

NORTH GLENMORE ELEMENTARY PARENT ADVISORY COUNCIL

CONSTITUTION & BYLAWS

(Amended and PAC approved October 18, 2022
to include additional Code of Conduct Amendments)

Prepared for:

North Glenmore Elementary School Community

Kelowna, British Columbia



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North Glenmore Elementary PAC



SECTION I – NAME

The name of the organization shall be the **North Glenmore Elementary Parent Advisory Council (PAC)**.

SECTION II – MISSION STATEMENT

The purpose of the PAC is to support and enhance the education and well-being of students at North Glenmore Elementary School. The PAC shall strive to:

- Promote effective communication between the home and the school.
- Encourage parent and guardian participation in educational activities and decision-making.
- Strengthen the role of families in the educational process.
- Foster meaningful parent involvement within the school community.

SECTION III – OBJECTIVES

The objectives of the PAC shall be to:

- Facilitate communication among parents, students, staff, administration, and the broader community.
- Review, discuss, and make recommendations on school policies, programs, and services.
- Support educational, social, and extracurricular activities.
- Promote cooperation and collaboration between home and school as well as:
 - Other PACs within School District No. 23
 - COPAC (Central Okanagan Parent Advisory Council)
 - BCCPAC (British Columbia Confederation of Parent Advisory Councils)
 - School District No. 23 and its Board.
- Support school effectiveness through active parent and community engagement.

SECTION IV – DISSOLUTION

1. In the event of dissolution, and after payment of all debts and liabilities, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 23 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. All records of the Council shall be given to the Principal of North Glenmore Elementary School upon dissolution.

This provision is unalterable.



BYLAWS

SECTION V – MEMBERSHIP

1. **Voting members:** All parents and guardians of students currently enrolled at North Glenmore Elementary.
2. **Non-voting members:** School staff, administration, and community members who are not parents or guardians of current students.

Membership is free and automatic.

SECTION VI – EXECUTIVE

The Executive shall consist of the elected officers of the Council. The required positions shall be President, Secretary and Treasurer. Additional Executive positions may be established by the Council. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 23 or the Ministry of Education. All elected positions are as follows:

- **President:** Chairs meetings, prepares agendas, appoints committees, and serves as official spokesperson.
- **Past President:** Supports transition.
- **Vice-President:** Assists the President and assumes duties in their absence.
- **Secretary:** Records minutes, manages correspondence, and assists with communications.
- **Treasurer:** Manages financial accounts, prepares financial reports, drafts the annual budget, and serves as a signing officer.
- **COPAC Representative:** Attends COPAC meetings and reports back to the PAC.
- **Coordinators (Hot Lunch, Fundraising, Special Events, etc.):** Oversee respective programs. Coordinate volunteers. Report to the Executive

Meetings of the Executive:

- Executive meetings shall be held as determined by the President and the Executive, as required to conduct the business of the Council and may be called at the discretion of the President or by a majority of the Executive.
- A quorum for Executive meetings shall be a majority (50% plus one) of the members of the Executive.
- All matters requiring a vote at an Executive meeting shall be decided by a simple majority of votes cast. In the case of a tie vote, the motion is defeated.



Vacancies:

- In the event of a resignation, the Executive may appoint a voting member to serve in the role until the next election.

Removal of an Executive Member:

- Executive members may be removed before their term ends by a 75% majority vote if they violate the Constitution or Bylaws.
- Written notice of the motion must be given to all members at least fourteen (14) days prior to the next General Meeting.

SECTION VII – COMMITTEES

1. Committees shall be accountable to the Executive.
2. Committee members shall be appointed by the President in consultation with the Executive.
3. School staff may be invited to participate in committee work as appropriate

SECTION VIII – ELECTION PROCEDURES

1. Elections shall be held at the Annual General Meeting (AGM).
2. The term of office for all Executive positions shall be one (1) year, from July 1 to June 30.
3. Voting for Executive positions will take place during the Annual General Meeting.

SECTION IX – GENERAL MEETINGS

1. General meetings will be held not less than four (4) times during the school year. One of those meetings will be the Annual General Meeting.
2. Extraordinary General Meetings may be called with a minimum of seven (7) days notice to members.

SECTION X – QUORUM

- A quorum for General Meetings shall consist of the voting members present at a duly called meeting.

SECTION XI – VOTING

General Meetings:

1. All matters requiring a vote at a general meeting shall be decided by a simple majority of votes cast. In the case of a tie vote, the motion is defeated.
2. A maximum of one (1) vote shall be cast per PAC member (parent or guardian)



3. Voting must be done in person or via virtual attendance (i.e. Zoom, Skype, etc.). In order to be eligible to vote virtually, the member must be present with camera on for the entire meeting.

SECTION XII – PROCEDURE

1. Meetings shall be conducted in a fair and efficient manner.
2. In the event of procedural disputes, Robert's Rules of Order shall apply, unless they conflict with this Constitution and Bylaws

SECTION XIII – AMENDMENTS

A copy of the Constitution and Bylaws and all amendments shall be filed with the Secretary-Treasurer of School District No. 23 for safekeeping.

1. Amendments may be proposed at any General Meeting, provided that:
 - o Fourteen (14) days written notice has been given to members
 - o The notice includes the proposed amendments
 - o The amendments are approved by a two-thirds ($\frac{2}{3}$) majority vote of members present

SECTION XIV – FINANCES

1. The annual budget shall be drafted by the Executive and presented to the membership for approval at a General Meeting no later than November. The approved budget shall give the Executive authority to spend within the approved budget.
2. All funds shall be deposited in a registered financial institution.
3. There shall be a minimum of three (3) signing officers, including the Treasurer. Two (2) signatures shall be required for all disbursements.
4. Any expenditure outside the approved annual budget shall require approval at a General Meeting.
5. An independent auditor may be appointed upon approval of the membership.

SECTION XV – GAMING FUNDS

If the PAC receives BC Gaming Grant funds:

1. Gaming funds must be used only for eligible expenses as defined by the Province of BC.
2. A separate gaming account shall be maintained.
3. Annual Gaming Report must be filed.



SECTION XVI – PROPERTY & DOCUMENTS

1. All PAC records, documents, and assets are the property of the PAC.
2. Records shall be transferred to incoming Executive members.
3. Electronic records must be stored securely and backed up.

SECTION XVII – DISPUTE RESOLUTION

In the event of a dispute:

1. Parties shall attempt informal resolution.
2. If unresolved, the matter shall be referred to the Executive.
3. If still unresolved, a vote of the membership at a General Meeting may be called.
4. The decision of the membership is final.

SECTION XVIII – REMUNERATION

No Executive member or PAC member shall receive remuneration for services rendered to the PAC. Reimbursement for approved expenses is permitted.

This clause is **unalterable**.

SECTION XIX – CODE OF CONDUCT

All Executive Members shall:

1. Uphold the Constitution, Bylaws, policies, and procedures of the PAC.
2. Perform their duties with honesty and integrity.
3. Ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals and promote inclusivity.
5. Recognize that the PAC is not a forum for discussion of individual personnel, students, or parents.
6. Treat all concerns with discretion and maintain confidentiality.
7. Ensure that issues are resolved through appropriate and fair processes.
8. An Executive member 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 their interest to the membership and Executive.
9. An Executive member shall avoid using their position on the Council for personal gain.

North Glenmore Elementary PAC



All previous North Glenmore Elementary Parent Advisory Council Constitution and Bylaws are superseded by Constitution and Bylaws this XXst day of Month, 20XX.

Signed _____ (Kim Doherty), PAC President

Signed _____ (Sandra Newton), PAC Treasurer

Signed _____ (Lindsay Trischuk), PAC Secretary

DRAFT FOR APPROVAL