardless of the question of debate.”</p>	<p>The bylaw that the president chairs the regular and annual general meetings remains in the constitution and bylaws.</p> <p>We have removed the “how” description to allow for flexibility in complying with the constitution and bylaws.</p> <p>The commitment to a non-partisan approach is included in 2.4</p>
<p>7.5 role of DPAC representative:</p> <ul style="list-style-type: none"> ● 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 	<p>These activities are covered in the more broadly worded language included in the bylaws</p>