

Constitution & By Laws  
École Lac des Bois Elementary  
Parent Advisory Council



**École Lac des Bois**

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# Constitution

## Section I – ÉCOLE LAC DES BOIS ELEMENTARY PARENT ADVISORY COUNCIL

The name of this Council is École Lac des Bois Elementary Parent Advisory Council (also referred to as Council).

The Council will operate as a non-profit organization 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;
4. To promote the interests of public education and, in particular, the interests of École Lac des Bois Elementary(LDB);
5. To provide leadership in the school community;
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood;
7. To provide parent education and professional development, and a forum for discussion of educational issues;
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns;
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
10. To organize and support activities for students and parents ;
11. To provide financial support for the goals of the Council, as determined by the membership;
12. To advise and participate in the activities of the Prince George District Parent Advisory Council 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. 57

“**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. 57

“**PAC**” or “**parent advisory council**” means the parents organized according to the School Act and operating as a parent advisory council in École Lac des Bois Elementary.

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

- the guardian of the person 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 in School District No. 57

“**school**” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 57

“**SIG**” or “**Special Interest Group**” means a group within our school operating for a special purpose as a subsidiary of the PAC. An example is the grade 7’s who usually have large expenses for year-end celebrations and/or trips. The purpose of money-handling for a SIG is to assist School District 57’s request to reduce handling of cash not related to their operations.

# Bylaws

## Section I – MEMBERSHIP

### Voting members

1. All parents and guardians of students registered in LDB are voting members of the Council.

### Non-voting members

2. Administrators and staff (teaching and non-teaching) of LDB may be invited to become non-voting members of the Council. Should a parent or guardian also be an administrator and/or staff, their right as a voting member per the definition of a voting member in point 1 shall supersede the definition of a non-voting member. It is recommended that all perception of bias be disclosed to the PAC Executive who in turn will disclose them to the PAC membership.
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.
4. At no time will the Council have more non-voting than voting members.

### Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

## Section II –MEETINGS OF MEMBERS

### General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (typically the last meeting of the year).

### Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. 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.
5. No cross-talking; establishment of speakers by list noted by President.
6. Committee (ie playground, hot lunch, garden, etc.) meetings are external to general PAC meetings and summarized reports and/or request may be submitted as agenda items.

### Notice of meetings

7. Members will be given reasonable notice of general meetings.

## Section III – PROCEEDINGS AT GENERAL MEETINGS

### Quorum

1. A quorum for general meetings will be five (5) voting members.
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 chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Email voting may be permitted on items where a timely decision is required prior to the next scheduled general meeting and should money be involved, the value must be less than \$250.00 (two hundred fifty dollars). Emails will be sent to all attendees of the previous general meeting. 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.

## Section IV -- EXECUTIVE

### Role of executive

1. The executive will manage the Council's affairs between general meetings.
2. Executive defined: the executive will include the president, vice-president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides.

### Eligibility

3. Any voting member of the Council is eligible to serve on the executive. Should employees or elected officials of School District No. 57 or the Ministry of Education want to serve on the executive, a perception of bias exists. This perception of bias must be disclosed, discussed and voted upon prior to being eligible to serve on the executive. The elected position of President will not be held by an employee or elected official of School District No. 57 or the Ministry of Education. Should an employee or elected official of School District No. 57 or the Ministry of Education be elected to the Council (with the exception of President), they must abstain from voting on matters where a perception of bias exists.

### Election of executive

4. The executive will be elected at each annual general meeting.

### Term of office

5. The executive will hold office for a term of one year beginning the following school year,

generally between September 1 and August 31.

6. No person may hold the same executive position for more than four consecutive years. Should no other person come forward to hold office for the same executive position after reasonable effort is made to solicit a new executive member, then the previous person may continue to hold that position, if elected, on a year by year basis until a new executive member is found for that same position.

#### Vacancy

7. 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 until the next annual general meeting.

#### Removal of executive

8. The members 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.
9. 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.

#### Remuneration of executive

10. 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.

## Section V – EXECUTIVE MEETINGS

#### Meetings

1. Executive meetings will be held at the call of the president or vice-president, should the president be unavailable. At least one meeting will be held before each general meeting.

#### Quorum

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

#### Notice

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

#### Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.



## **Section VI - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### District Parent Advisory Council representative

1. One representative to the District Parent Advisory Council (DPAC) may be elected annually from among the voting members. Should employees or elected officials of School District No. 57 or the Ministry of Education want to serve as DPAC representative, a perception of bias exists. This perception of bias must be disclosed and discussed prior to being eligible as the DPAC representative.

### Election of DPAC representatives

2. Refer to Section III, voting.

### Term of office

3. DPAC representatives will hold office for a term of one year.

### Vacancy

4. 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. Refer to Section III, voting.

### External committees

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 57 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

## **Section VII – 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 Council

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

### 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 Council 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

Council for personal gain.

## Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

### The President will

- a. speak on behalf of the Council
- b. consult with Council members
- c. ensure that members are notified of meetings
- d. preside at membership and executive meetings to maintain order and timeliness
- e. ensure that an agenda is prepared
- f. appoint committees where authorized by the membership or executive
- g. issue and receive correspondence on behalf of the Council
- h. ensure that the Council is represented in school and district activities
- i. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- j. be a signing officer
- k. submit an annual report

### 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 his or her duties
- d. accept extra duties as required
- e. be a signing officer
- f. submit an annual report

### The Secretary will

- 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. issue and receive correspondence on behalf of the Council
- e. ensure safekeeping of all records of the Council
- f. may be a signing officer
- g. submit an annual report

### The Treasurer will

- a. be a signing officer
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts and disbursements at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget

- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. submit an annual financial statement at the annual general meeting

#### The DPAC Representative will

- a. attend all meetings of School District 57 DPAC, Prince George District Parent Advisory Council (DPAC) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- 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 Council
- 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

#### Committee Coordinators will (eg. Hot Lunch, Volunteer, Playground, Garden, etc.)

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. meet with their committees at times outside of general meetings and bring discussion outcomes to general meetings
- c. submit an annual report

#### The immediate Past President will

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report

### **Section IX – COMMITTEES**

The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

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.

Committees will report to the membership and executive as required.

### **Section X – FINANCIAL MATTERS**

#### Fiscal year

1. The financial year of the Council will be September 1 to August 31.

#### Power to raise money

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

### Bank accounts

3. 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.
  - a. Specifically, all funds related to the Gaming Policy and Enforcement Branch of the Government of British Columbia will be managed in the “gaming” account. This includes any Special Interest Group (SIG) gaming related moneys.
  - b. Specifically, all funds related to general PAC fundraising and expenditures will be managed in the “general” account.
  - c. Specifically, all funds related to Special Interest Group (SIG) non-gaming fundraising and expenditures will be managed in the “SIG” account.

### Signing authority

4. The executive will name at least three 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 prior to October 15 of the current school year and the budget will expire August 31 of that same school year.

### Non-budgeted expenditures

6. A) The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting. Requests for money are required to be added to the agenda more than 3 working days in advance of the next scheduled meeting. Furthermore, requests for money require approval from the Principal and/or School District to be added to the agenda.  
B) Money handling for Special Interest Groups will be approved at a general PAC meeting before fundraising and expenditures for that SIG group can occur. Once the SIG has been established for the current fiscal year, expenditures will be processed using a written request signed and approved by two members of the SIG; these expenditures are not required to be voted on by the PAC membership. SIG expenditures must not exceed their related SIG fundraising.

### Treasurer’s report

6. A treasurer’s report will be presented at each general meeting.

### Auditor

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

## **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council'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 XII – PROPERTY IN DOCUMENTS**

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.

## **Section XIII – 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. 57 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 LDB.

**Adopted by the École Lac des Bois Elementary Parent Advisory Committee at Prince George  
British Columbia, on \_\_\_\_\_, 20\_\_.**

**Signatures of president and one other executive member:**

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**President Name (printed) Signature**

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**Additional Executive, position (printed) Signature**

## CODE OF ETHICS

### **A parent 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

### **Statement of Understanding**

I, the undersigned, in accepting the position of

\_\_\_\_\_ on the École Lac des Bois Elementary Parent Advisory Committee have read, understood, and agreed to abide by this **Code of Ethics**. 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 Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

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

School Year 20\_\_/20\_\_

## VOLUNTEERING CODE OF CONDUCT - ÉCOLE LAC DES BOIS PAC

All volunteers must complete the necessary forms required by School District 57, including a criminal record check, before volunteering. Please remember to sign in and out at the office!

### **Be considerate**

You are working with others as a volunteer of Lac des Bois so be considerate of how your actions and/or contributions affect people you are working/volunteering with as well as the community as a whole.

### **Be respectful**

Treat one another and members of community with respect.

### **Be collaborative**

If you are unsure about something don't be afraid to ask for help. We are not all experts and need to be helpful and patient.

### **Step Down Considerately**

When you have finished being a leader or volunteering for an event, if you could leave notes for others who might be taking on a task at a later date.

### **Be available**

Be on time and ready when you are helping out or running an event. Everyone's time is valuable.

### **Be honest**

Be honest with others and yourself with regards to what you say and what you commit to.

### **Follow the rules**

Make sure you have the appropriate approval for running or volunteering for events. Exercise discretion and confidentiality at the appropriate times. Use the appropriate representation before approaching vendors for time, money and/or goods (see example).

### **Fine print**

Make sure you ask all the appropriate questions and document who you have talked to. Examples include delivery time/charges, taxes included, invoice amounts, etc.

Remember we are representing the students, staff and families of École Lac des Bois Elementary.

Name of Representative:

Signature:

\_\_\_\_\_

\_\_\_\_\_

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

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



## SAMPLE REPRESENTATION LETTER

Sample letter required to representative yourself when approaching vendors for time, money and/or goods:



September 2011

To Whom It May Concern:

École Lac des Bois, the French school at the Lakewood location is organizing their second annual February Family Raffle for 2012. The raffle will consist of 29 daily draws (during the month of February 2012) for prizes that promote family togetherness. Our goal is to encourage more family fun and help raise funds for a new playground structure for our school.

We are seeking community support to help promote local family oriented activities and ventures. It would be greatly appreciated if your company could provide a monetary or product sponsorship (i.e. family pass or gift certificate) for this raffle. A "thank you" and recognition of all contributing businesses will be printed in the Prince George Citizen after the final raffle draw.

We thank you in advance for your very generous support in helping us to enhance our children's school life.

\_\_\_\_\_ is hereby authorized to accept your donation on behalf of the École Lac des Bois Parent Advisory Council. If you have any questions or concerns, please contact PAC treasurer Elena Thomas (250-563-8808)

Sincerely,

*Madeleine Crandell*

Madeleine Crandell  
Principal