



# Gordon

## Elementary School

General Gordon Elementary School

**Parent Advisory Council**

**Constitution and Bylaws**

Adopted October 26, 2004

Amended \_\_\_\_\_, 2024

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## CONSTITUTION

### 1. NAME

- (a) The name of the association will be the General Gordon Elementary School Parent Advisory Council (the “**PAC**”), in accordance with the *School Act* (BC), Section 8.
- (b) The PAC will be comprised of and represent caregivers of students enrolled in General Gordon Elementary School.
- (c) The PAC will operate as a non-profit organization with no personal financial benefit accruing to its members.
- (d) The business of the PAC will be unbiased in respect of age, ancestry, colour, race, place of origin, national or ethnic origin, religion, family status, marital status, genetic characteristics, gender, gender identity or expression, political belief, sexual orientation, source of income, and physical or mental ability.

### 2. PURPOSE

The purpose of the PAC will be:

- (a) To advise the school principal and staff on parental views about school programs, policies, and activities, including but not limited to:
  - (i) School philosophy and program priorities,
  - (ii) School regulations and general school conduct,
  - (iii) The curriculum, new instructional programs, facilities, equipment, and learning resources,
  - (iv) The budget of any alterations and renovations to school facilities,
  - (v) Safety programs and procedures,
  - (vi) Alternatives for identifying, communicating, and meeting unique community needs,
  - (vii) Appropriate school evaluation matters,
  - (viii) Communicating ideas from the community to the Board of Trustees of SD39 and school staff,
  - (ix) Informing the community about decisions made at the school, district, and ministry levels,
  - (x) Methods to ensure racial and cultural understanding and prove the sense of community within the school neighbourhood,

- (xi) Methods of resolving school-community differences and improving relations, and
- (xii) The promotion of voter participation in school board elections, through non-partisan methods,
- (b) To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children,
- (c) To assist parents in accessing the system, and to advocate on behalf of parents and students,
- (d) To organize PAC activities and events including, social events, parent education, facilities enhancement, safety programs, and fundraising related to the foregoing,
- (e) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members, and
- (f) To advise and participate in the activities of the DPAC.

### 3. **INTERPRETATION OF TERMS**

- 3.1. **“AGM” or “Annual General Meeting”** means the General Meeting held once a school year to elect the Executive for the upcoming term.
- 3.2. **“Community Gaming Grants”** means the grants available to not-for-profit organizations through the BC Government’s Community Gaming Grants program.
- 3.3. **“DPAC” or “District Parent Advisory Council”** means the Parent Advisory Councils formed in accordance with the *School Act* (BC) and operating as the District Parent Advisory Council of SD39.
- 3.4. **“DPAC Representative”** has the meaning set out in Section 3.5 of the Bylaws.
- 3.5. **“Executive”** means, collectively, all of the current Executive Members of the PAC.
- 3.6. **“Executive Meeting”** means any scheduled meeting of the Executive Members.
- 3.7. **“Executive Members”** means an elected Member of the PAC who conducts day-to-day business for the interest of the PAC.
- 3.8. **“Gaming Account”** means the separate bank account of the PAC which has the exclusive purpose of receiving, holding, and disbursing funds received through the Community Gaming Grants.
- 3.9. **“Gaming Account Summary Report”** means the financial reporting instrument required to be sent to the Community Gaming Grants Branch pursuant to the current Community Gaming Grant guidelines.
- 3.10. **“General Meeting”** means any scheduled meeting for Members.

- 3.11. **“Members”** means Voting Members and Non-Voting Members.
- 3.12. **“Non-Voting Members”** has the meaning set out in Section 1.2 of the Bylaws.
- 3.13. **“PAC”** or **“Parent Advisory Council”** means the legally recognized organization consisting of parents of students registered in the school according to the *School Act* (BC).
- 3.14. **“parent”** as defined in the *School Act* (BC), means:
- (a) The guardian of the student or child,
  - (b) The person legally entitled to custody of the student or child, or
  - (c) The person who usually has the care and control of the student or child currently enrolled in the school.
- 3.15. **“school”** means General Gordon Elementary School.
- 3.16. **“SD39”** means School District No. 39 (Vancouver School District).
- 3.17. **“Voting Members”** has the meaning set out in Section 1.1 of the Bylaws.

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# **BYLAWS**

## **1. MEMBERSHIP**

### **1.1. Voting Members**

- (a) All parents and guardians of students registered in the school are eligible to vote at General Meetings (“**Voting Members**”).
- (b) Each Voting Member will have one (1) vote at General Meetings.

### **1.2. Non-Voting Members**

- (a) Administration and staff (teaching and non-teaching) of the school may attend General Meetings without a right to vote (“**Non-Voting Members**”).
- (b) Members of the community who are not parents of students registered in the public school system may be invited to become Non-Voting Members.
- (c) At no time will the PAC have more Non-Voting Members than Voting Members.

## **2. MEETINGS**

### **2.1. General Meetings and Executive Meetings**

- (a) General Meetings will be held not less than four (4) times during the school year. One of those meetings will be the AGM.
- (b) The AGM will be held in May of each school year, or such other date and time as the Executive agrees upon, for the purpose of the election of the Executive for the following school year.
- (c) Additional General Meetings will be held at the discretion of the Executive, or at the written request of at least forty (40) Voting Members.
- (d) The Executive may hold Executive Meetings at anytime as the Executive deems necessary. The purpose of Executive Meetings is to carry out business between General Meetings.

### **2.2. Notice of General Meetings**

- (a) Members will be given notice of a General Meeting at least seven (7) days prior to the meeting.
- (b) Notice of General Meetings to the Members must include the:
  - (i) Time, date, and location of the meeting and
  - (ii) Purpose of the meeting.

- (c) Notice of General Meetings may occur via email, newsletter, website, social media, and/or any other appropriate communication medium.

### **2.3. Conduct**

- (a) All meetings held by the PAC will be conducted efficiently and with fairness to the Members present.
- (b) At General Meetings, Members will not discuss personal problems with individual school personnel, students, parents, or other individual members of the school community, and will discuss matters pertaining to the functions of the PAC within the framework of this Constitution and these Bylaws.
- (c) If procedural problems arise that cannot be resolved in consultation with this Constitution, these Bylaws, or the *School Act* (BC), the most current version of Robert's Rules of Order or such other method as agreed upon by the Executive may be used to resolve the issue.

### **2.4. Quorum**

- (a) Quorum at General Meetings will be a minimum of eight (8) Voting Members and two (2) Executive Members.
- (b) Quorum at Executive Meetings will be a minimum of three (3) Executive Members.
- (c) If at any time during a General Meeting or Executive 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. The quorum cannot be waived or suspended, even by unanimous consent.

### **2.5. Voting**

- (a) Except as provided elsewhere in these Bylaws, questions arising at any meeting will be decided upon by a simple majority vote (50% plus one (1)).
- (b) The Chair will not vote except to cast a tie breaking vote.
- (c) Voting Members' votes on all matters must be given personally and in person. Voting by proxy will not be permitted.
- (d) Voting for election purposes will be by secret ballot.
- (e) Voting for purposes other than election purposes will be done by a show of hands or, where requested by a majority of Voting Members present, by secret ballot.

## **3. THE EXECUTIVE**

### **3.1. Role of the Executive**

The Executive will manage the PAC's affairs between General Meetings.

### **3.2. The Executive Defined**

The Executive of the PAC will include the following:

- (a) Chair,
- (b) Co-Chair,
- (c) Treasurer,
- (d) Secretary,
- (e) DPAC Representative,
- (f) Immediate Past Chair, and
- (g) Members at Large.

### **3.3. Eligibility**

Any Voting Member of the PAC is eligible to serve on the Executive. An Executive Member will not be an employee or elected official of SD39 or the British Columbia Ministry of Education.

### **3.4. Election of the Executive**

- (a) The Executive Members will be elected by majority vote from the Voting Members at each AGM.
- (b) The position of Immediate Past Chair is automatic and not subject to election.
- (c) Call for nominations of Executive Member candidates will be made at the AGM.
- (d) Elections will be conducted by a Voting Member chosen at the General Meeting preceding the AGM.
- (e) A vote must be taken to destroy the ballots after the result of the election is announced.
- (f) There will be a maximum of four (4) Members at Large elected to the Executive at each AGM.

### **3.5. Election of DPAC Representative**

One representative to the DPAC will be elected annually from among the Voting Members in accordance with the *School Act* (BC), Sections 8.4(3) and 8.4(4) (“**DPAC Representative**”). The election of DPAC Representative must be done by secret ballot in accordance with the *School Act* (BC), Section 8(6).

### **3.6. Term of Office**



- (a) The Executive Members will hold office beginning immediately following the election at the AGM and will expire at the close of the first AGM following the election, unless an Executive Member sooner ceases to hold office.
- (b) No person may hold the same Executive position for more than three (3) consecutive years, except if elected by acclamation.
- (c) No person may hold more than one elected Executive position at any one time, with the exception of the position of DPAC Representative, where this position may be held concurrently with another position of the Executive. In times of low membership on the PAC, the DPAC Representative functions may be included within the role of the Chair.

### **3.7. Vacancy**

- (a) If an Executive Member resigns or ceases to hold office, the remaining Executive Members may appoint an eligible Voting Member to fill the vacancy until the next AGM.
- (b) If the Chair resigns or ceases to hold office, the position is automatically filled by the Co-Chair whose vacancy is then filled by appointment of the Executive.
- (c) If the DPAC Representative resigns or ceases to hold office, the Voting Members may elect an eligible Member of the PAC to fill the vacancy until the next AGM. Such an election must be done by secret ballot in accordance with the *School Act* (BC), Section 8(6).

### **3.8. Removal of Executive Member**

- (a) The Voting Members may, by a majority of not less than two-thirds (2/3) of the votes cast, remove an Executive Member before the expiration of their term of office, and may elect an eligible Voting Member to complete the term.
- (b) Written notice specifying the intention to make a motion to remove the Executive Member must be given to all Members not less than fourteen (14) days before the meeting for the removal of an Executive Member.
- (c) The remaining Executive Members may appoint an eligible Voting Member to fill the vacancy until the next AGM.

### **3.9. Remuneration of Executive**

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 PAC's affairs.

## **4. DUTIES OF THE EXECUTIVE MEMBERS**

### **4.1. Chair**

The Chair will:

- (a) Co-ordinate PAC affairs in co-operation with the Executive and the school's administration,
- (b) Convene and preside at all PAC meetings,
- (c) Ensure that an agenda is prepared and presented at each General Meeting and Executive Meeting,
- (d) Appoint committees where authorized to do so by the Executive or the Members,
- (e) Be an ex-officio member of all committees, except for the nominating committee,
- (f) Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC,
- (g) Consult Members regularly,
- (h) Participate in forming, updating, or reviewing the PAC's yearly budget and annual plan,
- (i) Assist with submitting an annual report at the AGM,
- (j) Be a signing officer (optional), and
- (k) Be the official spokesperson for the PAC.

#### **4.2. Co-Chair**

The Co-Chair will:

- (a) Assume the responsibilities of the Chair in the Chair's absence,
- (b) Assist the Chair in the performance of their duties,
- (c) Participate in forming, updating, or reviewing the PAC's yearly budget and annual plan.
- (d) Be a signing officer (optional), and
- (e) Accept extra duties as required.

#### **4.3. Treasurer**

The Treasurer will:

- (a) Be responsible for and report on the accounts of the PAC,
- (b) Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices,

- (c) Form, update, and review the PAC's yearly budget and annual plan,
- (d) Maintain proper, accurate, and up-to-date financial records and books of all the PAC accounts,
- (e) Ensure that another Executive Member has access to the books in the event of their absence,
- (f) Submit an annual report at the AGM,
- (g) Be a signing officer,
- (h) Prepare a treasurer's report to be presented at the AGM,
- (i) Apply for the applicable Community Gaming Grants for the upcoming school year and ensure the PAC complies with each grant's guidelines,
- (j) Establish and maintain a separate Gaming Account for receipt and disbursement of all funds received through the Community Gaming Grants, in accordance with BC's regulatory requirements, and
- (k) Submit an annual Gaming Account Summary Report to the Community Gaming Grants Branch within ninety (90) days of the end of the PAC's fiscal year as defined in Section 7.1 of these Bylaws.

#### **4.4. Secretary**

The Secretary will:

- (a) Record, distribute, and post the minutes of all meetings held by the PAC,
- (b) Keep an accurate copy of the Constitution and Bylaws and have copies available for Members upon request,
- (c) Issue and receive correspondence on behalf of the PAC,
- (d) Be a signing officer (optional), and
- (e) Safely keep all records of the PAC.

#### **4.5. DPAC Representative**

The DPAC Representative will:

- (a) Represent, speak, and vote on behalf of the PAC at DPAC meetings,
- (b) Seek and give input to the DPAC on behalf of the PAC,
- (c) Receive and act on communications from the DPAC, and

- (d) Report to the PAC at General Meetings and Executive Meetings on matters relating to the DPAC.

#### **4.6. Immediate Past Chair**

The Immediate Past Chair will:

- (a) Assist in the smooth transition of new Executive Members,
- (b) Advise and support the Executive, and
- (c) Act as a consultant for the Chair.

#### **4.7. Members at Large**

The Members at Large will:

- (a) Assist other Executive Members with their assigned tasks as needed and
- (b) Serve in a capacity to be determined by the Executive at the time of their election, and at other times as the Executive requires.

### **5. CONDUCT OF THE EXECUTIVE**

#### **5.1. Code of Conduct**

On election or appointment, every Executive Member must abide by the Code of Conduct, Constitution, and Bylaws governing the PAC.

#### **5.2. Representing the PAC**

Every Executive Member must act solely in the interests of the Members.

#### **5.3. Privilege**

An Executive Member who is approached by a parent, student or school personnel 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.

#### **5.4. Disclosure of Interest**

- (a) An Executive Member 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 their interest.
- (b) Executive Members must avoid using their position on the PAC for personal gain.

### **6. COMMITTEES**

- (a) The Members at a General Meeting or the Executive may appoint committees to further the PAC's purposes and carry on its affairs.

- (b) Committees will report to the Members and Executive as required.
- (c) Any Member may join any committee, however, only Voting Members may vote at committee meetings.

## **7. FINANCES**

### **7.1. Financial Year**

The financial year of the PAC will be September 1<sup>st</sup> to August 31<sup>st</sup> of each year.

### **7.2. Power to Raise Money**

The PAC may raise and spend money to further its purposes.

### **7.3. Bank Accounts**

- (a) All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial establishment registered under the *Bank Act* (Canada).
- (b) To the extent required by the applicable terms in the BC Government's Community Gaming Grants program, Community Gaming Grant funds must be kept in a separate Gaming Account for the exclusive purpose of receiving, holding, and disbursing Community Gaming Grant funds. Funds received must be disbursed in accordance with each grant's current guidelines.

### **7.4. Signing Authority**

The Executive will name at least three (3) signing officers for banking and legal documents. Two (2) signatures will be required on all of these documents. One of the signing officers will be the Treasurer, and the other two will be chosen from among the Chair, Co-Chair, and Secretary.

### **7.5. Annual Budget**

The Executive will prepare a budget (including income and disbursements) and present it to the Members for approval at the AGM. The approved budget covers the next financial year. The approved budget provides the Executive the authority to make the transactions included in the budget without coming back to the Members for approval. Budgets may be amended by the Executive as needed with the approval of the Members.

### **7.6. Non-Budgeted Expenditures**

All expenditures that are beyond the current budget and over \$2,000 must be approved by Majority approval of the Voting Members and at least two (2) Executive Members at the next General Meeting.

### **7.7. Auditor**

Members may appoint an independent auditor at a General Meeting.

**8. CONSTITUTION & BYLAW AMENDMENTS**

- (a) The Members may, by a majority of not less than two-thirds (2/3) of the votes cast, amend the PAC's Constitution and Bylaws at a General Meeting.
- (b) Any proposed amendment to the Constitution and Bylaws must be included in the notice given to Members prior to the General Meeting in which the vote will take place.

**9. CODE OF CONDUCT**

- (a) The PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual Members of the school community.
- (b) A parent who accepts a position as an Executive Member:
  - (i) Upholds the Constitution and Bylaws, policies, and procedures of the PAC,
  - (ii) Performs their duties honestly and with integrity,
  - (iii) Works to ensure that the well-being of students is the primary focus of all decisions,
  - (iv) Respects the rights of all individuals,
  - (v) Takes direction from the Members, ensuring that representation processes are in place,
  - (vi) 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,
  - (vii) Works to ensure that issues are resolved through due process,
  - (viii) Strives to be informed and only passes on information that is reliable and correct,
  - (ix) Respects the need for confidentiality unless confidentiality will cause harm or perceived harm to a student or individual,
  - (x) Supports public education, and
  - (xi) Makes a reasonable effort to attend all General Meetings and Executive Meetings.

**10. PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by a Member, Executive Member, or committee member in connection with the PAC will be deemed to be

property of the PAC, and will be turned over to the Chair when the Member, Executive Member, or committee member ceases to perform the task to which the papers relate.

**11. DISSOLUTION**

- (a) In the event of the dissolution of the PAC, the PAC will pay all outstanding debts and any cost of dissolution. Any remaining funds will be given to a charitable organization as may be decided upon by the Members at the final PAC meeting before dissolution.
- (b) In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the DPAC.
- (c) Any unused or unallocated Community Gaming Grant funds must be transferred to the BC Minister of Finance or as stated under the stipulations for dissolution in each grant's current guidelines.

Adopted by the Executive at the AGM held on the \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer