



DAVID LLOYD GEORGE
ELEMENTARY SCHOOL –
PARENT ADVISORY COUNCIL
(PAC) CONSTITUTION AND
BYLAWS

OCTOBER 2018

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CONSTITUTION

SECTION I GENERAL

The name of the Association shall be the DAVID LLOYD GEORGE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (School District No. 39).

The David Lloyd George Elementary School Parent Advisory Council (“PAC”) will operate as a non-profit organisation.

The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

Where this Constitution refers to parent(s), it applies equally to anyone who is a guardian of a child enrolled in David Lloyd George Elementary School as defined in Section III.

SECTION II PURPOSES

1. To advance the school’s public education learning environment by providing supplementary funds for the acquisition, operation and maintenance of materials, equipment, services, professionals and off-campus experiences that will enhance the core programs and education services offered by the school.
2. To advise and consult with the school principal and staff on parental views about school programs and education services offered by the school.
3. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
4. To assist parents in accessing the system, and to advocate on behalf of parents and students, which may include involvement with the District Parent Advisory Council or other schools’ Parent Advisory Councils.
5. To organize PAC activities and events, including fundraising.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members as volunteers in order to enhance the core programs and education services offered by the school.

SECTION III INTERPRETATION OF TERMS

Term	Interpretation
Community Organisation	Means groups that demonstrate an interest in education and are not already included in the scope of the PAC's constitution and bylaws
District	Means the Vancouver School District (No. 39)
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 the Vancouver School District (No. 39)
PAC or Parent Advisory council	Means the parents organized according to the School Act and operating as a parent advisory council in David Lloyd George Elementary School
DLG	Means David Lloyd George Elementary School
Parent	Is as 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, c) 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 David Lloyd George Elementary School.
School	Means any public elementary or secondary educational institution as defined in the School Act operating within the Vancouver School District (No. 39)

BYLAWS

SECTION I MEMBERSHIP

VOTING MEMBERS:

1. All parents and guardians of students registered at DLG School are voting members of the group to a maximum of 2 adults per family.

NON VOTING MEMBERS:

1. Administration and staff (teaching and non-teaching) of David Lloyd George Elementary School are non-voting members of the group.
2. At no time shall the PAC have more non-voting than voting members.

SECTION II MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of Officers each year. Additional general meetings shall be held on an ongoing basis, usually one per calendar month during the school year, to conduct current business.
2. Notice of general meeting shall be given to the members of the PAC by issuing at least one written notice of such scheduled meeting to the PAC designated bulletin board or attempted to be given to all member households via email.
3. Executive meetings and additional general meetings shall be held at the discretion of the board of elected officers as outlined in Section VI herein, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
4. Meetings shall be conducted efficiently and with fairness to all members.
5. In general, meetings will be conducted according to a simplified version of Robert's Rules of Order. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

SECTION III VOTING

1. A minimum of 8 voting members at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally – voting by proxy shall not be permitted.
5. 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.
6. The election of officers shall be done by secret ballot as set in Section VI herein.
7. The Chairperson shall not be eligible to vote on a motion at a general meeting called by the board of elected officers as outlined in Section VI herein, except whereby the Chairperson relinquishes his/her position (temporarily or otherwise) to another member of the executive and stands down to vote in his/her place.

SECTION IV EXECUTIVE OFFICERS

ROLE OF THE EXECUTIVE

1. The executive will manage the PAC's affairs between general meetings.

EXECUTIVE DEFINED

1. The executive officers will include the Chairperson, Secretary, Treasurer and other members of the PAC as the membership decides. In any year, two persons may choose to share the position's duties as "Co" officers. Each co-officer shall be considered an executive member.
2. The affairs of the PAC shall be managed by a board of elected officers and will be assisted by members-at-large. Members-at-large may be elected; however, if none are nominated or elected, the members-at-large may be appointed by the elected officers.
3. The executive may invite the immediate past Chairperson to serve on the executive for one year.

ELECTION OF OFFICERS

1. Call for nominations shall be made at a general meeting prior to the annual general meeting each year, except as required by Item 3 below.
2. Elections shall be conducted by the Nominating Committee chairperson, or in his/her absence the current PAC Chairperson, using a paper ballot given to each member attending the meeting. In the event that only one person is nominated for a PAC position, no vote is required and the person acclaims the position.
3. In the event of a vacancy on the executive during the year the PAC shall, at any general meeting, elect the new officer who shall hold office until the next election.
4. Scrutineers shall be appointed at the time of the elections as required by the chairperson conducting the elections.
5. A vote shall be taken to destroy the ballots.

VACANCY

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 PAC to fill the vacancy until the next annual general meeting.

REMOVAL OF EXECUTIVE

1. 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 PAC member to complete the term.
2. 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

No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonable and necessarily incurred while engaged in the PAC's affairs.

SECTION V TERM OF OFFICE

1. The term of office shall commence after completion of executive election and shall be for one year.
2. No person may hold the same executive position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. No family may hold two executive positions at any one time.

SECTION VI EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the chairperson.
2. A quorum for executive meetings will be a majority (50%+1) of the members of the executive.
3. Executive members will be given reasonable notice of the meetings.
4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50%+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 VII CONDUCT OF EXECUTIVE AND REPRESENTATIVES

CODE OF ETHICS

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership (see Attachment A).

REPRESENTING THE PAC

When representing the PAC, every executive member and representative must act solely in the interests of the parent membership of the PAC.

PRIVILEGE

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

An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive member or representative must avoid using his or her position on the PAC for personal gain or specific gains for their child(ren). An executive member or representative finding themselves in a conflict of interest may choose to withdraw themselves from the issue at hand.

SECTION VIII DUTIES OF THE OFFICERS

THE CHAIRPERSON WILL

1. speak on behalf of the Council
2. consult with Council members
3. preside at membership and executive meetings
4. ensure that an agenda is prepared
5. appoint committees where authorized by the membership or executive
6. ensure that the Council is represented in school and district activities
7. be a signing officer
8. submit an annual report

THE VICE-CHAIRPERSON WILL

1. assume the duties of the president in the president's absence or upon request
2. accept extra duties as required
3. be a signing officer

THE SECRETARY WILL

1. ensure that members are notified of meetings
2. record and file minutes of all meetings
3. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
4. prepare and maintain other documentation as requested by the membership or executive
5. may be a signing officer

THE TREASURER WILL

1. be a signing officer
2. ensure all funds of the Council are properly accounted for
3. disburse funds as authorized by the membership or executive
4. ensure that proper financial records and books of account are maintained
5. report on all receipts and disbursements at general and executive meetings
6. make financial records and books of account available to members upon request
7. have the financial records and books of account ready for inspection or audit annually
8. be responsible for applying for the annual Casino\Gaming Grant.
9. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
10. submit an annual financial statement at the annual general meeting

D. MEMBERS AT LARGE

Shall serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC might require.

E. PAST-CHAIRPERSON

1. shall help smooth transition between Chairpersons
2. shall assist and advise the PAC
3. shall act as a consultant for the Chairperson

SECTION IX DPAC, EXTERNAL COMMITTEE REPRESENTATIVES AND INTERNAL COMMITTEES

DPAC (DISTRICT PARENT ADVISORY COUNCIL) REPRESENTATIVE

One representative to the Vancouver DPAC may be elected, or appointed by the executive annually from among the voting members who are not employees or elected officials of the Vancouver School Board (District No. 39) or the Ministry of Education.

The DPAC Representative will

1. attend all meetings of Vancouver DPAC and represent, speak, and vote on behalf of the Council
2. maintain current registration of the Council
3. report regularly to the membership and executive on all matters relating to the DPAC
4. seek and give input to the DPAC on behalf of the Council
5. receive, circulate, and post DPAC newsletters, brochures, and announcements
6. receive and act on all other communications from the DPAC
7. liaise with other parents and DPAC representatives

ELECTION OF DPAC REPRESENTATIVES

1. The election of representatives to the DPAC, if held, must be by secret ballot.
2. DPAC representatives will hold office for a term of one year.
3. If a DPAC representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term or the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

EXTERNAL COMMITTEE REPRESENTATIVES

1. The membership or executive may elect or appoint a PAC member who is not an employee or elected official of the Vancouver School Board (District No. 39) or the Ministry of Education to represent the PAC on an external committee or to an external organisation.
2. The representative will report to the membership or executive as required.

PAC COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. A Budget Committee may be appointed annually at the beginning of the fiscal year to develop the budget for PAC approval. The Budget Committee shall be chaired by the Treasurer, and comprise of the Treasurer(s), the PAC Chairperson(s), the school Principal, and the school Vice-Principal.
4. Committees are responsible to the executive and members.
5. Members may be appointed annually to committees by the Chairperson (after consultation with the executive).

SECTION X FINANCES

1. The fiscal year end for DLG School PAC is August 31.
2. All funds of the organisation will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for all banking and legal documents such as for cheques and the purchase and renewal of GICs.
4. Where the PAC is reimbursing the school administrator or staff, cheques will be signed by two of the PAC signing officers.
6. No individual shall be a signatory on his/her own reimbursement cheque.
7. All money spent above and beyond a pre-determined petty cash amount (\$500) will be presented to and voted on by the Executive, and then approved by a majority at a general meeting. Monies spent below the petty cash amount must be approved by a simple majority of the Executive.
8. A Treasurer's Report to all members shall be prepared regularly, including a yearend financial statement and made available to all members. Financial records shall be made available regularly to members, or upon request; the Treasurer will provide the records within seven calendar days of the request.
9. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.

SECTION XI CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the DLG PAC may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been posted to the PAC designated bulletin board or attempted to be given to all members households via students, the latter with (14 days minimum) notice.
2. The notice of the meeting includes notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XII DISSOLUTION

Upon winding up or dissolution of DLG PAC the assets of the Parent Advisory Council which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to another parent advisory council or councils in the Vancouver School Board (No. 39) based on a percentage distribution of displaced students to alternate schools (with a minimum of 10% of the students) as determined by the current PAC Executive in consultation with the DLG School Principal.

All records of DLG PAC shall be given to the principal of David Lloyd George Elementary School.

Peter Woo, Principal
David Lloyd George Elementary School

Bridget Ford, PAC Chairperson
David Lloyd George Elementary School

Brandon Beatch, PAC Vice Chairperson
David Lloyd George Elementary School

Aimee Clare, PAC Treasurer
David Lloyd George Elementary School

Lousina Wong, PAC Co-Treasurer
David Lloyd George Elementary School

Theresa Wong, PAC Secretary
David Lloyd George Elementary School

APPENDIX A CODE OF CONDUCT

1. The David Lloyd George Elementary School Parent Advisory Council will not be considered the appropriate forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and bylaws, policies and procedures of the PAC
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the members, ensuring that representation processes are in place.
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.