

# **Tyson Elementary School Parent Advisory Council**

## **Constitution and Bylaws**



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## **CONSTITUTION**

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### **Section I - Name**

The name of the Association shall be the Tyson Elementary School Parent Advisory Council or Tyson Elementary PAC, hereinafter referred to as "PAC". The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender or politics.

### **Section II - Purpose**

- To advise the school principal and staff on parental views about school programs, policies, plans, and activities;
- To communicate with parents, and to promote co-operation between the home and the school in providing for the education of our children;
- To assist parents in accessing the public education system, and to advocate on behalf of all parents and students;
- To organize PAC activities and events; and
- To contribute to the effectiveness of Tyson Elementary School by promoting the involvement of parents and other community members.

### **Section III - Interpretation of Terms**

- "PAC" means the Parent Advisory Council
- "DPAC" means the District Parent Advisory Council
- "district" means School District #33
- "parent" is as defined in the School Act and means

- the guardian of the student or child,
- the person legally entitled to custody of the student or child, or
- 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 at Tyson Elementary School.
- “school” means Tyson Elementary School
- “executive” means an individual, or the collective, of the elected executive officers
- “AGM” means the Annual General Meeting
- “chair” means the person responsible for leading and organizing the committee being chaired; will also execute all related work if there are no other executives or coordinators on the committee.
- “file” means the document will be stored both within the PAC’s OneDrive (Microsoft 365 online) account and publicly on the PAC webpage, if applicable.

#### **Section IV – Dissolution**

- A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
- The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting
- In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
- In the event of dissolution of the PAC all records of the organization shall be placed under the jurisdiction of the School #33 Chilliwack in the person of the principal of Tyson Elementary School.

## **BYLAWS**

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#### **Section I - Role and Responsibilities**

There is only one PAC for each school, and the PAC has important responsibilities that are legislated by the BC School Act (Section 8), to “advise the board and the principal and staff of the school...respecting any matter relating to the school” and to “assist the school planning council in carrying out its functions”. Manual of School Law:

[www.bced.gov.bc.ca/legislation/schoollaw](http://www.bced.gov.bc.ca/legislation/schoollaw)

The Tyson Elementary School PAC is made up of parents and guardians, and can only function because of dedicated volunteers. The role of the PAC Executive is to carry out the tasks which sustain the PAC and ensure the active and informed participation of parents in enhancing a healthy school community:

- Ensure a network of communication among parents;
- Ensure that parents can ask questions and have a pro-active voice in educational decisions at the school and district levels;
- Ensure that all parents' views are heard and represented fairly by the collective;
- Is responsible for managing substantial finances that support students and parents; and
- Is responsible for training and orientation of new PAC representatives.

## **Section II - Membership**

All parents and guardians of students registered at Tyson Elementary School are *entitled* to be voting members of the PAC. Each member shall be able to cast one vote.

Administration, teaching and non-teaching staff of Tyson Elementary School may be non-voting members of the PAC with the exception of staff members who are also parents of students registered at the school.

Members of the school community who are not parents of students currently in the system may also be non-voting members of the PAC. Non-voting members cannot be elected to an executive position. At no time shall the council have more non-voting than voting members.

## **Section III - Meetings**

- A minimum of six General meetings shall be held on a regular basis during the school year to conduct current business (September to June). Notice of these meetings shall be made at least fifteen days prior to the meeting.
- The Annual General Meeting shall be held each May and shall include:
  - Presentation of the minutes from the previous Annual General Meeting
  - Election of the new executive officers
- Additional meetings may be called by the President, or at the written request of at least five members.
- Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.
- Meetings will be conducted efficiently and with fairness to all members. If procedural problems should arise, Robert's Rules of Order will be used. See appendix herein.
- Meetings can be held both in person and virtually (online); and in case of emergencies, can be held online only to ensure the meeting still proceeds.
- Virtual attendees must have their full first and last name present and state if they are Parent, Staff or Both within their virtual meeting name handle.

## **Section IV – Quorum and Voting**

- Quorum at General Meetings and the AGM will be a minimum of three (3) Executive members, plus those members in attendance.
- Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
- In the case of a tie vote, the motion will be lost.
- The President does not have a second tie breaking vote.
- Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
- Voting shall be done by a show of hands with the exception of the election or removal of officers, which shall be done by secret ballot.
- Virtual voting is done by a raise of hand – either physically on camera or using the meeting tool “Raise Hand” feature.
- For secret ballot virtual voting, all virtual non-voting members will be moved to the virtual waiting room while voting members are shown a voting poll. The poll acts as the secret ballot; all poll responses are anonymous.

**Section V – Nomination and Election Procedures**

Elections will be conducted at the AGM in May of each year.

In the event of a vacancy on the Executive during the year, the PAC executive may appoint a new officer to be ratified at the next regularly scheduled PAC meeting.

Procedure:

1. The school principal or vice-principal shall conduct elections.
2. Nominations are called for each position. All nominees must be voting members of the PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

**Section VI - Term of Office**

The term of office shall commence in July of each year and shall be for one year. Any elected member of the PAC may serve on the Executive for no more than three consecutive years. No person may hold more than one Executive position at any one time.

In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

Two members of the same household may not hold executive positions, nor both have signing authority, at the same time.

**Section VII – Executive Officers**

A board of elected officers shall manage the affairs of the PAC. This board shall be known as the "Executive Officers" of the PAC.

The Executive Officers will be as follows:

- President
- Treasurer
- Secretary
- DPAC Rep
- Member at Large

In the event all positions cannot be filled, the minimum to be viable is three - President, Secretary and Treasurer.

### **Section VIII - Duties of the Executive Officers**

#### **The PAC President:**

- Shall convene and preside at all membership, special, and Executive Committee meetings;
- Shall appoint committees where authorized to do so by the Executive Committee or the membership;
- Shall be an ex-officio member of all committees except the Nominating Committee;
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- Shall be the official spokesperson for the organization;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan;
- Shall be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.
- Support a smooth transition to the new executive in the same role by allowing them to shadow meetings and emails, ask questions and be made aware of the roles' duties before the end of the current term.
- Shall provide online account access details promptly to all PAC executives when a new account is created
- Will be available to the new President, within the month of September of the following term, to ensure a successful transition before the first PAC meeting of the new term.

#### **The PAC Secretary:**

- Shall record the minutes of membership, special, and executive meetings;
- Shall distribute minutes to PAC members;
- Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done in red and the amended copy shall be distributed to the

- membership at large in hard copy via email or posted on the PAC website;
- Shall issue and receive correspondence on behalf of the organization;
- Shall post the draft minutes of each PAC meeting;
- Shall permanently place a copy of the adopted minutes in a PAC designated file cabinet within the Tyson Elementary school building;
- Shall place in the designated storage of Tyson Elementary School the financial reports received from the Treasurer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.
- Support a smooth transition to the new executive in the same role by allowing them to shadow meetings and emails, ask questions and be made aware of the roles' duties before the end of the current term.
- Shall provide online account access details promptly to all PAC executives when a new account is created.
- Shall file all online account access details in a common shared document for all executives to access.

**The PAC Treasurer:**

- Shall be responsible for and report on the accounts of the organization;
- Shall at each PAC meeting submit an Income Statement and Statement of Cash and projection to Year End;
- Shall give a copy of these financial reports to the Secretary to place in the designated PAC storage of Tyson Elementary school;
- Shall be a signing officer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- Ensure another executive officer has access to the books in the event of his/her absence; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.
- Support a smooth transition to the new executive in the same role by allowing them to shadow meetings and emails, ask questions and be made aware of the roles' duties before the end of the current term.
- Shall provide online account access details promptly to all PAC executives when a new account is created.

**The PAC District Parent Advisory Committee Representative:**

- Shall be responsible for attending District PAC meetings;
- Shall discuss school concerns, issues and successes at the District PAC;
- Shall report back to the PAC on District issues;
- Shall seek input from the PAC on District issues;
- Shall hold voting privileges of the Tyson Elementary PAC at the District level; and

- Shall submit an annual report at the AGM.
- Support a smooth transition to the new executive in the same role by allowing them to shadow meetings and emails, ask questions and be made aware of the roles' duties before the end of the current term.
- Shall provide online account access details promptly to all PAC executives when a new account is created.

**The PAC Member at Large:**

- Shall be responsible for ad hoc projects as required by the PAC and Executive;
- Shall have access to email and social media accounts to assist with projects as needed;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.
- Support a smooth transition to the new executive in the same role by allowing them to shadow meetings and emails, ask questions and be made aware of the roles' duties before the end of the current term.
- Shall provide online account access details promptly to all PAC executives when a new account is created.

**Section IX – Committees**

- The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises
- Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings

**Section X - Finances**

- The fiscal year shall run from September 1 to August 31
- A budget and tentative plan of expenditures should be drawn up by the Executive Committee and presented for approval at the October General Meeting of each year.
- A need for audit may be agreed upon by the members at any General Meeting; where upon an independent auditor will be appointed by an ad hoc Audit Committee formed for that purpose.
- All funds of the organization will be deposited in a bank or financial establishment registered under the Bank Act.
- The Executive Committee 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 these documents.
- Any funds donated to the school from either the Gaming or PAC trust account must be in a designated amount for a specific event or purpose and a receipt from the vendor must be supplied to the PAC.
- All money spent up to \$250.00 may be voted on by the PAC executive and reported on at the next PAC General Meeting. Any sum above and beyond \$250.00 must be

approved by a majority at a General Meeting.

**Cash Handling:**

- Two PAC members must always be present to count money, at least one of whom is an Executive Officer
- Cash counting forms will be filed, and new forms will be made available in the safe at all times
- Cash will be kept in the PAC safe or locked PAC box located in the school
- Cash cannot leave the school property except to be directly deposited at the bank

**Electronic Cash Handling:**

- Cash cannot leave the school property except to be directly deposited at the bank
- The Square payment reader for debit and credit purchases must be kept in the PAC safe when not being used or charged.
- Only PAC Executives will login to and out of the Square device account for running payments; an Executive must be present when logging out of the account at the end of an event.
- A Square payments sign-in/out sheet will be available in the PAC safe and must be filled out each time the Square is used.
- Online banking e-transfers can be sent by the PAC to pay for large, one-time, vendor-based payments only and similarly, the PAC can receive and be paid for large, one-time, vendor-based payments, such as fundraising campaigns.
- Online banking e-transfers cannot be used by parents to pay for individual items.

**Section XI - Constitution and Bylaw Amendments**

A review of the Constitution and Bylaws shall take place every two (2) years by a committee consisting of at least three members, including one executive member.

Amendments to the Constitution and Bylaws of the Parent Advisory Council of Tyson Elementary School may be made at any general meeting at which business is conducted, providing written notice of the meeting has been given to all members at least fourteen (14) days in advance of the meeting. The notice of the meeting shall include notice of the specific amendments proposed. A two-third (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

**Section XII - Recall of Officers**

Any Executive officer may be removed, by secret ballot, by a 2/3 majority of the PAC at any General Meeting of the PAC; provided there is 14 days written notice of the motion.

**Section XIII - Code of Conduct**

The Parent Advisory Council of Tyson Elementary School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. 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 discussion with discretion, protecting the confidentiality of the people involved.

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

- Upholds the constitution and bylaws, policies and procedures of the PAC;
- Performs her/his duties with honesty and integrity;
- Works to ensure that the well being of *all* students is the primary focus of all decisions.
- Respects the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual.
- Shall inform the PAC Of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
- Shall make a reasonable effort to attend all executive and general meetings.
- Shall sign the attached "Statement of Understanding"

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Tyson Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

**APPENDIX**

## Robert's Rules of Order for PAC Meetings

*It's great when PACs can run informally but when different ideas or disagreements arise it is important to have some rules to help manage that. Often PACs adopt Robert's Rules of Order to help govern PAC meetings, document business and to ensure order.*

***It is important everyone understands Robert's Rules of Order and how and when to use them.***

### MOTIONS

- Motions are made by a member as a formal proposal to move business along.
- PAC meetings generally require motions to adopt the agenda, to adopt the minutes from the last meeting, to introduce business, to amend a previous motion, to table business or to adjourn.
- Motions must be seconded by a second member, then discussed or amended as necessary and before being voted on.
- Any monies spent or acquired must be documented in PAC minutes through a motion; either the original motion to adopt the proposed budget, usually in September, or a new motion to amend the budget at a general meeting throughout the year.

### VOTING

- After discussion and debate has been had, the Chair calls the question on the adoption of the motion and takes the vote.

### USUAL PAC MEETING FLOW

1. Welcome, land acknowledgements, introductions, ensure quorum
2. Motion to adopt agenda and motion to adopt minutes
3. Special Presentation – if one is happening
4. Reports – Admin, Chair, Treasurer, DPAC, Various Committee reports etc.
5. Old Business – This would be business or items that need to be discussed or voted on that has been carried over or already discussed in a previous meeting.
  - Informally, this can look like topics for discussion and feedback gathering.
  - Formally, this would be items of business requiring motions with discussion or debate because all reporting would be done in the reporting sections.
6. New Business – This would be new items and business to discuss or vote on that have not been agenda items previously.
  - Informally, this can look like topics for discussion and feedback gathering.
  - Formally, this would be items of business requiring motions with discussion or debate because all reporting would be done in the reporting sections.

## PROCEDURES FOR HANDLING MOTIONS

*\*Formally* - nothing goes to discussion without a motion being on the floor.

*\*Informally* – Go with the flow and ensure everyone is heard in a respectful manner.

### 1. Obtain the floor

- A member raises their hand, and the chair recognizes the member by name to take the floor to speak.

### 2. Make the Motion

- The member makes the motion: *I motion that (or "to") ...*
- Another member seconds the motion: *I second*

### 3. Discuss or Debate the Motion

- The chair opens the floor for discussion or debate by asking the person who made the motion to speak to motion first.
- Before speaking, all members obtain the floor. (See #1)
- Discussion and questions should only concern the motion on the floor.
- Here members can motion to amend the wording of the motion (which may require discussion and voting), motion to postpone the motion, motion to withdraw the motion, or motion to limit discussion to a set amount of time per member.
- When discussing and debating a motion:
  - Listen to other's thoughts, concerns, and views
  - Focus on issues, not personalities
  - Avoid questioning motives
  - Be polite and respectful

### 4. Vote on the Motion

- The chair puts the motion to a vote: *Are you ready for the question?*
  - If no one rises to obtain the floor, the chair can take the vote.
- The chair says: *The motion on the floor is that... All in favor?*
  - For counting votes PACs may choose to count members raised hands, verbal response individually or take secret ballots or polls
  - Usually votes in favor of the motion are counted first, followed by counting the against and then counting those who have abstained.
- The chair announces the result of the vote and whether it passes or fails.

## Robert's Rules Cheat Sheet for PACs

### COMMON MOTIONS:

<i>Motion to:</i>	<i>You say:</i>	<i>Opens for Discussion</i>	<i>Amendable</i>
Introduce Business (main motion)	"I motion that... "	Yes	Yes
Amend a motion	"I move to amend the motion by... "	Yes	Yes
Postpone a motion	"I move we postpone this matter until..."	Yes	Yes
End a debate or discussion	"I move the previous motion."	No *straight to vote	No
Adjourn	"I motion that we adjourn."	No	No

### MORE FORMAL POINTS AND PROPOSALS:

<i>To:</i>	<i>You say:</i>	<i>Interrupt Speaker</i>	<i>Second Needed</i>	<i>Opens for Discussion</i>	<i>Amend</i>	<i>Vote Needed</i>
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Complaint about noise, temp, etc	"Point of privilege"	Yes	No	No	No	Chair decides
Vote on a decision of the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Yes
Consider something out of scheduled order	"I move that we suspend the rules and consider..."	No	Yes	No	No	Yes
Object to considering something undiplomatic or improper	"I object to consideration of this question"	Yes	No	No	No	Yes