

**CHUTE LAKE ELEMENTARY SCHOOL  
PARENTS' ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**Preamble**

The British Columbia School Act Provides that:

*...it is the goal of a democratic society to ensure that all its members receive an education that enables them to become personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society: (and)*

*...the purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy,*

and to facilitate achievement of those objectives, the Act provides further that parents of students of school age attending a school may apply to establish a parents' advisory council for the school. To that end, application has been made and a council established in respect of Chute Lake Elementary School.

**Section 1 Parents' Advisory Council Established**

- 1.1 The Parents' Advisory Council of Chute Lake Elementary School is established pursuant to section 8 of the School Act, SBC 1989, C.61.
- 1.2 The name of the Parents' Advisory Council shall be Chute Lake Elementary School Parents' Advisory Council.

**Section 2 Definitions**

- 2.1 In this Constitution and Bylaws, Chute Lake Elementary School shall be referred to as "CLE" or "the school", and the Parents' Advisory Council shall be referred to as the "PAC".
- 2.3 In this Constitution and Bylaws, the word "parent" is 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.

### **Section 3 Purposes**

- 3.1 The purposes of the PAC shall be to provide a vehicle through which parents may advise and consult with the Board of Trustees and the administration and staff of CLE respecting matters relating to the school as contemplated by section 8(4) of the Act, and;
- ◆ to be the collective voice of parents in the school district;
  - ◆ to assist each CLE student to meet her or his mental, physical, and social needs, and to foster in students high ideals of citizenship;
  - ◆ through public meetings and written communications, to inform parents of changes in or other issues regarding the substantive education of their children, as well as school organizations and affairs, and celebrations, needs and concerns with CLE as they arise from time to time;
  - ◆ to provide to parents opportunities for continuing education in parenting skills, and other matters touching upon the health and well-being of their children;
  - ◆ as appropriate, to participate with and assist the CLE administration and staff;
  - ◆ to promote goodwill, cooperation and harmonious relations within the school, the PACs of other schools in the District and the COPAC, and within the wider community; and
  - to raise funds, from time to time, to provide additional facilities and to assist regular and extracurricular programs.

## **BYLAWS**

### **Section 4 Policies**

- 4.1 PAC policies and programs are to have the education, health, safety and enjoyment of CLE students as their primary focus.
- 4.2 The PAC shall be unbiased as regards to race, religion, gender and politics.

### **Section 5 Membership**

- 5.1 Every parent of a student currently registered at CLE is a voting member of the PAC.
- 5.2 Every member of the CLE administration or staff who is not also a parent of a CLE student is an ex officio (non-voting) member of the PAC.
- 5.3 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.
- 5.4 At no time will the Council have more non-voting than voting members.
- 5.5 Every member will uphold the constitution and comply with these bylaws.

## **Section 6 Executive**

- 6.1 The person holding the office of Principal of CLE is a member of the PAC.
- 6.2 The executives to be elected each year from the membership of the PAC in accordance with this Constitution and Bylaws shall be:
- President
  - Secretary
  - Member at Large (2)
  - Vice-President
  - Treasurer
- 6.3 One member of the Executive of the immediately preceding year is to be an “honorary” officer. In the event of more than one member wanting to act as honorary officer, the matter will be resolved with a vote by the Executive.
- 6.4 The members of the CLE PAC may, by a majority of not less than 2/3 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.
- 6.5 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.

## **Section 7 Duties of Executives**

- 7.1 The executive will manage the Council’s affairs between general meetings.
- 7.2 CLE Principal shall be an ex officio (non-voting) member, responsible for informing the Executive of celebrations, needs, concerns and other issues relating to the school as they arise and, generally, to act as liaison between the parents and the staff and board.
- 7.3 President shall preside at all meetings of the PAC and its Executive, be a member (ex officio) of all PAC committees, be one of the signing executives, and generally perform all other duties pertaining to the office. The President shall not vote on any matter, unless to break a tie.
- 7.4 Vice-President shall preside at any meeting for which the President is absent.
- 7.5 Secretary shall keep full and accurate minutes of all meetings, and conduct the correspondence of the PAC and the Executive.
- 7.6 Treasurer shall be responsible for the management of the financial affairs of the PAC and, to that end, shall:
- ◆ keep an accurate account of all PAC receipts and expenditures, and assets and liabilities;
  - ◆ be one of the PAC signing executives when necessary, and ensure that all cheques are co-signed by two signing executives;
  - ◆ as to receipts, ensure all funds are counted and the amount initialed by two members of the PAC, and then deposited into a PAC account in a financial institution;
  - ◆ as to expenditures, pay all payables up to the amount of \$150.00 as approved by the Executive Committee, and all amounts greater than \$150.00 after approval by the PAC; and

- ◆ for audit purposes, submit monthly statements during the school year, and a year end financial report for the year ending August 31<sup>st</sup> to be presented at the first PAC meeting in September.
- 7.7 Honorary Past Executive Member shall be a non-voting member of the Executive to provide background and guidance as appropriate.
- 7.8 Member(s) at large will assume roles as deemed necessary by the current executive, including but not limited to: hot lunch coordinator, social media management, ad-hoc committee for school events and major projects, parent engagement & education, etc.

## **Section 8 Executive Committee**

- 8.1 The Executive Committee shall be comprised of the executives of the PAC, and additional members as recommended by the President and approved by the PAC, including but not limited to those holding the voluntary positions of:
  - COPAC Representative(s)
  - Parent Education Coordinator
  - Parent Liaison
  - Chairpersons of PAC committees
- 8.2 The Executive Committee shall carry out such duties as may be assigned by the PAC or the Executive. It may make suggestions and recommendations and may transact routine and emergency business.
- 8.3 Vacancies occurring in any office between Annual Meetings shall be filled by the Executive Committee for the unexpired portion of the term, or by a by-election.
- 8.4 Save for monies needed for fundraising ventures, the President, Treasurer and/or Vice-President has the authority to pay accounts up to \$150.00 without the consent of a General Meeting of the PAC. A record of expenditures shall be included in the Treasurer's monthly statement.

## **Section 9 Duties of Executive and Representatives**

- 9.1 See appendices for descriptions of executive duties.

### **POINT OF DISCUSSION**

## **Section 9 Special Committees**

- 9.1 The PAC may strike "Special Committees" as required, including but not limited to Hot Lunch, Book Fair and Spring Carnival.

## **Section 10 Meetings**

- 10.1 General Meetings shall be held on dates to be approved by the PAC, preferably on a pre-determined day each month during the school year. An agenda and meeting date will be provided in a memorandum to all parents each month.
- 10.2 Upon request in writing for a General Meeting delivered to the President by thirty (30) members of the PAC, the President shall fix a date and place for a General Meeting within ten (10) days following such notice, and shall cause notice of the time, place and stated purpose of the meeting to be announced to the members of the PAC.
- 10.3 Executive Meetings shall be held as required, at the call of the President.
- 10.4 The Annual General Meeting shall be held in June of each year.
- 10.5 General meetings will be held not less than four times during the year, one of these meetings will be the Annual General Meeting.
- 10.6 Meetings can be held in person or through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

### **Section 11 Voting**

- 11.1 Only members of the PAC in personal or virtual attendance at a meeting may vote. There is no voting by proxy.

### **Section 12 Quorum**

- 12.1 A quorum for General Meetings of the PAC shall be fifty percent (50%) of the executives present and an equal number of other members of the PAC.
- 12.2 A quorum for Executive Meetings shall be fifty percent (50%) of the Executive.

### **Section 13 Nominations**

- 13.1 At least one (1) month before the date set for the Annual Meeting, the President shall appoint a Nominations Chairperson from among any of the past Executives of the PAC or such other person as may be approved by the PAC. Other PAC members may assist the Chairperson as necessary.
- 13.2 The Nomination Chairperson shall present the nominees willing to serve as executives of the PAC and present its nominees to the Annual Meeting.

### **Section 14 Election of Executives**

- 14.1 Executives of the PAC for the upcoming year shall be elected at each Annual Meeting.
- 14.2 Nominations will be accepted from the floor, provided the nominee is present and consents. If only one person is nominated, that person will be elected by acclamation.

- 14.3 Election shall be by a simple majority vote, each member present being entitled to a single vote.
- 14.4 Voting shall be by secret ballot if there is more than one person nominated for that position.
- 14.5 In the event that no person is nominated for one or more positions, the Executive Committee may fill the office pending election of the permanent officer at the next General Meeting for PAC.

### **Section 15 Term of Office**

- 15.1 Executives elected at the Annual Meeting shall be installed at the end of the last meeting of that school year, to begin their duties July 1<sup>st</sup>, and shall hold office until their successors are installed.
- 15.2 The outgoing and incoming Presidents shall fix a date in June for a joint meeting of the two executives for the purpose of turning over the records of the PAC and other transition.
- 15.3 No person may hold the same executive position for more than two (2) consecutive years. In the cases where a person has held a role for two consecutive years and no replacement nomination is put forward, the CLE PAC membership may vote, by a majority of not less than two thirds (2/3) of members present, to extend the term for one additional year, provided the person holding the position remains a parent of a student enrolled in Chute Lake Elementary. The maximum consecutive years any person can hold the same executive position, including extensions, is three (3) consecutive years.

### **Section 16 Amendments to Constitution and Bylaws**

- 16.1 This Constitution and Bylaws may be amended at any general meeting of the PAC provided there is approval by two-thirds (2/3) of the voting members present, and that the Notice of the proposed amendment has been given at a previous meeting of the PAC and announced in a school memorandum to all parents.

### **Section 17 Rules of Order**

- 17.1 All matters of procedure not addressed by this Constitution and Bylaws shall be governed by Robert's Rules of Order.

### **Section 18 Dissolution of PAC**

- 18.1 This PAC may be dissolved by a two-thirds (2/3) majority of the voting members of the PAC in attendance at a General Meeting, providing that Notice of the proposed dissolution has been given at the preceding General Meeting of the PAC, and has been circulated to the membership (whether by regular mail or by notice in the school's newsletter, or by a written notice given to every student in the school).

- 18.2 Upon winding up or dissolution of the PAC, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

**Originally ADOPTED by the Membership at the General Meeting held October 19, 2009.  
Amendments ADOPTED by the Membership at the General Meeting held May 12, 2022.**

*Nicola Baker*

\_\_\_\_\_  
Signature of  
CLE PAC President

\_\_\_\_\_  
Signature of  
CLE PAC Secretary

Date Signed: May 24, 2022

Date Signed: \_\_\_\_\_

Revisions must be documented and date noted.

### **ADDENDUM - REVISIONS**

1. Revision Proposed April 21, 2022 and adopted May 12, 2022:  
(Updates to: a variety of sections, removing language and any reference to the school planning officer which is no longer part of the school act, to add 2 members at large to the Executive, minor adjustments to language in the description of executive, adjusting the date of the AGM to June from September as June has been the practice for many years, adding allowances for electronic meetings, adding limits to the term of office, renumbering of the sub-sections as necessary.). Major edits are listed below by section.

#### **Section 4: Policies**

- 4.1 PAC policies and programs are to have the education, health, safety and enjoyment of CLE students as their primary focus.

#### **Section 6: Executive**

The executives to be elected each year from the membership of the PAC in accordance with this Constitution and Bylaws shall be:

- President • Vice-President
- Secretary • Treasurer
- Member at Large (2)

#### **Section 7: Duties of Executives**

- 7.8 Member(s) at large will assume roles as deemed necessary by the current executive, including but not limited to: hot lunch coordinator, social media management, ad-hoc committee for school events and major projects, parent engagement & education, etc.

### **Section 10: Meetings**

10.4 The Annual General Meeting shall be held in June of each year.

10.6 Meetings can be held in person or through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

### **Section 15: Term of Office**

15.3 No person may hold the same executive position for more than two (2) consecutive years. In the cases where a person has held a role for two consecutive years and no replacement nomination is put forward, the CLE PAC membership may vote, by a majority of not less than two thirds (2/3) of members present, to extend the term for one additional year, provided the person holding the position remains a parent of a student enrolled in Chute Lake Elementary. The maximum consecutive years any person can hold the same executive position, including extensions, is three (3) consecutive years.

2. Revision proposed June 13, 2012 and adopted September 19, 2012:  
(to change date of AGM from May to September of each year)

### **Section 10 Meetings**

10.4 The annual General Meeting shall be held in September of each year.

3. Revision proposed April 27, 2011 and adopted May 25, 2011:  
(To remove COPAC representative as a PAC Executive, role is now non-executive volunteer position but still a member of the Executive Committee – see Section 8.)

### **Section 6 Executive**

6.2 The executives to be elected each year from the membership of the PAC in accordance with this Constitution and Bylaws shall be:

- President
- Secretary
- School Planning Council Officer
- Vice-President
- Treasurer

4. Revision proposed April 27, 2011 and adopted May 25, 2011:  
(to rename “Fun Fair” to “Spring Carnival”)

### **Section 9 Special Committees**

9.1 The PAC may strike “Special Committees” as required, including but not limited to Hot Lunch, Book Fair and Spring Carnival.