



# École Doncaster Elementary School – Parents’ Advisory Council Constitution

## Section 1 – Name

The name of this Council is the Doncaster School Auxiliary Society (the “Council”).

The Council will operate pursuant to s. 8 (1) of the *School Act*, RSBC 1996 c 412, and as a non-profit organization with no personal financial benefit accruing to members.

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

The Council is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

## Section 2 – Purposes of the Council

The purposes of the Council will be:

1. To support, encourage, and improve the quality of education and the well-being of students at École Doncaster Elementary School (“Doncaster”).
2. To advise the school board, principal, and staff on parents’ perspective on any matter relating to Doncaster’s programs, policies, plans, and activities.
3. To communicate with parents and to promote cooperation between the home and school in providing for the education of the students.
4. To organize activities and events that are accessible to all Doncaster students and/or families.
5. To promote the interests of public education, and particularly the interests of Doncaster.
6. To contribute to the effectiveness of the school by promoting involvement of parents and other community members.
7. To provide leadership in the school community.
8. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
9. To provide parent education and a forum for discussion of educational issues.
10. To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns.



11. To assist the principle and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
12. To provide financial support for the goals of the Council, as determined by the membership.
13. To advise and participate in the activities of Victoria Confederation of Parent Advisory Councils and the BC Confederation of Parents' Advisory Council

### Section 3 – Interpretation of Terms

“**district**” means School District No. 61

“**Doncaster**” means École Doncaster Elementary School

“**PAC**” or “**council**” means the parents’ advisory councils organized pursuant to s. 8 (1) of the *Schools Act* at École Doncaster Elementary School

“**parent**” is defined at s. 1 of the *School Act*, RSBC 1996 c 412, and 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.

“**school**” means any public elementary, middle, or secondary educational institution as defined in the *School Act* operating within School District No. 61



# École Doncaster Elementary School – Parents’ Advisory Council Bylaws

## Section 1 – Membership

### *Voting Members*

1. All parents of students registered at Doncaster are voting members of the Council.

### *Non-Voting Members*

2. Staff members of Doncaster, either in a teaching or non-teaching role, who are not a parent of a student attending Doncaster, are non-voting members of the Council.
3. Members of the Doncaster community who are not parents of a student attending Doncaster may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

### *Compliance*

5. Voting and non-voting members are collectively referred to as “Members”.
6. Every Member will strive to uphold the Doncaster PAC Constitution and comply with the bylaws.

## Section 2 – Meetings of Members

1. General meetings will be conducted in the spirit of fairness to all members with reasonable measures taken to ensure the same.
2. General meetings will be held not less than six (6) times per school year.
3. One of the meetings between January and May will be the Annual General Meeting (AGM) for the purpose of election of Executive Officers.
4. A general meeting will not be a forum for discussing individual school personnel, students, parents or other members of the school community.
5. If procedural problems arise on an issue not covered in these Bylaws, Robert’s Rules of Order (edition as held by the Executive) will be used to resolve the issue.
6. A special meeting may be called by the President at the request of no less than five (5) members. A special meeting is called to discuss, and as necessary to decide, a specific matter and no other business may be dealt with during the special meeting. Special meetings require five (5) instructional days notice to the membership.
7. Members will be given reasonable notice of general meetings.



8. Meetings will be in person or by video conferencing. Upon request, the Council will consider a hybrid meeting option that occurs in person and over video conferencing.

## Section 3 – Proceedings at Meetings

### *Quorum*

1. A quorum for general meetings will be a majority (50% plus one) of Executive Officers and at least **one** additional non-Executive voting member.
2. A quorum for the annual general meetings will be a majority (50% plus one) of Executive Officers and **\_\_\_\_\_** non-Executive voting members.

### *Voting*

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the President **does not** have a second or casting vote and the motion is defeated.
5. Members must vote personally on all matters. Voting by proxy will not be permitted.
6. Regular voting is by a show of hands and/ or by a voice vote of the voting members present.
7. Where requested by two voting members present, by secret ballot. After the vote the ballots will be destroyed.

## Section 4 – The Executive

### *Role of the Executive*

1. The Executive shall manage the Council's affairs between general meetings.
2. The primary function of the Executive shall be communication, coordination, control, and community building as follows:
  - a. **Communication:** The Executive shall facilitate communication of the affairs of the Council to the membership and school administration through various means (newsletters, social media, website, and email).
  - b. **Coordination:** The Executive shall coordinate and connect volunteers for Council activities and school's activities requesting the Council's assistance.
  - c. **Control:** The Executive shall provide accountability to the membership to ensure that the Council's commitments are fulfilled, and shall provide control over the Council's finances to ensure that raised funds are properly accounted for, managed, and spent in accordance with an approved budget.



Wherever possible funds will be spent to equitability benefit all Doncaster students.

- d. **Community Building:** The Executive shall contribute to a sense of community within the school and between the school, home and neighbourhood through the activities and initiatives they support.

#### *Election of Executive Members*

3. The Executive Members shall be elected by voting members at the Annual General Meeting.
4. Any employee or elected official of SD61, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an Executive position.
5. Call for nominations shall be made by the Executive at the general meeting before the Annual General Meeting.
6. If any Executive Member position is contested, voting will be conducted by secret ballot. After the vote the ballots will be destroyed.

#### *Term of Office*

7. The term of office for Executive Members of the Council shall commence two weeks following election at the Annual General Meeting and shall be for one year. If held in the spring, the period between the AGM and the end of the current school year shall be used to transition knowledge from any outgoing Executive officer to those taking over their roles.
8. There shall be no maximum term for holding an Executive position. However, a person wishing to fill the same Executive position for consecutive years must continue to be an eligible voting member (i.e. with a child at the school), put forward their nomination and be re-elected at each Annual General Meeting.
9. No person may hold more than one elected Executive position at any one time.
10. If an Executive officer ceases to be a voting member of the Council during their term (i.e. they no longer have a child at the school), their position shall be immediately vacated. The remaining Executive members may appoint an eligible member of the Council to fill the vacancy until the next Annual General Meeting.

#### *Removal of Executive*

11. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of their term of office, and may elect an eligible member to complete the term.



12. 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*

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 Council's affairs.

#### *Executive Meetings*

### Section 5 – Composition and Duties of Executive Officers

#### *Composition*

1. The Executive will include the President, Vice-President, Secretary, and the Treasurer.

#### *Roles and Responsibilities*

2. The President will:
  - a. Speak on behalf of the Council.
  - b. Consult with Council members.
  - c. Preside at meetings.
  - d. Ensure that an agenda is prepared.
  - e. Appoint committees where authorized by the membership or executive.
  - f. Ensure that the Council is presented in school and district activities.
  - g. Ensure that Council activities are aimed at achieving the purposes set out in the constitution.
  - h. Be a signing officer.
  - i. Submit an annual report.
3. The Vice-President will:
  - a. Support the president.
  - b. Assume the duties of the president in the president's absence or upon request.
  - c. Assist the president in the performance of his or her duties.
  - d. Accept extra duties as required.
  - e. Be a signing officer.
  - f. Submit an annual report.
4. The Secretary will:
  - a. Ensure that members are notified of meetings.



- b. Record and file minutes of all meetings.
  - c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
  - d. Prepare and maintain other documentation as requested by the membership or executive.
  - e. Issue and receive correspondence on behalf of the Council.
  - f. Ensure safekeeping of all record of the Council.
  - g. Submit an annual report.
5. The Treasurer will:
- a. Be a signing officer.
  - b. Ensure all funds of the Council are properly accounted for.
  - c. Disburse funds as authorized by the membership or executive.
  - d. Ensure that proper financial records and books of account are maintained.
  - e. Report on all receipts and disbursements at general and executive meetings.
  - f. Make financial records and books of account available to members upon request.
  - g. Have the financial records and books of account ready for inspection or audit annually.
  - h. With the assistance of the Executive, draft an annual budget.
  - i. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
  - j. Submit an annual financial statement at the annual general meeting.
6. Members at large will:
- a.

## Section 6 – Non-Executive member positions

1. apart from a contested election of a member to represent the council on the district parents' advisory council pursuant to section 8 (6) of the *School Act*, if there is only one candidate the person is acclaimed.
2. Members at large
3. VCPAC members
4. Newsletter
5. Social media
6. Hot Lunch



## Section 7 – Committees

1. The membership and Executive may appoint standing and ad hoc committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the membership or Executive decide.
3. Committees are responsible to and will report to the membership and Executive as required.

## Section 8 – Code of Ethics

1. Uphold the Constitution and Bylaws, policies and procedures of the Council.
2. Perform duties with honesty and integrity and in the interests of the Council.
3. Work to ensure that the interests and well-being of all Doncaster students are
4. protected.
5. Refrain from using their position on the PAC for personal gain.
6. Fully and promptly disclose any conflict of interest, either direct or indirect with any proposed contract or transaction with the Council.
7. Demonstrate respect for themselves and others by encouraging diverse perspectives, supporting the rights of all individuals, practising inclusivity and fostering an environment that engenders trust, confidence, collaboration and mutual cooperation.
8. Take direction from the members, ensuring representation processes are in place.
9. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
10. Work to ensure that issues are resolved through a fair process (ie. with advanced notice, time to prepare and the right to appear).
11. Strive to be objectively informed and only share information that is reliable.
12. Respect confidentiality.

## Section 9 – Financial Matters

1. The financial year of the Council will be August 1<sup>st</sup> to July 31<sup>st</sup>.
2. The Council may raise and spend money to further its purposes.
3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the *Bank Act*, SC 1991, c 46.



4. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all these documents.
5. The Executive will prepare a budget and present it to the membership for approval at a general meeting before the current budget expires.
6. The Executive will present any proposed expenditures beyond the current budget for approval at the next general meeting.
7. A treasurer's report will be presented at each general meeting.

### Section 10 – Conflict Resolution

1. All Council members shall strive to comply with the **Code of Conduct**, respecting the diversity and individuality of Council Members.
2. Conflicts arising between Members involving matters concerning the Council will first be addressed at an Executive Meeting which includes the parties involved. The purpose of this meeting is to seek resolution of these matters through open and respectful dialogue, with the intent to further the Purposes and Objectives of the Council.
3. If a conflict is not resolved through an Executive Meeting, and unbiased third party agree to by all parties, will be asked to mediate the dispute.
4. If such mediation fails, a special resolution meeting will be requested through **VCPAC**. The Council will then follow their recommendations.
5. The Code of Ethics provides further details on a fair resolution of a concern or conflict that may arise.

### Section 11 – Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's Constitution and Bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member but must be posted in a conspicuous place in the school or made accessible to all members.
4. A constitution or bylaw amendment shall be dated, signed and deposited with the Doncaster Administration for safekeeping.



## Section 12 – Property in Documents

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

## Section 13 – Dissolution

1. In the event of 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, or council, in Greater Victoria School District No. 61 having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of Greater Victoria School District No. 61 in the person of the principal of the school.

Adopted by