



CONSTITUTION AND BYLAWS

École Oceanside Elementary School

Parent Advisory Council

Qualicum School District #69

Revisions to our Constitution and Bylaws were last amended at the December 7, 2023 PAC meeting by vote.

SECTION I – NAME

1. The name of the Association shall be the École Oceanside Elementary School Parent Advisory Council (EOES PAC), Qualicum School District #69.
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. EOES PAC strives to be inclusive and does not discriminate based on age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income as outlined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Code.

SECTION II – PURPOSE

1. To advise the Qualicum school district, school principal and staff on parental/guardians views about school programs, policies and activities.
2. To communicate with parents/guardians and to promote cooperation between the home and the school in providing for the education of children.
3. To assist parents/guardians in accessing the system, and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
6. To carry out activities on behalf of the parents/guardians that contributes to a sense of school and community.

SECTION III – DISSOLUTION

1. In the event of dissolution of the Council and following payment of all outstanding debts, disbursement of funds (excluding BC Gaming Commission funds) will be decided upon by the membership at the final General Meeting.
2. Upon dissolution of the Council, BC Gaming Commission funds shall be disbursed to a charitable organization(s) in British Columbia having a similar charitable purpose.
3. 30 days notification of dissolution must be given to the school community prior to dissolution.

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4. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of the Principal of École Oceanside Elementary School.

SECTION IV – BYLAWS

General Membership

1. All parents and guardians of students registered at École Oceanside Elementary School are voting members of the group.
2. Members of the school administration and staff, with an interest in education, may be invited to sit as non-voting members.
3. At no time shall the Council have more non-voting than voting members.

SECTION V – BYLAWS

Meetings

1. There shall be an Annual General Meeting for the purpose of electing the PAC Executive that will be held in May of each year.
2. In addition to the AGM, general meetings (GM) shall be held a minimum of 3 times per school year.
3. If there is no reason to meet, a meeting should not be held.
4. The executive meetings (PAC Executive members only) and additional general meetings shall be held at the discretion of the Chair or Vice-Chair, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
5. Meetings will be conducted efficiently and with fairness to the members present. Discussion of business not on the agenda shall be at the discretion of the Chair.
6. EOES PAC is permitted to make necessary changes to meetings to keep volunteers, parents, and staff as safe as possible. To facilitate this, EOES PAC is permitted to purchase membership or access to online communications software/sites software/programs (such as Zoom) without requiring a vote.
7. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution.

SECTION VI – BYLAWS

Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
2. In the case of a tie vote, the motion will be lost.
3. **Voting on financial motions can only be conducted with a Quorum. A quorum shall be 6 voting members with at least 3 of them members of the existing executive.**
4. Voting shall be done by a show of hands. At the discretion of the Chair, secret ballots may be used.

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5. Voting by members on all matters must be made in person; voting by proxy shall not be permitted.

SECTION VII – BYLAWS

Elections

1. The PAC shall elect a slate of officers from the voting members for each school year.
2. The Chair may appoint a returning officer to run the election.
3. **The call for nominations for executive positions shall be made at the General Meeting held in April.**
4. The executive shall be elected by the general membership at the General Meeting held in May each year.
5. Nominations are open until the election takes place.
6. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
7. A minimum of one executive position will be held open until the first General PAC Meeting of the school year, i.e. Director position.
8. No employee or elected official of any School District or Ministry of Education shall hold an executive position, nor be a member of the School Planning Council.
9. Due to covid-19 pandemic safety protocols, 2021/2022 PAC elections were held electronically, by way of a form that was emailed to all parents who were currently attached to the PAC email distribution list. This allowed us to comply with all health and safety restrictions/protocols set in place by the Provincial Health Minister and the School District. Voting in this manner will remain in place until it is agreed upon by a majority vote to remove the exclusivity of electronic voting from the EOES PAC Constitution or until such time that covid safety restrictions on public gatherings and physical distancing are lifted .
10. Online forms were used for requesting EOES PAC EXECUTIVE COMMITTEE nominations and were also used for parents to vote for the incoming EOES PAC EXECUTIVE COMMITTEE. This was found to be favourable, and will continue post pandemic at the discretion of the Chair and the current PAC EXECUTIVE.

SECTION VIII – BYLAWS

Term of Office

1. The term of office shall commence July 1 and shall be for one year.
2. The Past Chairperson shall hold that office for one year.
3. To prevent positions on the Executive Team going unfilled, volunteers may hold multiple roles on the Executive. They will only hold the power for one vote regardless of the number of positions they hold.

SECTION IX – BYLAWS

Executive Officers

1. The affairs of the Council shall be managed by a board of officers.
2. The Executive Officers will be as follows:

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- i. Chairperson
 - ii. Vice-Chairperson
 - iii. Treasurer
 - iv. Secretary
 - v. Up to 2 District Parent Advisory Council Representatives (DPAC)
 - vi. French Advisory Committee Member
 - vii. Two or more directors
 - viii. Past Chair
3. The Chairperson, Vice-Chairperson, Treasurer, Secretary, DPAC and FAC roles must be filled before Director positions.
4. EOES PAC Executive will not exceed 12 members.

SECTION X – BYLAWS

Duties of the Executive Officers

CHAIRPERSON

1. Shall convene and preside at all membership, special and executive meetings.
2. Shall ensure that an agenda is prepared and presented.
3. Shall appoint committees.
4. Shall be a non-voting member to all committees
5. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
6. Shall be the official spokesperson for the organization.
7. Shall be a signing officer.
8. Shall issue and receive correspondence on behalf of the PAC.
9. Shall submit a **written** annual report at the General Meeting in May.
10. Shall have custody of all records and documents of the PAC.

VICE-CHAIRPERSON

1. Shall assume the responsibilities of the Chair in the Chair's absence.
2. Shall accept extra duties as required.
3. Shall be a signing officer.

SECRETARY

1. Shall record the minutes of the general, special and executive meetings including attendance.
2. Shall post and distribute minutes to Council and school officials within seven (7) days of the meeting date.
3. Shall keep all records of the Council current and updated.

TREASURER

1. Shall apply for the annual BC Gaming Grant in the spring of each year.
2. Shall complete all necessary closing documents for the BC Gaming Grant.
3. Shall be responsible for and report on the accounts of the organization at each General Meeting.

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4. Shall be one of the signing officers of the executive as per section XIII.
5. Shall prepare a financial report for publication in the school newsletter as per section X.
6. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
7. **Shall submit a written annual report at the General Meetings in October and AGM in May.**

DPAC Representative

1. Shall attend DPAC meetings and report back to and from the PAC.
2. Shall seek input and represent the PAC on DPAC issues.
3. May be requested by the Chair/Vice Chair to submit an annual report at the General Meeting in May.

DIRECTORS

1. Shall serve in a capacity to be determined by the Council at the time of their election.
2. In the event that key positions on the Executive Team go unfilled, or become vacant during the school year, Directors may be asked by the Chair and/or Vice Chair to step into those unfilled roles, thus fulfilling the expected responsibility of Directors to support the continued operation of the PAC. Directors play a key supportive role to the EOES Executive Team and may be called upon to lead projects and/or events.
3. Shall assist with the needs of the Council as required.
4. May be requested by the Chair/Vice Chair to submit an annual report at the General Meeting in May.

PAST CHAIRPERSON

1. Shall assist and advise the Council.
2. Shall relinquish any pertinent PAC information to the new executive by July 1.

FRENCH ADVISORY COMMITTEE PERSON

1. Shall attend the French Advisory Committee meetings that the School District sets up. These meetings happen 3-4 times per school year. This person shall relay any EOES concerns to the committee and will relay FAC information to the EOES PAC during our monthly PAC meetings and/or advise the EOES PAC via email.

SECTION XI – BYLAWS – COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible for the PAC and for representing the PAC.
3. Shall report at General Meetings.
4. Members may be appointed annually to committees by the Chairperson after consultation with the Executive.
5. May be asked to submit an annual report at the General Meeting in May.

SECTION XII – FINANCES

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1. A preliminary budget and tentative plan of expenditures shall be presented for approval at the October General Meeting.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. Monies received from the BC Gaming Commission shall be kept in a separate account from funds raised by the Council.
4. The Chairperson, Vice Chair, and the Treasurer shall have signing authority. At the discretion of the Chair and Vice Chair, additional EOES PAC Executives may be asked to have signing authority.
5. Two signatures will be required on all cheques being issued to cover approved expenses.
6. All money spent above and beyond \$300 will be first presented and voted on, excluding floats or advances.
7. All money spent under \$300 must be prior approved by 2 executive members consulting with the Chair/VP.
8. All expenditures over \$500 must be accompanied by a written quote or vote of approval (PAC minutes).
9. A Treasurer's AGM report shall be published in the AGM meeting minutes.
10. An independent audit will be done prior to a new Treasurer taking over.
11. Any additional audits will be agreed upon by the members at any General Meeting.

SECTION XIII – CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of the EOES PAC may be made at any General Meeting at which business is conducted, providing that:
 - a. Written notice of the meeting has been given to all members (14 days minimum).
 - b. The notice of the meeting must include the specific amendments proposed.
 - c. A two thirds (2/3) majority vote of these voting members present at the meeting will be required to amend the Constitution and Bylaws.
 - d. A copy of the current constitution and bylaws shall be forwarded to the Board of School Trustees according to the School Board Policy.
 - e. Anytime the Constitution is updated, a copy must be emailed to DPAC.

SECTION XIV – CODE OF CONDUCT

1. The PAC is not a forum for the discussion of any individual.
2. PAC meetings must be a safe and respectful environment, if this cannot be maintained, the Chair/Vice Chair has the authority to call the meeting to an end.
3. EOES PAC has zero tolerance for any forms of abusive behaviour, including but not limited to harassment whether online or in person, bullying, or spreading of misinformation about EOES PAC or volunteers.
4. A person found in violation of this code of conduct by the majority of the Executive Team may be asked to leave the meeting and may be prevented from attending future meetings. If the person is part of the Executive Team, a vote of majority may be taken to remove said person from the Executive Team.

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5. A detailed rationale explaining the circumstances, experiences and pertinent information will be sent to the EOES Administration Team for their review and consultation prior to relieving an Executive member from their position, or preventing a parent/guardian from attending future PAC meetings.
6. EOES PAC strives to be inclusive and does not discriminate based on age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income as outlined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Code.
7. An Executive PAC member is in a privileged position and must treat information with discretion, protecting the confidentiality of the people involved.
8. **A parent/guardian who accepts a position as a PAC executive member must:**
 - a. Uphold the constitution, policies and procedures of the PAC and of the school.
 - b. Perform duties with honesty and integrity.
 - c. Shall be unbiased towards age, family status, marital status, physical disability, mental disability, race, colour, place of origin, ancestry, indigenous identity, sex, gender identity/expression, sexual orientation, religion, political belief or source of income.
 - d. Works to ensure that the well-being of students is the primary focus of all decisions.
 - e. Respects the rights and diversity of all individuals.
 - f. Takes direction from the members ensuring that representation processes are in place and supports PAC decisions.
 - g. Encourages and supports individuals to act on their own behalf and provides information on the process for taking forward concerns.
 - h. Works to ensure that issues are resolved through due process.
 - i. Strives to be informed and only passes on information that is reliable and correct.
 - j. Shall declare any Conflict of Interest to the PAC.

SECTION XV - FUNDRAISERS AND CONFLICT OF INTEREST

1. PAC will not run any fundraisers where there is a risk of perceived conflict of interest.
2. PAC will not run any fundraisers where an EOES family/guardian at our school receives any financial gain or benefit from the fundraiser.

Accepted this 7 day of December, 2023

Chairperson

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Vice Chairperson

Treasurer

Treasurer

Secretary

DPAC Representative

DPAC Representative

FAC Member

Director

Director

Director

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