

**The Chief Maquinna Elementary School
Parent Advisory Council**

CONSTITUTION AND BYLAWS

This Consolidation Is Complete and Supersedes
All Previous Versions

Consolidated as of December 12, 2018



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CONSTITUTION

Section I -- NAME

The name of the council is Chief Maquinna Elementary School Parents Advisory Council.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

Section II -- PURPOSES OF THE COUNCIL

The Council will act to support and improve the quality of education, the school's learning environment and the well-being of students of Chief Maquinna Elementary School.

To promote inclusiveness and participation, the council will conduct business unbiased towards race, religion, gender, gender identity, sexual orientation, politics, mental or physical abilities, while complying with provincial and federal human rights legislation.

The council will provide leadership and guidance to its members through its bylaws and its stated purposes, which are:

- to enhance the learning environment and well-being of students in school
- to communicate with parents and to promote cooperation between home and school
- to assist parents in accessing information and resources in the school system, and advocate for individual children and their parents
- to provide parents a means of consultation and discussion with the principal and staff
- to advise principal and staff about parent's views about school policies, programs and activities
- to organize and support activities for students and parents
- to assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
- to promote a sense of community between the school, home, neighbourhood and broader community
- to raise funds and provide financial support for the goals of the Council, as determined by the membership

BYLAWS

Section III -- INTERPRETATIONS

Administration & administrator means the principal, vice-principal or official acting on behalf of the Vancouver School Board, School District No. 39 working at Chief Maquinna

Annual budget means a budget that includes projected income and expenditures for the upcoming fiscal year

Bylaws means the rules authorized by the Council, which govern actions and affairs of its members

Chair means a person who presides over a meeting, committee or board. Where the term "Chair" is used in this document, it is understood that it refers to and includes Co-chairs unless there is only one Chair elected

Co-chairs means two officers who share equally the Chair

Chief Maquinna means Chief Maquinna Elementary School

Committee means a member or group of members that volunteer to perform a service, function or task

Coordinator means a member who volunteers to lead a committee

Communication means the methods employed to communicate Council business to members includes, but not limited to written notices, bulletin boards, emails, newsletters, website, and meeting minutes

Community means the broader neighbourhood in which Chief Maquinna is located and its students and families reside along with other residents and local businesses

Community agency means an agency, business, organization or group with an interest in education and willingness to support the Council and is not already included in the scope of the Council's Constitution and Bylaws

Council means the members of the Chief Maquinna Parent Advisory Council (PAC)

District means School District No. 39.

Executive or Executive Committee means the committee of officers that perform management functions

Guest means a community organization invited to Council meetings and does not have voting rights

Member means a parent who becomes and remains a member in accordance with these by-laws

Meeting means duly called meeting under the Constitution and Bylaws

Non-voting member means a person or organization, and is not a guest or parent, is invited to the Council

Officer or officers means member or members that hold a position or office on the Executive Committee

Parent in respect to a child or children registered at Chief Maquinna Elementary School, means the parent, or other person who has guardianship and usually has the duty of care and control of the child, or family member who may exercise care and control duties over the child

PAC means the Chief Maquinna Elementary School parent advisory council

Quorum means the minimum number of members present to make the proceedings of that meeting valid

Representative means a member who volunteers to act as a Council liaison with community agencies or groups

School means Chief Maquinna Elementary School, a public elementary educational institution as defined in the School Act operating within School District No. 39

School community means the community of registered students, parents, families and staff within Chief Maquinna

School year means the 10 months between the beginning and end of each cycle of in-session teaching of students

Simple majority means a value that is greater than 50.00% of the total votes cast

Staff means the administrators, teachers, support staff and other individuals employed by the Vancouver School Board working at Chief Maquinna Elementary School

Student means a child registered at Chief Maquinna Elementary School

Term means the period between each annual general meeting

Section IV – MEMBERSHIP

Voting Members

- i. Parents of students registered in Chief Maquinna are voting members of the Council.
- ii. A voting member, except where stated in the Bylaws, has the right to volunteer, to be elected or appointed to any office or committee.
- iii. A voting member, except where stated in the Bylaws, has the right to know Council business, attend and participate in all meetings, and discuss and vote on all motions and business.
- iv. Each voting member has one vote and shall vote in person.

Non-voting Members

- i. The staff of Chief Maquinna may be invited to become non-voting members and participate on committees.
- ii. The principal and vice-principal of Chief Maquinna shall be non-voting members of the Council, and if unable to attend, may appoint a designate.
- iii. Community and community organizations may be invited to become a non-voting member or guest.
- iv. At no time will the Council have more non-voting members than voting members.

Duty to Comply with Bylaws

Every member, voting and non-voting, will uphold the Constitution and comply with the Bylaws.

Termination of Membership

- i. Voting membership ceases when the parent no longer has a child registered at Chief Maquinna.
- ii. Non-voting membership for school staff ceases when no longer a staff at Chief Maquinna.
- iii. Community and community organization's non-voting membership ceases when the member so decides or membership is terminated by the Council.

Section V -- MEETING PROCEDURES

Application

The procedures in this section apply to all meetings with some exceptions outlined in these Bylaws.

Quorum

- i. A quorum for duly called general meetings will be eight (8) voting members.
- ii. If at any time during a general meeting a quorum ceases to be present, any business involving a vote must be suspended until there is a quorum present.

Voting

- i. All matters requiring a vote will be decided by a simple majority of the votes cast and in the case of a tie vote, the motion is defeated.
- ii. Members must vote in person on all matters. Voting by proxy will not be permitted.
- iii. Voting is by a show of hands or, where requested by two voting members present, by secret ballot.
- iv. Ballots will be destroyed after every election.
- v. The number of votes in favour, against, and abstaining must be recorded in the minutes.

Council Rules of Order

The Council Rules of Order are a simplified set of rules that were developed to meet the needs of this Council and will be used at meetings. They provide guidelines for constructive and democratic meetings, and reduce obstacles that might discourage open discussion or participation. *The Council Rules of Order are in Appendix A - Parliamentary Procedure.*

If procedural problems should arise, Robert's Rules of Order will be used to resolve the matter. Under no circumstances should Robert's Rules of Order cause or impose "undue strictness" that could intimidate members or limit full participation, otherwise such circumstances would contravene this Constitution.

Conduct

Members and non-members, attending meetings:

- i. Shall protect and respect privacy of others.
- ii. Refrain from gossiping about staff, students, parents or other members.
- iii. Should expect to be treated, and in turn treat others, fairly and respectfully.
- iv. Refrain from partisan political action or other activities not in the best interests of the school.
- v. Contribute to the meetings and remember to allow time for others to contribute to the discussion.
- vi. Act in accordance with Chief Maquinna Code of Conduct.
- vii. Shall refrain from discussing, influencing, and voting on any matter before the council in which they, their family, or their friends, have a pecuniary interest.
- viii. Will be reminded of codes of conduct and may be asked to leave the meeting for failing to adhere these articles of conduct.

General Meetings

- i. Meetings shall be open to all members who are voting, non-voting, school community, staff and invited guests
- ii. An attendance record sheet shall be kept of members, guests and non-voting members in attendance at each meeting.
- iii. General meetings, or PAC meetings, will be held once a month during the school year and the meeting dates will be set at the first meeting of the school year
- iv. One general meeting will serve as an annual general meeting (AGM) and shall be held during each year on a date and time set by the members.
- v. At the AGM, the Executive Committee shall present for acceptance business and financial reports for the term.
- vi. At the AGM, an election of officers for the Executive Committee will be held as outlined in Section VI Executive Committee.

Special General Meeting

- i. A duly called general meeting, called outside of scheduled general meetings is a special general meeting.
- ii. The Executive, after consultation with members, may call a special meeting.
- iii. Members representing ten percent (10%) of the membership or eight (8) voting members may petition the Executive to call a meeting; the Executive shall call the meeting.
- iv. In all cases, a notice of meeting shall be properly communicated.

Notices

- i. Notice of meeting - for any general meeting, notice shall be communicated to members at least seven (7) days in advance.
- ii. Notice of amendment – a notice addressing proposed amendments to the Constitution and Bylaws as per Section XV -- Constitution and Bylaws Amendments.
- iii. Notice of election – a notice of vacant Executive Committee positions as per Section VI -- Executive Committee.
- iv. Notice of removal – a notice that an officer will be removed as per Section VI -- Executive Committee.

Section VI -- EXECUTIVE COMMITTEE

Role

The Executive Committee provides guidance to members, performs duties as outlined in the Constitution and Bylaws, and manages the Council's affairs between general meetings.

Authority

Authority comes from the Council's Constitution and Bylaws, and direction from the membership.

Officers

- i. The Executive Committee consists of the Chair, the Co-chair, the Secretary, the Treasurer, and two (2) Members-at-Large.
- ii. The position of Co-chair may remain vacant until the members, at any general meeting, elect or appoint a member.
- iii. The two (2) positions of Members-at-Large may remain vacant until the members, at any general meeting, elect or appoint one or two members.

Duty of Trust

- i. Officers have a duty to act in the best interests of members and put the Council's interests ahead of their own.
- ii. Officers owe a duty of trust to parents, students, school staff and others affected by their actions and words.
- iii. Officers shall not act primarily in the interests of a special group or in their own self-interest.
- iv. Officers, prior to taking office, shall sign a commitment to ethical behaviour found in Appendix C – Code of Ethics.

Eligibility & Restrictions

- i. Any member is eligible to serve on the Executive Committee.

Term of Office

- i. An officer will hold office for one term.

Notice of election

- i. Vacancies must be communicated to the membership not less than fourteen (14) days in advance of the AGM.
- ii. Nominations will be accepted until the nomination process is closed for a vote at the annual general meeting.

Election of Officers

- i. The officers shall be elected at each annual general meeting by the voting members in attendance.
- ii. Candidates for Chair and Co-chair may request, and will be granted reasonable time to introduce themselves and speak on their interest in the position at the annual general meeting.

Chairing the Election Process

- i. Incumbent officers will maintain their office until the end of the annual general meeting.
- ii. Election of officers will be conducted by the outgoing Chair.
- iii. If the incumbent Chair is running for re-election, and there is a Co-chair in office that is not running for re-election, the Co-chair will Chair the election.
- iv. If the incumbent Co-chair is running for re-election then a member, who is not running for office, will temporarily Chair the election process.

Order of the Election Process

The election process will be in the order of electing two (2) Members-at-Large, the Secretary, the Treasurer, the Chair, and then the Co-chair.

Votes and Acclamation

- i. A lone candidate running for an office is elected, by acclamation, to that office.
- ii. When two candidates run for the same office, the member with the most votes cast is elected.
- iii. When three or more candidates run for the same office, and one candidate obtains a simple majority of the votes cast, that candidate is elected.
- iv. If a simple majority does not occur, there will be a run-off election between the two top candidates, and the candidate with the most votes cast is elected.
- v. The election results will be recorded in the minutes, including acclamations, the number of votes for, against, and abstaining.

Vacancy

- i. If an Executive officer is absent temporarily, the remaining officers may adjust their roles or take over the role of that officer until the officer returns.
- ii. If an Executive officer resigns or ceases to hold office for any reason, the remaining officers may hold an election for the position, or appoint an eligible member.
- iii. The appointment or election will occur at an Executive Committee meeting or a general meeting.
- iv. Executive Committee appointments or elections shall be confirmed at the next general meeting.
- v. It is not required to communicate a notice of election with this vacancy.
- vi. The member filling the position will hold office until the annual general meeting.

Removal of an Officer

- i. An officer, when subject of a complaint or series of complaints, and found to be responsible for a serious breach, persistent or consistent breaches of the Constitution or Bylaws may be removed from office.
- ii. The members may, at a general meeting or a special general meeting, decide by a simple majority of votes cast, remove an Executive officer before the expiration of the officer's term of office.
- iii. When possible, a notice of removal should be communicated to members.
- iv. At the same meeting, the Executive may elect or appoint an eligible member to complete the term.
- v. A notice of election is not required.
- vi. An officer who has been removed from the Executive Committee by a membership vote shall not run for election or be appointed to the Executive Committee for a period of 12 months after removal.

Notice of Removal

- i. The notice will specify the intention to make a motion to remove the officer.
- ii. The notice will be communicated to members, if possible not less than 7 days before the meeting.
- iii. A notice of election is not required.

Remuneration of executive

- i. Executive officers are volunteers and will not be remunerated for serving on the Executive.
- ii. With approval of the members, officers may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section VII -- EXECUTIVE COMMITTEE ROLES

The Chair

Division of Duties:

- the Co-chair will replace the Chair as required or when the Chair is unavailable
- the Chair and Co-chair will apportion and share duties and responsibilities equitably
- the Secretary and Treasurer will assist the Chair and Co-chair to apportion the tasks

Council Functions:

- oversee the Council's business
- ensure timely and full communication between officers
- oversee activities of committees and representatives
- ensure Council activities are aimed at achieving the purposes set out in the Constitution
- ensure that officers, coordinators and representatives adhere to the Bylaws
- provide guidance or advice when requested by members
- be a signing officer

Meetings:

- convene and preside over general and Executive meetings
- consult with members, then prepare and communicate an agenda for each meeting
- prepare a report of the year's proceedings and activities for the AGM
- consult with the treasurer to ensure financial statements are properly prepared for the AGM

School Community:

- speak on behalf of the Council
- consult with the school's administration
- be aware of and respect Chief Maquinna School and District policies
- ensure the Council is represented in school and district activities

Secretary

Meetings:

- record minutes and attendance for meetings
- communicate the minutes of meetings to all members

Records:

- receive, issue, and be custodian of correspondence on behalf of the Council
- oversee all Council records and documents except those overseen by the Treasurer
- safely keep all official documents and records of the Council

Constitution and Bylaws:

- maintain and update the Constitution and Bylaws, make copies available to members
- submit copies of Constitution and Bylaws to the administrator, District, and DPAC
- be a signing officer

Treasurer

Finances:

- be a signing officer
- consult with officers, representatives and committee coordinators to identify budget items
- deposit Council funds in a bank or financial establishment registered under the Bank Act
- pay all Council bills as required, and ensure expenditures are properly authorized, with receipts, invoices and supporting documentation
- disburse funds as authorized by the membership
- make an application for the yearly gaming grant, and complete and file the annual Gaming Account Summary report if required

Records

- ensure that proper and accurate financial records and books of account are maintained
- maintain possession of the financial records and books of account, and shall ensure that another signing officer has access to them in the Treasurer's absence
- make financial records and books of account available for inspection by members

Reports

- prepare and present a Treasurer's report reflecting updated financial information for each meeting
- prepare a year-end financial report for approval at the AGM

Members-at-Large

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

Finances:

- be a signing officer when necessary
- identify budget items and consult with the Executive on financial matters related to duties
- pay all bills as required, and ensure expenditures are properly authorized, with receipts, invoices and supporting documentation
- disburse funds as authorized by the Executive and the members

Tasks:

- obtain and possess the appropriate training and credentials required to properly perform assigned tasks
- consult with the Executive Committee and members to develop a job description for the position and assigned tasks
- submit reports in relation to duties and as required

Section VIII -- EXECUTIVE COMMITTEE MEETINGS

Purpose

The Executive will hold meetings to carry out Council business between meetings.

Procedures Manual

- i. The Executive, in consultation with members may develop a procedures manual.
- ii. The Constitution provides the purposes; the manual provides the operational procedures.
- iii. May incorporate usual operating procedures and best practises related to committees, activities and tasks.
- iv. May include committee coordinator's overview and plans of events or tasks.
- v. May include relevant motions (with the date of the motion if amending is necessary later).
- vi. Changes to the manual, with the exception of motions, can be made by consensus of involved members.

Meetings

- i. Meetings may be held as needed.
- ii. The Executive will determine the time, date and place of each meeting that is agreeable to all officers.
- iii. The Executive may hold meetings that are open to all members.
- iv. Minutes must be communicated to all members within three (3) days.
- v. All decisions from the Executive meetings shall be taken to the next general meeting for discussion and approval by the members.

Voting

- i. Matters requiring a vote will be decided by a simple majority of votes cast
- ii. In the case of a tie vote, the motion is defeated; the Chair does not have a second vote.

Quorum

- i. A quorum consists of the Chair, Secretary, Treasurer, and
- ii. The Co-chair if the position is occupied, and
- iii. One (1) or two (2) Members-at-Large, if one or both positions are occupied.
- iv. An officer may be excused due to unavoidable or personal circumstances, and the quorum is unaffected.

Section IX – COMMITTEES

Committee Assignments

The Council may structure its activities into committees. Committees normally work within the school community and have specific purposes and tasks.

- i. In consultation with the members, the Executive may form committees.
- ii. Each committee requires a volunteer to act as a coordinator.
- iii. The coordinator will define the terms of reference for the committee.
- iv. The coordinator will determine the composition and membership of the committee.
- v. The coordinator shall be responsible for activities and outcomes of the committee.
- vi. The coordinator shall submit a report to the Executive Committee and members at general meetings.
- vii. At the completion of each event, the coordinator will provide an overview or plans of the event that would allow another member to complete the event in the future.
- viii. The Secretary will maintain a list of committees including mandates or terms of reference, coordinator's and member's names

Remuneration of Coordinators

- i. Coordinators are volunteers and will not be remunerated for serving on a committee.
- ii. With approval of the members, Coordinators may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section X -- REPRESENTATIVES

There are agencies and organizations whose mandates are to provide services and support to parent advisory councils. Two such agencies are the Vancouver District Parent Advisory Council and the B.C. Confederation of Parent Advisory Council. It is beneficial for the Council to have a representative who will act on the behalf of the Council with these agencies.

- District Parents Advisory Council (DPAC)
- BC Confederation of Parents Advisory Council (BCCPAC)

DISTRICT PARENT ADVISORY COUNCIL

The DPAC represents parents/guardians of children in Vancouver schools at the district level and may advise the Board on any matter relating to education in the School District.

Election of DPAC Representative

One Council representative to DPAC may be elected annually, by secret ballot, at a general meeting from among the members who are not employees or elected officials of School District No. 39 or the Ministry of Education.

BC CONFEDERATION OF PARENT ADVISORY COUNCIL

The Minister of Education consults with BCCPAC on public education and the BCCPAC represents PACs and DPACs on provincial committees dealing with student assessments, education, curriculum, and school safety.

Election of BCCPAC Representative

One Council representative to the B.C. Confederation of Parent Advisory Council (BCCPAC) may be elected annually at a general meeting from among the members.

Duties of a DPAC and BCCPAC Representative

- i. Attend meetings and represent, speak and vote on behalf of the Council;
- ii. Maintain current registration of the Council;
- iii. Report regularly to the Executive Committee and members on all matters relating to the PAC;
- iv. Seek and give input on behalf of the Council;
- v. Receive, circulate, and post DPAC or BCCPAC newsletters, brochures and announcements;
- vi. Receive and act on all other communications;
- vii. Liaise and network with other PAC and DPAC representatives;
- viii. Submit an annual report if requested;

Term of office

Representatives will hold office for a term of one year.

Vacancy

If a representative resigns or ceases to hold office for any reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. In regards to a DPAC representative, the election must be by secret ballot.

Remuneration of Representatives

- i. Representatives are volunteers and will not be remunerated for serving on a committee.
- ii. With approval of the members, Representatives may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

OTHER REPRESENTATIVES

The Executive Committee or members may designate a position for a representative:

- as the need arises
- set the terms of reference
- appoint or elect a member or members
- to act as official representatives
- on behalf of the Council
- to outreach into the community or into community organizations
- to further the purposes of the Council.

Section XI -- FINANCIAL MATTERS**Financial Year**

- i. The fiscal year of the Council will be July 1st - June 30th.
- ii. The fiscal year will remain until the Executive Committee deems it necessary to change the dates.

Signing Authority

- i. The Executive Committee shall name as many signing officers as necessary.
- ii. Two signatures shall be required on all documents and cheques.

Bank Account and Deposits

- i. All incoming money must be properly documented and recorded in the Council's records
- ii. Adherence to current legislation and these Bylaws is a requirement.
- iii. Council funds must be deposited in a bank or financial institution registered under the Bank Act
- iv. Council funds must be kept in the name of the Council.

Annual Financial Report

- i. The Executive Committee shall prepare and present financial statements to the AGM for approval.
- ii. The financial statements shall show the income, expenditures, assets and liabilities, of the Council during the preceding fiscal year.
- iii. The Chair shall ensure the financial statements are signed by two members of the Executive Committee.

Annual Budget

- i. The Executive Committee shall prepare and present a proposed budget to the AGM for approval.
- ii. The proposed budget shall show the projected income, expenditures, assets and liabilities, of the Council for the upcoming fiscal year.
- iii. The Chair shall ensure the budget is signed by two or more members of the Executive Committee.

Treasurer's report

The Executive Committee will prepare and present a Treasurer's report at each general meeting.

Expenditures

- i. The Executive will disburse funds according to the budget approved by the members at a general meeting.
- ii. Any proposed expenditure not accounted for in the annual budget shall be presented to and voted on by the Executive Committee.
- iii. If approved by the Executive, the proposed expenditure shall then be presented to the members at the next general meeting for final approval.
- iv. All expenditures must have the proper authorization and supported with detailed receipts and invoices.

Power to Raise Money

- i. The Council may raise funds and spend money to further its purposes.
- ii. The Council may set goals and propose a budget to purchase assets, without possessing the necessary financial resources, then raise money to fulfill its goals.
- iii. The Council may raise money or income through activities, actions, events, solicitations, grants, donations or from other sources.
- iv. Monies raised, no matter its source, is for the collective benefit all students.

Borrowing, Debt, and Lending

- i. The Council shall not borrow money, go into debt, purchase or take possession of assets without adequate financial resources to pay in full.
- ii. This does not restrict the Council from researching and negotiating favourable terms for a potential purchase.
- iii. The Council shall not lend, or offer to lend any money, or extend credit to anyone or any entity.

Inspection of Financial Records

- i. A member, on request or within a reasonable time but not more than 14 days, and in the presence of an Executive member, may inspect the Council's financial records and books of account.
- ii. A member, at a general meeting may motion the Executive Committee to appoint an auditor to review the Council's financial records.
- iii. In lieu of an audit, a member at a general meeting may motion the Executive to appoint two (2) members not being officers, and in the presence of an Executive member, to inspect and review the Council's financial records, statements, and documentation to ensure adherence to the Bylaws.

Section XII -- CODE OF CONDUCT

Conduct

Every officer, representative and coordinator shall:

- i. act solely in the interests of the parent membership and the interests of the school community as a whole, and
- ii. treat people in the school community with courtesy and respect.

Privilege

Information received by an officer, representative or coordinator:

- i. on receiving information from school personnel, a student, parent, or other member of the school community
- ii. consider it privileged, keep it in confidence and must not divulge it
- iii. unless given explicit consent or permission from the person giving the information.

Disclosure of Interest

An officer, representative or coordinator:

- i. who is interested or benefits, either directly or indirectly, in a proposed contract or transaction with the Council
- ii. must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive,
- iii. must avoid using their position on the Council for personal or familial gain or benefit.

Council - School Relationship

To fulfill the Council's constitutional purposes a good working relationship based on trust, respect and open communication between the Council and the school staff is of primary importance. Although, both the Council and the school have the best interests of the students as their primary focus the mandates and approaches are different.

Members acting or working on behalf of the Council may at times create a conflict or act in a manner that concerns school staff. The principal and the staff have policies and procedures prescribed by the District and must follow them should such a situation arise.

In light of this and should an incident arise the principal, the Chair, and Co-chair shall meet at a mutually convenient time to address the issue. The Chair, Co-chair, and principal will work together to ensure an appropriate response and remedy to any incidents that disrupt our working relationship. Council will make a reasonable effort to seek out the general input of involved parties and/or those of the school community in taking deliberations on matters that affect the staff, members of the Council and their children.

Perception of Bias: Officers

Under the Bylaws, an officer acts on behalf and as a representative of all parents within the school community and as such has, real and perceived, authority and influence not possessed by other members. Officers are also parents, as such, must be mindful how their words and deeds might be perceived in regards to Council business.

A perception of bias refers to situations where:

- i. caregivers, parents and school staff
- ii. may view the actions, words or promises of an officer
- iii. as having more influence and authority than is otherwise granted their office, or
- iv. in a manner that appears to give preference or favour
- v. to the officer's own child, the child's teacher, or one person or group over another

Section XIII -- CODE OF ETHICS

In relation to their council duties officers shall

Dutifully:

- i. take direction from the membership and Executive Officers, Representatives and Coordinators
- ii. uphold and abide by the Constitution, Bylaws, policies, and procedures
- iii. perform their duties with honesty and integrity
- iv. perform their duties with the Council's best interests and purposes in mind
- v. ensure that the well-being of all students is the primary focus of all decisions
- vi. encourage parents to participate in the Council

Communicate:

- i. information only that is reliable and accurate
- ii. proactively and in a timely manner

Respect:

- i. and treat others with dignity
- ii. the rights of all individuals
- iii. and protect all confidential information

Assist:

- i. parents and students with individual concerns
- ii. parents and students with concerns to act on their own behalf
- iii. parents and provide information on the process for taking concerns forward
- iv. parents to find appropriate channels for action and resolution
- v. parents to ensure their concerns and issues are resolved through due process

Support:

- i. Chief Maquinna in furthering its goals and enhancing its community spirit
- ii. the public education system and its education goals
- iii. the professional capacity of teachers and school administrators

Section XIV -- CONFLICT RESOLUTION PROCESS

Purpose

Conflict and disputes are natural outcomes when and where people gather. No matter the source, it is important that conflicts be dealt with appropriately so they do not interfere with the accomplishment and success of the Council's main purposes, as outlined in the Constitution. *The Conflict Resolution Process is explained in Appendix B.*

The process is intended to deal with complaints in a positive manner and its goal is to facilitate a fair and appropriate resolution. This process can be used to deal with concerns and complaints related to the:

- Council functions or business practices
- conflict between members
- complaints about members
- breaches of the Constitution
- breaches of the Bylaws

Complaints about Council Functions

Any complaints about the functioning of the Council should be made through the Executive Committee in the first instance. If the complaint is not resolved or the complainant is dissatisfied with the outcome then the complaint shall be placed on the agenda for discussion and resolution at the next general meeting.

Complaints about Members

Any complaint regarding another member, by another member, in relation to Council business or activities, shall be first made directly to that person. If the complaint cannot be resolved through discussion between the two members, then it shall be brought to the attention of the Executive Committee.

The Executive Committee may delegate one, or more, officers to mediate the complaint. The officer acting as mediator will listen to all claims, clarify each member's point of view, express the strong and weak points of each member's position, and help the members to formulate an agreeable resolution.

Complaints about Officers, Representatives or Coordinators

Complaints by members of possible breaches of the Constitution or Bylaws by officers, representatives and coordinators might be a cause for concern. Their roles and status within the Council and the school community means the Conflict Resolution Process shall be invoked when a complaint is made or credible information is revealed that could lead to a complaint.

Section XV -- CONSTITUTION AND BYLAW AMENDMENTS

Notice of Amendment

- i. Notice of amendment must be communicated to the members at least fourteen (14) days before the meeting.
- ii. Members may, at a general meeting, by a majority of not less than 2/3 of the votes cast, amend the Council's Constitution, Bylaws, and appendices.
- iii. The notice of amendment must include:
 - the article to be amended, the location and wording
 - the proposed amendment, and
 - relevant information or reasons for the amendment
- iv. The Constitution and Bylaws must be amended forthwith to reflect the change.
- v. A postscript "*Amended on: date of change*" must follow the amendment.
- vi. The front page of the Constitution and Bylaws must list the date of its acceptance, followed by the dates of each amendment listed below, with the most recent date at the bottom of the list.
- vii. Copies of the most current Constitution and Bylaws must be:
 - sent to the District, through the school administrator
 - sent to DPAC
 - reflected on the Council website

Section XVI -- MAINTENANCE AND INSPECTION OF RECORDS

The Executive Committee shall see that the minutes of any meeting and all other necessary books and records of the Council, required by the Bylaws of the Council or by the applicable statute or law are regularly and properly kept.

With the exception of financial records in the custody of the Treasurer, the books and records of the Council shall be open to inspection by any member within five (5) business days, upon request.

Section XVII -- PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, officer, representative, coordinator or committee member in connection with the Council shall be deemed to be the property of the Council and shall be turned over to the Executive Council when the specified member ceases to perform the task to which the papers relate.

The outgoing Executive officers shall arrange for the orderly transfer of records and information, which shall include an overview of the Council's operations, activities and all proposals for the school year, to the incoming Executive officers.

Section XVIII -- DISSOLUTION

- i. The number of persons making up the Executive Committee shall be not less than three (3) officers and must include the positions of Chair, Treasurer and Secretary.
- ii. If, for a period of six (6) months these three (3) positions are not filled the Council shall be dissolved.
- iii. In the event of the dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council within School District #39 (Vancouver), having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
- iv. In the event of the dissolution or winding up of the Council, all records of the organization shall be placed under the jurisdiction of the administrator of Chief Maquinna Elementary School or the Secretary-Treasurer of School District # 39 (Vancouver) or the District Parent Advisory Council.

Appendix A

Parliamentary Procedures

Rules of order are designed to include all members in decision making, with everyone having a fair and equal opportunity to participate and influence the group's decisions. Think *fair, reasonable, and responsible*.

Fairness

Parliamentary procedure is meant to achieve fairness for all. It is used to:

- i. facilitate action, not obstruct it
- ii. enable the assembly to express its will
- iii. give every member a fair hearing
- iv. maintain order.

Principles: Reasonable and Responsible

Parliamentary procedure is based on the following principles:

- i. justice and courtesy for all
- ii. equality of opinion
- iii. rule of the majority
- iv. right of the minority to be heard
- v. do only one thing at a time

With these principles and the needs of this Council in mind, a set of simplified rules of orders have been written. If procedural problems should arise, Robert's Rules of Order will be used to resolve the matter if it does not contradict the Constitution and Bylaws.

Robert's Rules of Order provides guidelines for constructive and democratic meetings and under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The Council Rules of Order will be used at all Chief Maquinna Parent Advisory Council meetings.

Council Rules of Order

Motions

Of the motions in Robert's Rules, it is suggested that only four be used:

- propose a motion
- amend a motion
- refer the motion to a committee
- postpone the motion to a definite time

Motions Not Required

- i. To "approve", "adopt", or "receive" a report, *unless* there is something to be decided.
- ii. To nominate someone for a position, but a vote is required to confirm an election.

Move & Second a Motion

- i. A member who moves a motion may not speak against it, however the member may vote against it after the discussion.
- ii. To second a motion, a member does not have to be in favour of it, the member may simply want it discussed.

Encourage Participation

- i. Maintain a “speakers list” so each member has an opportunity to speak.
- ii. In a small group, try going around the table to give everyone an opportunity to speak.
- iii. In larger meetings, it is better that the Chair does not take a position and remains impartial while encouraging quieter members to contribute to the discussion.
- iv. Before closing debate, invite those who have not spoken to do so.

Six (6) Steps for Handling a Main Motion

The Six Steps to a Motion

- i. make a motion**
- ii. second it
- iii. the Chair states the motion
- iv. members discuss the motion
- v. the Chair puts the motion to a vote
- vi. the Chair announces the results

NOTE: ** also known as a main motion

NOTE: the motion’s wording remains unchanged throughout the Six Steps

Applying the Six Steps to a Motion

Most motions can be processed using the Six Steps. A motion usually addresses a single topic or issue, but in some cases several inter-connected topics can be put together in a properly worded motion. A motion in this process is clearly worded, easily understood and the wording of the motion does not require amending.

1. A member makes the motion “I **move** that ‘xyz’.”
2. Another member seconds the motion..... “I **second** the motion.”
3. The Chair states the motion..... “It is moved and seconded that ‘xyz’.”
4. Members debate the motion Members **discuss and debate**.
5. The Chair puts the motion to a vote “We will now **vote** on the motion to ‘xyz’.”
 “All in favour? All opposed? Abstaining?”
6. The Chair announces the result “The motion is **carried** or **defeated**.”

Eight (8) Steps for Handling a Motion with a Proposed Amendment

The Eight Steps process is simply the “Six Steps for Handling a Main Motion”, but with two (2) additional steps inserted during the discussion in Step 4. It is during the discussion when the substance of a motion is tested and if a motion is improperly worded or inaccurately reflects its purpose, it will become apparent. Rather than withdraw the motion, the two additional steps provide the tools to amend the wording of the motion so the process may continue.

Applying the Eight Steps to a Motion

1. A member makes the motion “I **move** that ‘xyz’.”
2. Another member seconds the motion “I **second** the motion.”
3. The Chair states the motion “It is moved and seconded that ‘xyz’.”
4. Members debate the motion "xyz" Members **discuss and debate**.

The debate turns from the merits of the motion to a discussion about the wording** of the motion. When the wording of motion ‘xyz’ is amended, the amended version ‘xxYYzz’ is put to a vote:

.....
 4(i) The Chair puts the amendment to a vote
 “We will now **vote** on the **amendment** ‘xxYYzz’.”

4(ii) The Chair announces the result
 “The **amendment is carried / defeated**.”

If the amended motion ‘xxYYzz’ passes then the debate continues and when finished, the motion moves on to Step 5.

If the amended motion ‘xxYYzz’ is defeated, the original motion ‘xyz’ returns for discussion, and when finished it moves on to Step 5.

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5. The Chair puts the motion to a vote “We are now voting on the motion ‘xyz’ or ‘xxYYzz’.”
 All in favour? All opposed? Abstaining?”
 6. The Chair announces the result “The motion is **carried / defeated**.”

NOTE: ** The substance of the main motion does not change; the changes clarify or refine the main motion. The motion may change in three ways:

- i – by leaving out certain words
- ii – by adding certain words
- iii – by replacing certain words with others.

Appendix B

Conflict Resolution Process

This conflict resolution process is simply a set of guidelines for dealing with disputes, conflicts or complaints. It may also be used for dealing with officers, representatives or committee coordinators who may have breached the Council's Bylaws. The circumstances of each incident or series of incidents will determine the process employed and the outcomes. The most important components of any process are explained in the following information.

Definitions

- complainant means the person lodging a complaint or grievance
- process means a complaint, fact finding, assessment, verdict and resolution
- subject means the person who is the topic of the complaint
- adjudicator means an officer or members that oversee and administrate the process
- review means to ensure the complaint has merit and appears valid
- non-involved means a person that is not directly involved in the incident or breach

Overview and Guiding Principles

- the process will be performed with discretion, fairness and respect
- the complaint should be resolved in a timely manner
- the complainant will be advised of the steps in the process and progress
- the adjudicator will keep notes of the process including names, details of the incident, interviews and specifics of any resolutions
- those directly involved will have access and be able review all relevant information
- resolutions are meant to improve understanding, relationships and functioning
- removal of an officer or representative will be imposed only after serious deliberations
- a fair review of the complaint will occur throughout the process to protect volunteers, executive members, and representatives from vexatious and mischievous complaints

Executive Committee Duties

The Complaint

All complaints, verbal and written, will be received by the Executive Committee
The chair may act as the adjudicator or may appoint another officer

Subjects of a Complaint

The subject of a complaint may be:

- an officer of the Executive Committee,
- a Representative for the Council or
- a Committee Coordinator.

Officer is Subject of the Complaint

If the Chair is the subject of the complaint, the complainant will be directed to the co-chair.

If the chair and co-chair are involved, any non-involved officer may receive the complaint and adjudicate.

If an officer is unavailable, 2 members not involved in the complaint, will be appointed adjudicators and will receive the complaint.

Evidence and Fact Finding

The adjudicators will

- receive the complaint, clarify the substance of the complaint with the complainant
- review the complaint
- obtain relevant details, circumstances and names of people involved
- interview people involved and obtain all related facts
- determine if, and how the Constitution or Bylaws were breached
- obtain an explanation from the subject of the complaint

Assessment

The adjudicators will:

- review all information obtained from all sources, including the subject's explanation
- determine if a breach of the bylaws occurred
- determine the seriousness and ramifications of the breach
- determine the effects of the breach on the image and reputation of the Council
- determine the subject's history of breaches
- consult with other officers (non-involved in the complaint)
- determine the most appropriate resolution or sanction

Resolution - Informal

For a minor, inconsequential breach or no breach the adjudicator will:

- speak to the subject, it is necessary clarify the subject's understanding of the bylaws, or
- advise the subject there was no breach
- advise the complainant of the outcome, or
- if necessary, mediate a meeting between the subject, complainant and witnesses
- conclude the matter, and report to the Executive Committee

Resolution - Formal

For a serious breach the adjudicator will

- inform the Executive Committee (non-involved executive officers)
- recommend removal of the subject from office as officer, representative, or coordinator
- follow the procedure outlined in bylaws
- advise the complainant, and conclude the matter

*Appendix C***Code of Ethics**

As an officer of the Chief Maquinna Parent Advisory Council Executive Committee I commit to

Dutifully:

- i. take direction from the membership and Executive Officers, Representatives and Coordinators
- ii. uphold and abide by the Constitution, Bylaws, policies, and procedures
- iii. perform their duties with honesty and integrity
- iv. perform their duties with the Council's best interests and purposes in mind
- v. ensure that the well-being of all students is the primary focus of all decisions
- vi. encourage parents to participate in the Council

Communicate:

- i. information only that is reliable and accurate
- ii. proactively and in a timely manner

Respect:

- i. and treat others with dignity
- ii. the rights of all individuals
- iii. and protect all confidential information

Assist:

- i. parents and students with individual concerns
- ii. parents and students with concerns to act on their own behalf
- iii. parents and provide information on the process for taking concerns forward
- iv. parents to find appropriate channels for action and resolution
- v. parents to ensure their concerns and issues are resolved through due process

Support:

- i. Chief Maquinna in furthering its goals and enhancing its community spirit
- ii. the public education system and its education goals
- iii. the professional capacity of teachers and school administrators

Statement of Understanding

I, the undersigned, in accepting the position of _____
on the Chief Maquinna Elementary School Parent Advisory Council 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 Member _____

Signature _____

Date _____