

JKE PAC C&B

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JKE PAC CONSTITUTION + BYLAWS 2024



APRIL 25, 2024

JKE PAC CONSTITUTION + BYLAWS 2024

Table of Contents:

CONSTITUTION

- SECTION I - NAME
- SECTION II - PURPOSE & OBJECTIVES
- SECTION III - INTERPRETATION OF TERMS

BY LAWS

- SECTION I - MEMBERSHIP
- SECTION II - MEETINGS OF MEMBERS
- SECTION III - PROCEEDINGS AT MEETINGS
- SECTION IV - EXECUTIVE
- SECTION V - DUTIES OF EXECUTIVE MEMBERS
- SECTION VI - EXECUTIVE MEETINGS
- SECTION VII - DISTRICT PARENTS' ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES
- SECTION VIII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES
- SECTION IX - DUTIES OF EXECUTIVE AND REPRESENTATIVES
- SECTION X - COMMITTEES
- SECTION XI - FINANCIAL MATTERS
- SECTION XII - CONSTITUTION AND BYLAW AMENDMENTS
- SECTION XIII - PROPERTY of JKE PAC
- SECTION XIV - DISSOLUTION
- SECTION XV - INTERPRETATION OF TERMS
- CODE OF ETHICS

CONSTITUTION

SECTION I - NAME

The name of this parents' advisory council is James Kennedy Elementary Parents' Advisory Council ("**JKE PAC**").

The JKE PAC will operate as a non-profit organization using BC's Societies Act as a reference with no personal financial benefit accruing to its members or executive.

The business of the JKE PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability. The JKE PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

SECTION II - PURPOSE & OBJECTIVES

The purpose of JKE PAC will be:

1. To promote the education and welfare of students in the school.
2. To advocate for the creation of inclusive safe schools for our children.
3. To encourage and promote Parent involvement in the school.
4. To ensure equity and inclusivity for all students in our school as much as possible.
5. To Request and Review the School's Growth Plan and see how PAC can support and provide input into future development of the School's Growth Plan.
6. To advise the school board of District No. 35, Langley, the principal of the school, and the staff of the School on any matter relating to the School.
7. To promote the interests of public education and the interests of the School.
8. To provide leadership in the School community.
9. To contribute to a sense of community within the School and among the School, students' homes, and the School's neighbourhood.
10. To provide Parent education and a forum for discussion of educational issues.
11. To assist the principal and staff of the School in ensuring the highest safety standards are maintained in the School and surrounding neighbourhood.
12. To organize activities and events to raise money to support the goals of the JKE PAC, as determined by the membership.
13. To advise and participate in the activities of the DPAC and the BC Confederation of Parents' Advisory Councils.

SECTION III - INTERPRETATION OF TERMS

PAC: Parents' Advisory Council which the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school. A PAC is autonomous, meaning it follows its own constitution and bylaws and completely independent from the school or district when conducting business.

"DPAC" means the District Parents' Advisory Council organized according to the *School Act* and operating as a district parents' advisory council in School District No. 35, Langley.

"Parent" means a parent as defined in the *School Act*. It refers to all parents, guardians, and caregivers. Any parent defined as such under Part 1 of the *School Act* is considered a member of the Council: "parent" means, in respect of a student or of a child registered under section 13, Section 8.4

(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

(b) a person who usually has the care and control of the student or child;

And, for the purposes of the Bylaws, means the parent or guardian of the child or children registered at XYZ Elementary School.

"School" means James Kennedy Elementary School.

"School Act" means the *School Act*, R.S.B.C. 1996, c. 412, from time to time in force and all amendments thereto.

JKE PAC CONSTITUTION + BYLAWS 2024

BYLAWS

SECTION I - MEMBERSHIP

1. All Parents are voting members of the JKE PAC.
2. Members of the School community, including administrators and staff (teaching and non-teaching) of the School, who are not Parents may be invited to become non-voting members of the JKE PAC.
3. At no time will the JKE PAC have more non-voting than voting members.
4. Every member will uphold the constitution of the JKE PAC and comply with these bylaws.

SECTION II - MEETINGS OF MEMBERS

1. Meetings will be conducted with fairness to all members. Members will not discuss individual School personnel, students, parents, or other members of the School community at Meetings.
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.
3. Members will be given reasonable notice of Meetings. Notice of the time and place of a Meeting may be given by electronic means or posted in a conspicuous place on the School grounds. No error or omission in giving notice of any Meeting shall invalidate such Meeting or make void any resolution passed or invalidate any action taken at such Meeting.
4. Meetings will be conducted in accordance with Robert's Rules, unless otherwise stated.

SECTION III - PROCEEDINGS AT MEETINGS

1. A quorum is required for a meeting to proceed. No business shall be transacted at any Meeting unless the requisite quorum is present at the time of the transaction of such business. For purposes of quorum, members may be present in person or by way of video calling or other electronic means and be documented in the minutes.
 - Executive meeting quorum is (50%+1) executives.
 - General Meeting quorum will require executives' presence as stated in the executive meetings quorum in addition to (2) more voting members.
2. A resolution proposed at a Meeting needs to be seconded for it to be considered.
3. The chair of a Meeting may move or propose a resolution.
4. Each member is entitled to one vote.

JKE PAC CONSTITUTION + BYLAWS 2024

5. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a majority of the votes cast. In the case of a tie vote, the chair does not have a second vote in addition to the vote to which he or she may be entitled as a member and the proposed motion does not pass.
6. Members must vote in person on all matters. "In person" shall include video calling or other electronic means. Voting by proxy will not be permitted.
7. Voting is by a show of hands except (i) if requested by two voting members present, voting will take place by secret ballot.
8. The ballots will be destroyed after every election and secret ballot.

SECTION IV - EXECUTIVE

1. The executive will manage the JKE PAC's affairs between Meetings.
2. The executive will include the president, treasurer, and secretary at minimum. Other possible positions can include Vice President, DPAC representative, members-at-large, immediate Past President, and other members of the JKE PAC as the membership decides. Two or more people may share the same executive position.
3. The positions of President, Vice President, and Treasurer are recommended to have a minimum of one year of active involvement in managing and/or executing JKE PAC business affairs as an asset but not required.
4. No person may hold more than one elected executive position at any one time.
 - Exceptions: DPAC REP or Past President
5. The executives will be elected at the AGM.
6. The executive will hold office for a term of one year beginning the day after the last day of the current school year.
7. No person may hold the same executive position for more than four years, except for a member at large.
8. The maximum number of executive positions is 15.
9. If an executive member resigns or ceases to hold office for any other reason prior to the expiration of his or her term, the remaining executive members may appoint a voting member of the JKE PAC to fill the vacancy until the next annual general meeting.
10. If an executive member has missed two executive meetings along with two general meetings, the PAC President will reach out to that executive to discuss their commitment to remain an active member and retaining their position. If there is no response or improvement in attendance, the PAC

JKE PAC CONSTITUTION + BYLAWS 2024

will issue a 14-day notice before holding a vote to potentially remove the executive from their position.

11. JKE PAC 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, and may elect a voting member to complete the removed executive's term.
12. Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the Meeting at which such motion is to be tabled. Such notice may be delivered by electronic means or other communication facility or posted in a conspicuous place on the School grounds.
13. 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 JKE PAC's affairs.
14. An executive member or Representative who has a conflict of interest, either directly or indirectly, in a proposed contract, project or transaction with the JKE PAC must disclose fully and promptly the nature and extent of this conflict to the executives to the membership and executive and must avoid using his or her position on the JKE PAC for personal gain. I.e., excuse themselves from any voting related to that conflict of interest.

SECTION V - DUTIES OF EXECUTIVE MEMBERS

- **What does this mean?**

This means, as an executive member, you have a duty to put the council's interests ahead of your own. You should not act in the interests of a special group or in your own self-interest. In addition:

- be careful, honest, and forthright.
- think about what you are doing and saying and ask yourself:
 - Am I doing what's right for the council, its members, and the parents of this school and district? Do I have their interests at heart rather than my own interests or the interests of another organization or person with whom I am associated?
 - Am I being honest and upfront with the other executive members? What would I want another executive member to do or say if they were in my position?
 - Am I acting in accordance with the decisions and policies of the executive and membership, or am I acting in some way contrary to those decisions and policies?
 - Do I have a personal interest (financial or personal benefit not available to others) which I have not disclosed to the executive or membership?

JKE PAC CONSTITUTION + BYLAWS 2024

- What would the other executive members and the council membership expect me to do here?

- **Fulfilling Your Responsibilities as an Executive Member**

The job of an executive member is challenging and rewarding. You are helping to involve parents in improving the quality of our public education system.

To fulfill your role better:

- Attend meetings and stay informed of the council's business.
 - Read what you are given. Someone thought it was important for you to know.
 - Ask questions. Make sure you understand the issues before you make decisions and vote. Be reasonable—don't insist on information that won't make a difference.
 - Take on only what you can do effectively and within a reasonable time, and then do it. If you can't, talk to the president/chair or another executive member promptly.
 - If you have a special skill or expertise (for example, you are an accountant), you must act with the same standard of care as you would in your professional work.
- **Respecting Diversity in Your Council Executive**
 - PACs and DPACs are striving to become truly representative of all the parents in their school communities.
 - Through sensitivity to the barriers many parents face in becoming involved in their children's education, council leaders can draw all parents in and pave the way for them to take on leadership roles. This begins with a close look at the reasons under-represented groups may not participate in council activities. Councils and council leaders need to find ways to overcome these barriers and actively recruit parents from all parts of the school community.

SECTION VI - EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the president. Executive meetings may be held at any time or place as deemed necessary and may be held entirely by telephonic or other electronic means.
2. A quorum for executive meetings will be a majority of the members of the executive, (50% + 1)
3. Executive members will be given reasonable notice of executive meetings. Notice may be given by electronic means or other communication facility.
4. Each executive member is entitled to one vote at executive meetings. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast. Voting will be by a show of hands. In the case of a tie vote, the chair does not have a second vote in addition to the

JKE PAC CONSTITUTION + BYLAWS 2024

vote to which he or she may be entitled as an executive member and the proposed motion does not pass.

5. The executive may pass motions by way of electronic communication so long as a majority of the executive indicates in writing (including electronically) their approval of such motion.

SECTION VII - DISTRICT PARENTS' ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

1. One or more representatives to the DPAC may be elected annually from among the voting members who are not employees or elected officials of any board of school trustees constituted under the *School Act* or of the Ministry of Education.
2. 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 prior to the expiration of his or her term, the membership may elect a voting member of the JKE PAC to fill the vacancy until the next annual general meeting.
4. The membership or executive may elect or appoint a voting member who is not an employee of JKE.
5. Representatives elected or appointed under this Section will report to the membership or executive as required.

SECTION VIII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES

1. Upon election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.
2. Every executive member and Representative must act solely in the interests of the voting members of the JKE PAC.
3. Any information received in confidence by 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.
4. An executive member or Representative who has a conflict of interest, either directly or indirectly, in a proposed contract or transaction with the JKE PAC must disclose fully and promptly the nature and extent of this conflict to the executives to the membership and executive and must avoid using his or her position on the JKE PAC for personal gain.
5. In case of a conflict-of-interest present when voting on a project or contract is required, a JKE PAC member must recuse themselves from voting on the matter.

JKE PAC CONSTITUTION + BYLAWS 2024

SECTION IX - DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The President will

- a. speak on behalf of the JKE PAC;
- b. consult with members of the JKE PAC; be the point of contact with the principal on all matters;
- c. preside at general and executive meetings;
- d. recommended: Have at least one year on JKE PAC where they are actively involved in the management/execution of JKE PAC business;
- e. ensure that an agenda is prepared;
- f. appoint committees where authorized by the membership or executives;
- g. ensure that the JKE PAC is represented in School and district activities;
- h. ensure that JKE PAC activities are aimed at achieving the purposes set out in the constitution;
- i. be a signing officer;
- j. maintain communication with chairs of all committees to evaluate progress;
- k. be ready to step up/reassign and take charge of an event/committee as needed ensuring that tasks are completed effectively;
- l. has access to all relevant programs, accounts, offices, and documents associated with JKE PAC;
- m. meet with the Principal and Vice President on regular basis. Ensure that JKE Vice President also be present in the meeting;
- n. conduct a review of financial records once every two-months;

2. The Vice President will:

- a. be a signing officer;
 - b. assume the responsibilities of the President in the President's absence or upon request;
 - c. attend meetings with principal and vice principal alongside JKE PAC president;
 - d. oversee some of the committees to allow workload distribution;
 - e. assist the President in the performance of his or her duties;
 - f. accept extra duties as required;
 - g. work with the president on a succession plan that would ensure continuation and success of PAC
- Conduct a review of financial records once every two-months;

3. The Secretary may be a signing officer and will:

- a. ensure that members are notified of Meetings;
- b. maintain communication with the President/Vice P to draft the agenda before the meeting and ensure its distribution to the membership;
- c. record and file minutes of all Meetings;

JKE PAC CONSTITUTION + BYLAWS 2024

- d. keep an accurate copy of the constitution and bylaws and make copies available to members upon request;
- e. issue and receive correspondence on behalf of the JKE PAC;

4. The Treasurer will:

- a. be a signing officer (or in the case of co-treasurers, at least one will be a signing officer);
- b. Treasurer shall communicate using a treasurer account to ensure proper transition, transparency, and succession planning. This email should also always forward into the main JKE PAC email to keep records;
- c. ensure all funds of the JKE PAC are properly accounted for;
- d. disburse funds as authorized by the membership or executive;
- e. ensure that proper financial records and books of account are maintained;
- f. upon request, report on all receipts and disbursements at Meetings and executive meetings;
- g. make financial records and books of account available to members upon request;
- h. have the financial records and books of account ready for inspection or audit annually;
- i. draft a budget and work with the rest of the executive team to finalize it;
- j. draft budget must be presented to membership at least 14 days in advance;
- k. have the bank statements ready for review monthly with the president/Vice President;
- l. with the assistance of the executive, draft an annual budget;
- m. ensure that president and Vice President has access to the financial records and books of account in the treasurer's absence;
- n. submit an annual financial statement at the annual general meeting;
- o. submits gaming grant application in collaboration with the president by June 30th;
- p. understands gaming grant and money allocation, if treasurer is not clear, they are required to seek training;
- q. conduct a review of financial records once every two-months;
- r. have critical mail (e.g., bank statements, cancelled cheques) reviewed by the organization's president or equivalent for review prior to passing on to the treasurer;
- s. review disbursements to see if the payee is also the expense approver or cheque signer. Ideally, payees should not be approving their own expenses or issuing disbursements to themselves to mitigate the risk of theft;
- t. have executives review financial reports (e.g., bank statements and reconciliations) and initial them;
- u. committee chairs should avoid signing cheques of vendors they sourced;

5. The DPAC Representative will:

- a. attend meetings of the DPAC and represent, speak, give input, and vote on behalf of the JKE PAC;

JKE PAC CONSTITUTION + BYLAWS 2024

- b. when motions are presented, DPAC rep is required to bring the motion back to JKE PAC and consult with them prior to voting;
- c. maintain current registration of the JKE PAC with BCCPAC;
- d. report regularly to the membership and executive on all matters relating to the DPAC;
- 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;

6. Members-at-Large will:

- a. lead or be part of 1 committee (example - Hot lunch, treat days, movie nights);
- b. attend all Executive meetings;
- c. requires at least a four-to-five-hour commitment per month;
- d. all communications must go through the president/vice president regarding any project in the school or communication with the principal. Ex setting dates for events;
- e. can be a signing officer;

7. The Immediate Past President will:

- a. advise and support the membership and executive;
- b. should they elect not to participate as a member at large, they will not be counted towards quorum;
- c. provide information about resources, contacts, and other matters when consulted;
- d. enables the new team to establish themselves and grants access to all passwords, accounts, and resources for a smooth transition of authority;

SECTION X - COMMITTEES

1. The membership and executives may appoint committees to further the JKE PAC's purposes and carry on its affairs.
2. JKE PAC will define the roles and responsibilities of each committee when it is formed and call it terms of reference. Creating terms of reference, appointing a committee chair, and assigning duties are crucial steps to make sure the committee functions effectively and achieves its goals.
3. Committees are required to keep the president/Vice President informed and seek their consultation when necessary.

Committee chair should coordinate with the president/vice president if communication with the principal/school staff is required unless specific prior arrangements were made.

4. Committees will report to the membership and executive as required.

JKE PAC CONSTITUTION + BYLAWS 2024

SECTION XI - FINANCIAL MATTERS

1. The financial year of the JKE PAC will be July to June.
2. The gaming grant application is to be completed and submitted by June 30th.
3. Bank statements are kept and shared with executives and have them readily available.
4. JKE PAC may raise and spend money to further its purposes.
5. All funds of the JKE PAC must be kept on deposit in the name of the JKE PAC in (i) a bank or financial institution registered under the *Bank Act*, S.C. 1991, c. 46, from time to time in force and any successor legislation thereto, or (ii) in a credit union regulated by the Financial Institutions Commission in accordance with the *Financial Institutions Act*, R.S.B.C. 1996, c. 141, from time to time in force and any successor legislation thereto. JKE PAC funds may only be invested in investments that are covered by deposit insurance.
6. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all these documents.
7. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
8. The executive will present all proposed expenditures beyond the current budget for approval at the next Meeting.
9. A treasurer's report will be presented at each Meeting.
10. Members at a Meeting may appoint an auditor.

SECTION XII - CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the JKE PAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be provided not less than 14 days before the Meeting at which such amendments are to be discussed. Such written notice need not be given to every member, but must be distributed electronically, posted in a conspicuous place on the school grounds, or otherwise made accessible to all members.

SECTION XIII - PROPERTY of JKE PAC

All documents, passwords, records, minutes, correspondence, or other papers kept by a member, executive member, Representative, or committee member in connection with the JKE PAC shall be deemed to be property of the JKE PAC and must be turned over to the president

JKE PAC CONSTITUTION + BYLAWS 2024

after the end of the financial year; and not only when the member, executive member, Representative, or committee member ceases to perform the task to which the papers relate.

All material to be stored at school at all times unless otherwise being used.

SECTION XIV - DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting.
2. In the event of winding up or dissolution, all records of the JKE PAC shall be given to the principal of the school.

SECTION XV - INTERPRETATION OF TERMS

"DPAC" means the parents' advisory council organized according to the *School Act* and operating as a district parents' advisory council in School District No. 35, Langley.

"JKE PAC" means the **James Kennedy Elementary School Parents' Advisory Council**.

"Meeting" means any meeting of members of the JKE PAC, including general meetings and annual general meetings but not including executive meetings.

"Parent" means a parent as defined in the *School Act*.

"Representative" means a representative appointed or elected under Section VI of these Bylaws.

"School" means James Kennedy Elementary School.

"School Act" means the *School Act*, R.S.B.C. 1996, c. 412, from time to time in force and all amendments thereto.

Adopted by the JKE PAC at Langley, British Columbia, on **April 25, 2024**

Heather Fox

President

Resha Sabti, VP

Executive Member

JKE PAC CONSTITUTION + BYLAWS 2024

CODE OF ETHICS

A parent who accepts a position as a James Kennedy Elementary School Parents' Advisory Council ("**JKE PAC**") executive member, committee member, or representative will:

1. uphold the constitution, bylaws, policies, and procedures of the JKE PAC;
2. perform his or her duties with honesty and integrity and in the interests of the JKE PAC;
3. work to ensure that the well-being of students is the primary focus of all decisions.
4. respect the rights of all individuals.
5. take direction from the membership and executive.
6. encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
7. work to ensure that issues are resolved through due process.
8. strive to be informed and only pass on information that is reliable.
9. respect all confidential information.
10. support public education.

Statement of Understanding

- I, ----- agree to volunteer for the JKE PAC and have read, understood, and agree to abide by this Code of Ethics and the Personal Information Protection Act (PIPA). Upon completion or resignation from the volunteer committee, I will return all committee materials, give up all duties, rights, and responsibilities, and continue to adhere to the Personal Information Protection Act (PIPA) and the Code of Confidentiality regarding all confidential information acquired during my term. I also agree to participate in any dispute resolution process that has been designated by the JKE PAC, should there be any questions or concerns.

Name _____

Signature _____

Date _____